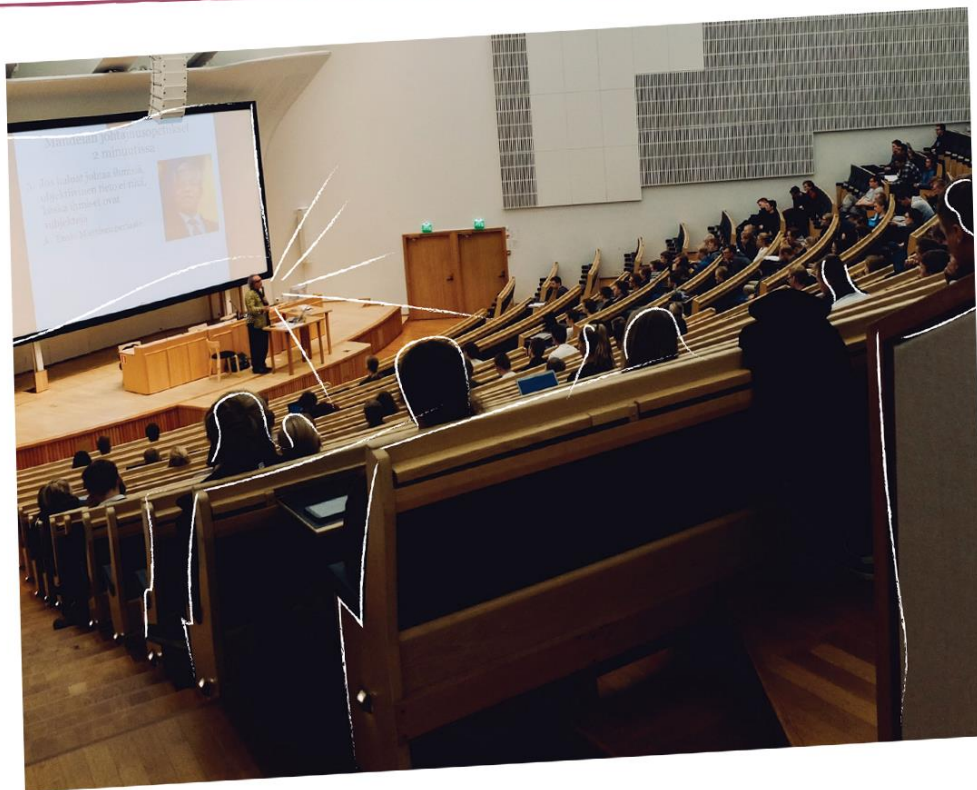


THE AUTISTIC GUIDE TO STARTING COLLEGE

ASIAM.IE



Communication

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COMMUNICATION

Most students will communicate with university services through email. Staff will reply to you as soon as possible but at busy periods such as registration or examinations you may wait a few days for a response. You should keep your emails polite and to the point. It is expected that you write your emails in a semi formal style. Use a salutation e.g. Dear Dr. Jones and yours sincerely at the end. You can become more informal as you get to know people. You will get a lot of emails from various services about opportunities and events that are open to you. You do not have to reply to these emails, they are for information only. Always try to be polite and respectful when you email anyone. It is always good to have a professional approach when writing something. People respond well to someone being clear and polite. Remember to ask a question if you are looking for an answer. It is a simple thing but if there is no question in your email, you may not get a response. People can be very busy and not realise you are looking for a return email. Keep your language clear and straightforward as much as you can.



Academic staff will tell you if they are available in their offices for drop in visits. They may put up times on Moodle or on their email responses when they are available for consultation. Always arrange an appointment with academic staff e.g. lecturers, Chairs or Year Heads if you want to speak with them. They will be happy to meet with you but they have busy working days and will have to schedule the appointment in to their calendars.