



## COMMUNICATING WITH OTHERS: WHEN TO USE EACH METHOD



### Active Listening

- Always! Healthy communication requires listening, being open to responses, and patience for professionals to get back to you.
- Meet conversations with empathy and openness.



### Face to Face

- This is for everybody! Your roommate, your RA, your AC, your professors.
- Best way to ensure you're getting your intended message across and it helps build rapport and relationships!



### Email

- This is a more formal type of communication. You'll likely use this with your AC, professors, and other professional staff members here at St. Olaf. The tone of these will likely be different than when you're texting your friends. Spell out words rather than using abbreviations and use punctuation.



### Texting

- This is what you use with your friends and family! This is informal and more chill. Not the ideal format for talking about concerns or things where tone and intention can be misinterpreted.