



TIPS FOR VIRTUAL MEETINGS

Having a virtual meeting with a peer, professor, or colleague? Here are some things to consider to ensure a productive session:

Create a Distraction-Free Environment

- ◆ Silence your phone
- ◆ Turn off notifications
- ◆ Close nonessential tabs

Attend to Your Space

- ◆ How is your Wi-Fi?
- ◆ Are you well-lit?
- ◆ Is your audio clear?

Be Extra Friendly and Welcoming

- ◆ Take a brief moment to acknowledge any stress over meeting with someone virtually
- ◆ Dedicate a few minutes to discuss your goals
- ◆ Share what you specifically hope to gain from the session

Specific Tips for Phone and Zoom Sessions

- ◆ Make a plan for who will take notes
- ◆ For phone sessions, utilize Google Docs so you can look at work together
- ◆ For Zoom sessions, utilize screen-sharing

Show Attentiveness

- ◆ Demonstrate active listening by nodding and asking clarifying questions
- ◆ Be intentionally warm and friendly
- ◆ Facial expressions and tone are important! In a virtual session, these impact clear communication. Be sure to remain aware of how you may look and sound.

*Adapted from a resource by Casey Buonocore
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