

Module 2 — Effective Communication in the Classroom

Course Outlines

- Principles of effective communication in learning environments
- Using Microsoft 365 for classroom communication (Teams, Outlook, Word)
- Encouraging student voice and feedback
- Managing online discussions and digital etiquette
- Creating a communication-friendly classroom culture

Course Outcomes

- Facilitate effective verbal, written, and digital communication in the classroom.
- Use Microsoft tools to create collaborative and inclusive communication spaces.
- Develop students' confidence in expressing ideas and providing constructive feedback.
- Promote clarity and respect in digital communication.