



Course: Promoting Democratic Participation in Educational Settings

Guidelines for Participating in Forums

The thematic forum is an activity for group collaboration and knowledge building. For this reason, it's important to keep in mind some guidelines to foster a meaningful and constructive conversation:

- 🙌 **Greet and say goodbye politely.**
- 📝 **Write short and concise messages** to make reading and following the discussion easier. Suggested length: 8–10 lines (maximum 3 paragraphs).
- 💬 **Express a complete idea:** clear in its reasoning, connected to the guiding question, and linked to colleagues' comments. The goal is not to answer a questionnaire but to build a reflective dialogue that grows with contributions from you and the group.
- 🔍 **Check spelling and grammar.** Before posting, make sure your message is correct and conveys what you intend to say.
- 🗣️ **Use proper capitalization.** Avoid writing in ALL CAPS, as it hinders readability and can seem like shouting or anger. The tone of your writing makes a difference.
- 🗑️ **Avoid confronting colleagues or using offensive language.** If a conflict arises, it's best to communicate privately to clarify the situation.
- 📄 **Avoid copy-pasting texts from authors without adding your own comments.** When including quotes, always cite the source.
- 🔒 **Be careful with personal information.** Private conversations should take place through other channels.