Hints and tips for inclusive learning and teaching

Planning to use Accessible Language

- Plan how to explain, at the start of a course, the learning objectives in clear and jargon-free language to your students.
- Use clear, unambiguous language for assessments (consider providing a list of word definitions [www.shef.ac.uk/lets/projects/internat/resources.html](http://www.shef.ac.uk/lets/projects/internat/resources.html)). Avoid using abbreviations in questions unless they are explained.
- Practice your lecture in front of a colleague to ensure that your lecture is relevant, engaging and uses accessible language. These considerations should also form part of peer observation.

Language in Lectures

Use good presentation techniques:

- Speak clearly and not too quickly.
- Use clear and concise language.
- Do not use unexplained colloquialisms/slang, as international students may not understand them.
- Avoid using acronyms or abbreviations as far as possible. If you have to use acronyms or abbreviations, clearly explain the meaning of them to your students.
- Consider providing a running glossary of terms either in lectures or on MOLE.

Language to ‘Engage’

- Allocate time at the end of each lecture to allow students to ask questions. When a student asks a question across the lecture theatre, repeat the question out loud so that all students can benefit from the question and your answer.

When talking directly to students with mobility aids:

- Do not move their mobility aid (walking stick/frame, wheel chair etc.) without explicit consent from the student. Avoid crouching or leaning over them. Respect their mobility aid and view it as part of the student’s personal space.
- If possible talk to students with a mobility aid at their level. Sit down if you must, to maintain eye contact.

English Language Support for Academics and Students

The English Language Teaching Centre (ELTC) offers a range of language advice and support services including:

- A writing advisory service to help improve academic writing skills.
- Full and part-time English language courses
- Dyslexia support

Go to: [www.shef.ac.uk/eltc/](http://www.shef.ac.uk/eltc/) for more information.

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