



Checklist Prescriptive Style

Vocabulary and use of language:

- Clearly state what you expect (I want you to hand in a first draft next week, I want you to show me a list of relevant articles for our next meeting, I expect you to prepare our next meeting by doing x, y and z)
- Use short sentences and avoid weakening your message with words like 'sometimes', 'a little bit', 'maybe'.
- Formulate standards that you feel others should meet, and let them know if they are not meeting them.
- If necessary, be clear about the consequences will be if the student does not follow your instructions.
- Use words such as 'must' and 'should' only when you feel comfortable using them; otherwise try to find words that convey a similar message and match your personality.
- Allow time for the other person to respond.
- Don't be tempted to fill the silence too quickly if it takes them a while to respond.

Body language:

Use your body language to project a calm but firm attitude:

- Sit back in your chair, make sure you feel your back against the chair.
- Keep both feet on the ground.
- Make eye contact.
- Talk calmly but firmly.
- Avoid being angry or impatient, but also don't try to be overly friendly. Use a neutral tone of voice