



HOW TO START A CONVERSATION WITH YOUR PROFESSOR

BEFORE THE MEETING

- Clarify your purpose (e.g., coursework, research, advice)
- Review the syllabus or relevant materials
- Prepare specific questions in advance

STARTING THE CONVERSATION

- Introduce yourself: "Hi, I'm [Your Name], from [Class Name]."
- Show gratitude: "Thank you for taking the time."
- State your purpose clearly: "I need help with [specific topic]."

WRAPPING UP

- Summarize next steps: "So, I'll [repeat agreed actions]."
- Thank them again: "Thanks so much for your time."
- Follow up promptly via email if necessary.

DURING THE MEETING

- Stay respectful of time.
- Be honest about challenges.
- Take notes and ask for



BONUS TIPS

- Be confident and professional.
- Use office hours or email appropriately.
- Don't hesitate to ask for clarification.