

# Lectures

The keys to delivering an effective lecture are clarity, organization, and content.

## 1. Overcome stage fright

- Be physically active
- Practice
- Know your material so you don't have to read your notes word for word
- Focus on your message and your performance, not on your emotions
- Don't drink caffeine before you speak

## 2. Prepare for the worst

- Leave nothing to chance.
- Have a backup plan

## 3. Speak to your audience

- Resist the temptation to simply read your presentation
- Begin by speaking to one person
- Share personal experiences with the content (or your learning of the content)

## 4. Be animated

- Non-verbal communication is important
- Maintain eye contact
- Have an erect posture
- Use appropriate movement and gestures
- Use vocal special effects, including dramatic pauses, repetition, varying your pitch and volume

## 5. Use visual organizers (images, graphs, charts, video clips, or graphic organizers)

- Avoid text-heavy slides.
- Include visuals that illustrate key concepts or arguments

## 6. Don't push too much content into your lecture

- One slide, one idea
- Avoid extraneous information on your slides
- Limit the number of main points to 3-4 per lecture

## 7. Make connections

- Connect today's lecture with yesterday's and tomorrow's
- Begin by stating learning objectives for the day
- Leave time at the end to summarize main points of lecture

Giving a Lecture: From Presenting to Teaching by Kate Exley and Reg Dennick (2009) is a good book to use to develop your lectures.

William Buskist developed the Teacher Behavior Checklist, which can be uploaded into Blackboard or given in paper form. The TBC allows you to get an early reading on how well you are doing in the eyes of students. Mid-semester is a good time to do this.