

CHECK LIST OF DO'S AND DON'TS WHEN LECTURING

| Do's | Don'ts |
|---|---|
| Before the lecture | |
| <ul style="list-style-type: none"> ◆ Be there first ◆ Check that everything you need is there ◆ Have handouts organised ◆ Have transparencies in correct order ◆ Greet participants as they arrive | <ul style="list-style-type: none"> ◆ Be the last to arrive, in a "grand entry" ◆ Adopt an aloof posture ◆ Fill the board with information before the presentation ◆ Give handouts that will not be used during the presentation |
| Starting the lecture | |
| <ul style="list-style-type: none"> ◆ Give non-verbal cues that you are ready to start ◆ Give a friendly greeting, and remember to smile ◆ State the aims and scope of the presentation | <ul style="list-style-type: none"> ◆ Start talking over noise or confusion ◆ Jump straight into the topic without introduction |
| Maintaining rapport | |
| <ul style="list-style-type: none"> ◆ Maintain eye contact with the students ◆ Maintain a relaxed, friendly but firm manner ◆ Watch for signs that participants are bored, tired, lost, frustrated ◆ Look calm and confident | <ul style="list-style-type: none"> ◆ Gaze at the ceiling or back wall ◆ Disregard signs that participants are bored, tired, can't keep pace ◆ Appear uninterested in the participants or the subject |

| Do's | Don'ts |
|---|--|
| Pointing | |
| <ul style="list-style-type: none"> ◆ Face the group as you point ◆ Use an unobtrusive, straight pointer ◆ Keep the pointer on the spot long enough for everyone to see | <ul style="list-style-type: none"> ◆ Make unnecessary movements with the pointer ◆ Use your hand/arm/finger for pointing |
| Personal gestures and movements | |
| <ul style="list-style-type: none"> ◆ Vary your posture in a natural way ◆ Move from the lectern to the front rows and to other positions ◆ Keep your head up and face the group most of the time ◆ Use suitable gestures to emphasise/illustrate your point ◆ Rehearse the screening before the presentation ◆ Make sure all relevant aspects are visible to all students ◆ Follow the Rule of Seven for Visuals ◆ Draw attention to essential elements ◆ Provide a summary handout if visual is complicated | <ul style="list-style-type: none"> ◆ Talk all the time the visual is shown ◆ Use poor contrasting colours ◆ Use badly exposed or out-of-focus slides/videos ◆ Show a visual on one concept and talk about something else |
| Using handouts | |
| <ul style="list-style-type: none"> ◆ Use handouts to involve participants in activity or response ◆ Use partial notes to allow for notations | <ul style="list-style-type: none"> ◆ Issue complete notes that leave no room for notes/reading ◆ Read completely or even extensively from handouts |

| Do's | Don'ts |
|--|---|
| <ul style="list-style-type: none"> ◆ Allow time to browse through handout ◆ Integrate handouts with rest of presentation | |
| Questioning | |
| <ul style="list-style-type: none"> ◆ Use specific questions ◆ Make sure questions are neither too easy nor too difficult ◆ Invite answers from groups rather than individuals | <ul style="list-style-type: none"> ◆ Use questions that are vague and ambiguous ◆ Show disapproval or impatience when answer is unsatisfactory ◆ "Pass over" too quickly when an answer is unsatisfactory ◆ Persist with the same line of questioning when the response is poor ◆ Repeat answers unless obscure or inaudible |
| Concluding the lecture | |
| <ul style="list-style-type: none"> ◆ Briefly recapitulate ◆ Stress main points and conclusions ◆ Try to end on a high note | <ul style="list-style-type: none"> ◆ Introduce major new ideas towards the end ◆ Race to finish if you have prepared too much material ◆ Fill in time if you have prepared too little |