

## **Preparing a Lecture<sup>1</sup>**

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Goals: At the end of today's workshop, you will have a general plan for your lecture that will help you define and limit the topic of a lecture, structure a lecture for maximum effectiveness, and present material in a clear and engaging way.

Topics:

1. Topic/content definition and limiting
  2. Using structure to aid clarity
  3. Other elements of pre-planning
  4. Use of teaching aids
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1. The Big Picture
    - a. Defining the topic: What am I trying to accomplish?
    - b. Limiting the topic: What I will and will not cover
  2. Structure
    - a. Structure from your perspective: Many different models for structuring content
      - i. Simple list
      - ii. Classification hierarchies – topics and sub-topics
      - iii. Chained structures – lead through an argument or proof step by step
      - iv. Hypothesis testing – can be effective if tied to a particular argument they have run across in an assigned reading
      - v. Rule/example – state principle and then show examples
      - vi. Example/rule (inductive) – start with examples and arrive at rule or principle by induction
      - vii. Problem-centered – state problem, present possible solutions, present a conclusion of some sort
      - viii. Comparative structures – 2 or more systems compared on different issues
      - ix. Matrix structures – more complex comparison of different structures under different headings
    - b. Structure from the student's perspective
      - i. Context of lecture
      - ii. Roadmap
      - iii. Progress markers
      - iv. Summaries
  3. Planning presentation: Timing and pace
  4. Teaching aids: Handouts, PPT, charts, images, etc.
    - a. Advantages – illustrate complex ideas, variety, prompt discussion, etc.
    - b. Potential distraction: What do you want students to be doing while you're lecturing?

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<sup>1</sup> Portions of this handout include ideas adapted from Henry Ellington, "Some Hints on how to be an Effective Lecturer. Teaching and Learning in Higher Education, 6." Scottish Central Institutions Committee for Educational Development.