

How to Improve Your Lecture Presentation Skills

Gregory Rose, M.D.

Advantages of Lecture Format

- Effective for large groups
- Large amount of information in a short time
- Teacher centered
- Foundation for other learning activities
- Information can be very up-to-date

Disadvantages of Lecture Format

- Promotes passivity of learners
- Relies on experience of teacher
- One person's (teacher) opinions
- One-Way communication
- Immediate feedback can be difficult
- Can discourage self-study

Qualities of a Good Lecture

- Clarity
- Good overview of topic
- Interesting
- Relevance to adult learners
- *What is the Bottom Line?*

Steps in Planning a Lecture

- What is the topic?
- What is the audience need?
- What is the audience level?
- What is the audience depth of knowledge?
- What the time allotted?

Lecture Planning

- What Format will you use?
- Will you have Audio-Visual needs?
- How Information-Dense will the lecture be?
- How much preparation/study do You need?

Working Outline

- Organize the content
- Introduction with stated objectives
- Main body of information
- Outline in logical sequence
- Include relevant examples
- Closing - emphasize 3-5 major points from the lecture

- *Tell them what you will tell them-*
- *Tell them-*
- *Tell them what you told them!*

Type and Amount of Content

- How much time?
- Short better than long
- Remember your objectives for lecture
- Be an expert on content
- Rule of Thumb-Know 10X more than audience!

Practice

- Practice to see time required
- Allow for extra time
- Things written might not sound as good spoken

How does PowerPoint Help?

- Organization
- Visual effect
- Easy manipulation of data, charts, etc.

How Can PowerPoint Distract?

- Too much information on slide
- Overly complex slides
- Reading from slides
- Too many slides (allow for 1 minute per slide)
- **Slide Gimmicks**
- You are still the lecturer, not Powerpoint

Lecturer Distractions

- Poor Posture
- Reading Slides
- Speaking too Quickly
- Tapping
- Eye Contact (too much or too little)

Lecturer Distractions

- Too much hand usage
- Lack of enthusiasm
- Lack of confidence
- Lack of preparedness
- Pacing

Verbal Qualities Enhancement

- Avoid Monotone pitch
- Change voice pitch
- Change pace
- Appropriate use of pauses
- Voice projection
- Rehearsal

Nonverbal Quality Enhancement

- Confidence
- Appropriate eye contact
- Appropriate body movement (don't be frozen behind podium)
- Comfort of room e.g. temperature, seating

- Would you be able to give your lecture without PowerPoint if there were A/V problems?

Flexibility

- Have a backup plan in case there are technical problems
- Handouts
- Notes for yourself
- 2 digital copies of your file

Increasing Learner Participation

- Lectures can be one-sided
- Passivity on the part of audience

Learner Participation

- Ask open-ended questions
- Ask for a show of hands (survey the audience)
- Audience Response System
- Use humor (with care)
- Relate anecdotes

Feedback

- Was the lecture effective?
- Audience response system
- Evaluations
- Feedback from peers

Summary

- Know your audience
- Know your subject
- Start with an outline
- Tell them what you will tell them-
- Tell them-
- Tell them what you told them!
- Practice, Practice, Practice!