

# Creating Lectures for Learning

## Planning your presentation



## Planning – Know the Outcome

*Before you plan your content, answer these questions*

By the end of my lecture:

Students will know...

Students will be able to do...

Students will identify...

Students will describe...

Students will demonstrate...



## Planning – Choose Strategically

Faculty frequently try to cover too much information in their lecture. Consider these questions when choosing what to include:

- What is the most important material?
- What are the most difficult points?
- What material is not found in the textbook or readings?
- Where is additional explanation necessary?



## Planning – Relationship to Texts

One of the reasons students give for skipping class or not doing the reading is that the two cover the same information. When planning a lecture, think about how your presentation relates to other readings and learning activities:

- What is the relationship between the lecture and other materials?
- How will students interact with materials outside of class?
- How will you integrate them together?
- How will you assess their learning of the material?

## Planning – Make it Easy to Follow

Once you have the content chosen, it's time to organize it. Here are three different ways you can structure your material:

- Hierarchy – this structure is a list of points and sub-points like a traditional outline. The key is to limit the number of points.
- Chained Structure – This is a step by step way of organizing your material. It's very effective when students need to understand sequence.
- Narrative – humans learn through stories. Using a story-telling structure helps students remember and keeps them engaged.

## Planning – Start Strong

Faculty often think about content without creating a strong introduction to get students hooked. Consider these simple ways of gaining students interest:

- Ask a question
- State a curious fact
- Tell a story
- Show a picture or a video
- Relate the topic to students



## Planning – Finish Stronger

Equally as important as the great beginning is the strong ending. Keep them from packing up those books by giving them a great ending to each lecture.

- Don't forget to summarize your key points
- Tie back to your intro photo, story or video
- Make a lasting point about relevance
- Provide one solid takeaway
- Show a picture or video that emphasizes your point
- End with a question for next time

## Planning – Manage Your Time

When you organize your lecture, you need to think about time as much as you think about content.

- Limit the key points to 3 or 4
- Take breaks every 10 to 15 minutes
- Don't over pack. Make sure you can cover your material without sacrificing interactivity. If you cover it, but they don't absorb it, learning hasn't happened.

Fewer points = Better Memory





## Resources

Check out these great resources for more information

Strategies for Organizing a Lecture:

<https://students.case.edu/academic/workshops/gradta/documents/doc/organize.pdf>

Designing Smart Lectures:

<https://cei.umn.edu/support-services/tutorials/designing-smart-lectures/planning-lectures>

