

Bibliography



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Use of Language



- Use language the audience will understand. Use metaphors or analogies to explain a concept. Create images the audience can relate to
- Articulate your words clearly and correctly.
- Know the correct pronunciation of words you use. To insure correct pronunciation, consult a current dictionary or a pronouncing dictionary.
- Create a conversational mode, not oratory.
- Don't use jargon. In most cases, students will not know the meaning of commonly used library terms and will not ask for the definition.

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Questions/Active Learning



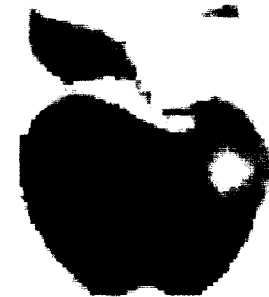
- Engage your audience by asking questions. Whenever possible, incorporate a variety of active learning techniques.
- Ask questions to break the sequence of your lecturing.
- Ask questions to gain attention or clear up a misunderstanding.
- Always pause after you ask a question. Learn to tolerate silence. When you ask a question, smile and count silently to ten. Students are often uncomfortable with silence and eventually someone will respond to your question.
- Paraphrase a question from the audience to make sure you know what is being asked.
- If asked a question and you don't know the answer, never make up an answer. Honesty is the best policy. Admit you do not know, but also indicate that you will locate the correct information as a follow up.

Pace



- Pace your presentation; Don't speak too fast or too slow. Knowing what you will say can eliminate rambling and allow more fluency.
- Time your presentation before delivering it.
- Vary the rate of speech. To emphasize a concept, deliver the information at a slower rate. To create a sense of excitement, deliver the information at a quicker rate.
- Pause between concepts; silence is acceptable and effective when transitioning.
- Avoid using filler words ("um" or "okay"). Vocalized pauses are distracting.
- Know where you should be in the presentation within a given time limit. If you are running out of time, don't race through the presentation. Know in advance what you could eliminate from your presentation.

Library Instruction Teaching Tips



Presentation Skills

American Library Association
Library Instruction Round Table
Research Committee



Enthusiasm & Motivation



An enthusiastic presenter will deliver a more engaging lecture and captivate the audience. Follow some of the tips listed below to entice the audience to listen before you begin to speak.

- Arrive early and greet students. Be relaxed, confident, and friendly.
- Show your enthusiasm and interest in their learning and your teaching. Show that you care about being effective and clear.
- Be alert and aware of your audience's needs and desires.
- Have a high energy level when presenting; this will motivate your audience and stimulate interest.

Setting the Stage



All good presentations begin with organization. Accomplish the goals and objectives by structuring the presentation in a logical manner.

- Introduce yourself and welcome the audience to the library or appropriate setting.
- Create interest in the subject by asking a thought provoking question or presenting a problem.
- Be organized and outline the class objectives. Let the audience know what you will be covering in the session.
- Strive for retention (quality as opposed to quantity of information). Don't try to cover too much material.
- Be a good listener and observer. Be flexible and ready to adapt your teaching plan.
- Be yourself! Don't say or do anything that goes against your own personality. An audience can quickly pick up on false pretenses.
- Rehearse your presentation in the room where you will be teaching. Practice aloud.

Delivering a more effective presentation is gained by experience. However, by following a few rules of thumb, you will find your presentations to be less stressful and more engaging; making you a more effective teacher.

Voice



If you have a great presentation but no one can hear you, you are wasting the listener's time. In order to communicate with your audience, they must hear you.

- Warm your voice before the presentation. Humming tends to make your voice last longer. Have a glass of water available during long presentations.
- Ask the audience if they can hear you. Adapt volume to the size and acoustics of the room and to the number of students.
- If you have a soft voice, consider using a stationary or clip microphone. Speak normally and don't make it the center of attention. Wear clothing so microphone can clip on easily.
- Use inflection in your voice to create variety in the presentation. Inflection helps when you want to emphasize a point or bring closure to an issue.
- You may want to try softening your tone to show emphasis. A monotone voice creates the impression that everything said is of equal importance.
- Don't begin each sentence loudly, only to gradually decrease the volume. Maintain variation in your volume.
- Speak directly to the group. If you turn your head away, you may sound unclear and muffled.

Eye Contact



One of the most important elements of a good presentation is eye contact to let your audience know you want to communicate with them.

- Maintain eye contact with your audience. It allows you to observe nonverbal messages such as confused or questioning looks. Being able to pick up on nonverbal cues will allow you to adjust your presentation.
- Look at the audience, not over them. Avoid looking above or between individuals. Maintaining eye contact creates a level of confidence from the presenter and puts you in control. Let your audience know that you are talking to them, not **at** them.
- Pan the audience. Avoid favoring one side of the room or one individual. Look across the room making contact with everyone in the class.

Body Language



- Be aware of your body language. Avoid crossing your arms or pacing.
- Use open movements, they make you relax.
- Use gestures to get your point across in a more clear manner.
- Move around the room. This provides variety for the audience.
- If you use a lectern, move away from it at times. The presentation will not be engaging if you are constantly behind a lectern.
- Gripping the podium will not save you from your presentation; it will make you more tense. Place your hands gently on the sides.
- If you are using a computer monitor on a podium, avoid being hidden by the monitor. Adjust the height or make sure you move from behind so the audience can see you.