

HOW TO BECOME AN AWESOME INSTRUCTOR

2021

Online or Face2Face

Basic Strategy

Following these main concepts will make public speaking less stressful

SET THE TONE

CONSIDER LANGUAGE AND STYLE

INCORPORATE VISUAL AIDS

FOCUS ON TIMING

BREAK UP LECTURE WITH ACTIVITY

PRACTICE YOUR SPEECH

ALWAYS HAVE A PLAN B!



DO

Eye contact

Smile

Use gestures to emphasize key points



DON'T

Read from your notes

Cross arms

Look over people's heads

PANIC!

PRESENTATION BLUNDERS

Which ones do you do?

Top Presentation Faux Pas

VERBAL FILLERS

Umm Uh

Like Okay

you know

Actually basically

Literally

Distracting Gestures

Swaying Fussing with ring, watch, or beads

Wringing hands Pacing playing with notes

Rocking back and forth

HOW TO FIX THEM!



Distracting Gestures

Step 1 — Choose one place where your hands are comfortable a "neutral position"

Step 2 — Transition gracefully -Remember to return to your 'neutral position'

Step 3 — Practice the 'neutral position' to stabilize your nervous gestures. Retain your natural style.

HOW TO FIX THEM!



Online Presentations

Step 1 — Position camera center, invest in lighting and sound

Step 2 — Practice with a "Zoom" buddy!

Step 3 — Record your self and critique

Step 4 — Incorporate new technologies and engaging content.

Step 5 — Learn webinar software and shortcuts!

HOW TO FIX THEM!



Verbal Fillers

Step 1 — Assess filler word usage

Step 2 — Understand why you are doing it

Step 3 — Record yourself

Step 4 — Embrace the pause.

Step 5 — Monitor your progress, and be patient.

Combat Speech Anxiety

"It usually takes me more than three weeks to prepare a good impromptu speech." M. Twain

- Write cues such as "smile," "slow down," "pause," and/or "don't say like" on your speaking outline
- Don't memorize your speech or write it out in its entirety on your note cards
- Present from a detailed outline or bullet points on your notecards

"Fear is the little-death that brings total obliteration. I will face my fear." F. Herbert

- Visualize yourself doing well. Prepare with a ritual or breathing exercises
- Start small when trying to get rid of distracting mannerisms. Focus on specific portions of your presentation.
- Practice looking up from your notes. Look for nodding or smiling faces in the crowd.



"Just keep swimming...." Dorie

- If you lose your place, simply pause, check your note cards and continue
- Never call attention to your nervousness or any other problem that arises
- Expect some nervousness
- Always have a back up for technology
- Expect the unexpected

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Sites and Tools for Presenting



YOUTUBE IS YOUR FRIEND

PowerPoint School: <https://www.youtube.com/c/PowerPointSchool/featured>

VYOND Video template: <https://youtu.be/O6CO4ZnptNg>



WEBSITES

Zoom Advice <https://blog.zoom.us/8-body-language-tips-video-meetings/>

Brian Fanzo <https://www.isocialfanz.com/post/2021-gear>



TOOLS

Vyond <https://product.vyond.com/>

Piktochart <https://piktochart.com/>

Haikudeck <https://www.haikudeck.com/>

Slideshare <https://www.slideshare.net/>