

Achieving Excellence in Teaching

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An analogy



Plan of Presentation

- Teaching – What is it all about?
- Prerequisites for Teaching
- Phases involved in Teaching
- Presentation Tips
- Retrospection
- Setting an Example
- Attributes for excellence
- An Inspiring Teacher
- Concluding Remarks

Teaching – What it is all about?

- Aim of teaching is to impart knowledge or skill.
- However it is mostly an information dissemination process.
- Students are expected to extract the knowledge from this process.
- Excellent teaching is all about this.

Teaching – What it is all about?

- The purpose of teaching is to enable the students to learn.
- Teaching has to result in learning - otherwise it leads to memorization.
- Teaching is not about filling the mind- it is about igniting it.

Teaching- What it is all about?

- Teaching is often a one way exercise with occasional digression into the realm of self learning.
- It is basically an authoritarian task.
- It becomes a disaster when some of the teachers take this aspect very seriously.

Teaching- What it is all about?

- Types of Lectures
 - Public Lecture
 - Seminar Talk
 - Class Room Lecture

Prerequisites for Teaching

- Domain knowledge - command of the content you teach.
- Self confidence
- Good Voice
- Communication skill
- Common sense
- Sense of humour
- Transparency, Probity, Integrity
- A feel for the students

Prerequisites for Teaching

- Be calm and confident . Audience feels safe with you and trust you.
- Your voice is a tool for gaining and holding attention.
- Speak loudly with enthusiasm and excitement.
- People aren't going to be influenced by a lifeless voice.

Prerequisites for Teaching

- If you're not organized and are not serious, teaching may not be the ideal profession for you.
- But once you excel in the profession, you may well be pardoned as an absent minded professor.
- But do not aspire for this early in your career.

Phases Involved in Teaching

- Preparation – Presentation – Retrospection
- One has to prepare for every lecture, irrespective of whether it is for the first time or for the n^{th} time.

Phases Involved in Teaching

- As you progress with teaching, time required for preparation could come down.
- Think of teaching aids to supplement your lectures.

Preparation

- Contemplate on what you plan to teach.
- Organize your lecture content.
- Plan how to start the lecture.
- Sequence it the best way.
- Plan the lecture logically.
- Plan it to elicit questions.
- Bring in good examples.
- Think of humour.
- Teach virtually.

Presentation

- Clean the board if you are using one.
- Give time for the students to settle down.
- Be conscious about your posture.
- Face the class and talk.
- Speak to students and not to the blackboard, walls, notes, or floor.
- Make eye to eye contact with students.
- Every student should feel as though you are speaking to him/her.

Presentation

- Grab attention with the opening sentences.
- Try to make the lecture a natural and spontaneous conversation.
- Clarity of thought and expression are the hallmark of excellent presentation.
- Use black board or other teaching aids to support your teaching, but never for substituting it.

Your posture matters

- Move freely but slowly while maintaining eye contact.
- Use body language to complement the lecture.
- Make effective use of your hands
- Move freely but slowly. Never sit or lean on anything during lectures.
- Avoid all awkward postures.

Presentation

- It is tough to keep the interest alive throughout the lecture, but with practice one can succeed.
- Keep your cool- otherwise without your knowledge the presentation will become a confrontation.
- Avoid jargons - that is for the less enlightened.
- Use simple but colourful or impact language – students will appreciate that.

Examples: vital ingredient - provocative situation - disastrous consequences.

Presentation

- Less is more- Learning happens when the input is less;
 - if you eat less you will have a steady appetite.
- Any lecture of any length to any audience should focus on just three main points.
- If possible segment your lecture into three segments for easy understanding.

Presentation

- Limit power point presentation to the required minimum.
- Know the limitations of such presentations.
- Conclude the lecture with confidence.

Presentation Tips

- Do not let your mannerism spoil the presentation.
- Train yourself to get rid of this.
- It is sickening for any one to hear repeated - "um," "yaha" "well," "you know," etc.

Presentation Tips

- Give pause to regain attention during lecturing;
- use verbal punctuations.
- Bring in ideas while discussing facts.
- Use commonsense to get out of difficult situations.
- Learn to answer tricky questions.

Presentation Tips

- Continuous and serious teaching blurs the mind.
- If you are very serious they avoid you.
- If you are always witty and joking they take you lightly.
- If you are serious but humorous they like you the best.

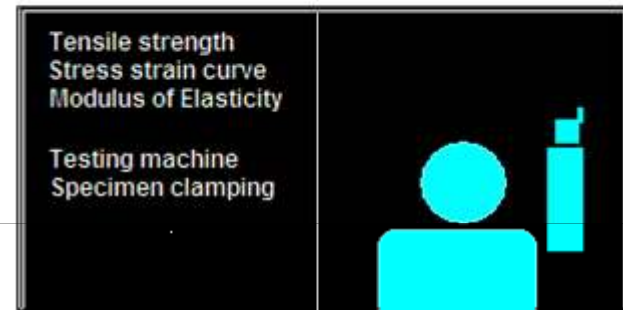
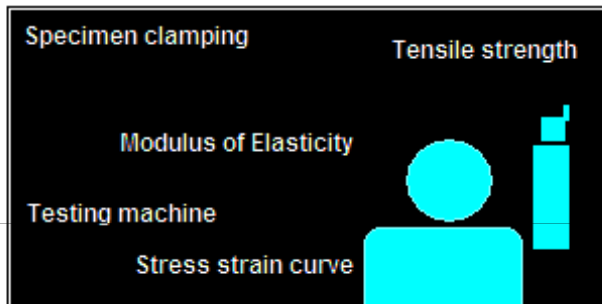
Presentation Tips

- It is difficult to retain the attention of the students continuously for more than 20 minutes.
- Good humour is essential and can enliven the lecture. So think of good humour, while preparing for the lecture.
- Try to learn the names of the students – soon you will understand the difference.

Presentation Tips

- Try to explain a concept in different ways.
- Repeat your explanation - at least twice.
- Explain things with negation.
- Think of simple examples.
- Digress a little from the theme to freshen up the students.
- Avoid being sarcastic.
- Be orderly in writing on the black board.

Black board skill



Retrospection

- Good teachers routinely think about and reflect on their classes, their students, their methods, their evaluation approaches and their materials.
- Make notes on what happened in the class and try to modify next time.
- Intelligent students often feed you with new ideas on presentation.

Self evaluation

Self evaluate your teaching.

Were the students attentive?

Did they look at you straight?

Was there that smile in their face?

Did they ask questions?

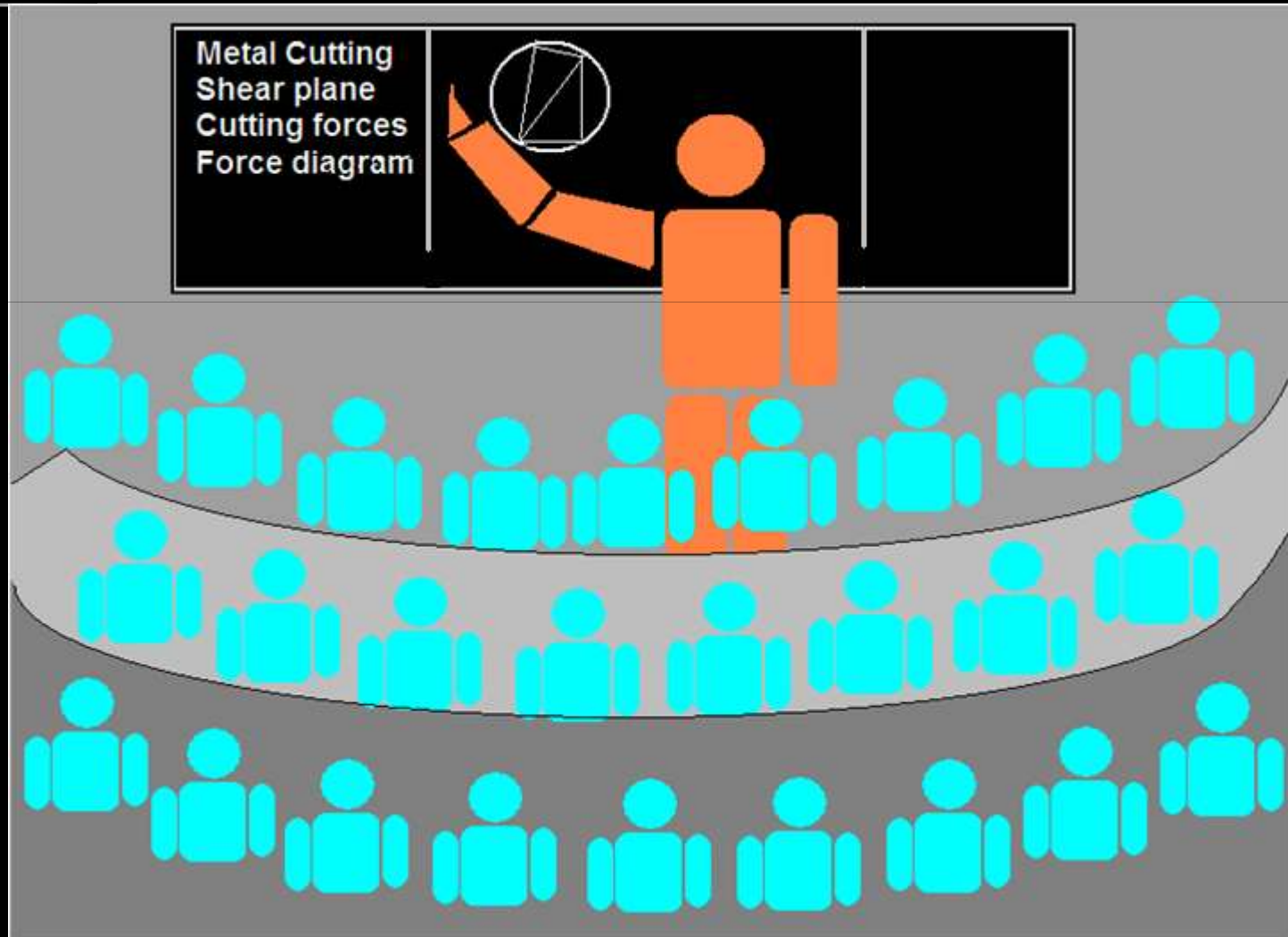
Did they have a confused look?

Did they start discussing during the lecture?

What happened when you turned to write?

Setting an example

Beware, you are under close observation.



Setting an example

- Be punctual- neither late nor early to the class.
- Dress decently.
- Avoid bringing in thick books and dog-eared old notes.
- Be receptive to questioning.
- Be honest in answering.
- Never conceal your ignorance – you could be in serious trouble.
- Be sympathetic to the students.

Setting an example

- Be totally immersed in teaching.
- Show your commitment to students.
- Don't try to be a showman- you can survive only for a couple of lectures.
- Get excited on the subject - the class will also get excited.
- Conclude and close the lecture on time.
- Give time for students to meet you and discuss.

Attributes of an Excellent Teacher

- Mastery in the area of Specialization.
- Excellent communication skills.
- Friendly and Understanding.
- Open minded, honest and free.
- Receptive to new ideas.
- Sharp in estimating the situation.
- Systematic, Sincere and Committed.
- Ability to explain difficult things in simple ways.

Attributes of an Excellent Teacher

- Smart with evaluation methods.
- Gets along well with the students.
- Never exhibits a superiority feeling.
- Humble, self deprecating and able to laugh at oneself.
- Strict and Impartial.
- Empathy and Imagination
- Enthusiastic and Excited about Teaching.
- A role Model for Students.

Some Dos and Don'ts

- Don't speak in a monotone voice.
- Do not try to impress with your knowledge.
- Do not get intimidated.
- Do not stand glued to the floor.
- Avoid any distracting gestures.

Some Dos and Don'ts

- Do not try to imitate any one.
- Let your own personality show through, but don't invent a personality that is not you.
- Don't agonize over mistakes.

Dos and Don'ts

- Show earnest enthusiasm for the subject.
- Include material not readily accessible in textbooks.
- Augment the lecture with case studies, interesting examples, stories and current topics of relevance.
- Ask questions and then explain.

A Versatile Teacher

A teacher has to be aware of the demands of education, to be versatile in his profession.

Education aims at:-

- Acquiring knowledge
- Applying knowledge
- Augmenting knowledge
- Creating knowledge

An Imaginative and Inspiring Teacher

- An imaginative Teacher can cover the topic in any time frame, if asked for.
- They take you to great heights before allowing you to look at the details.
- A great teacher is one who makes himself progressively unnecessary.
 - Thomas Carruthers

An Imaginative and Inspiring Teacher

- They have an irresistible aura.
- An inspiring teacher will make you feel that his subject is the only important one to be mastered.
- Students feel really comfortable in his/her class.

Concluding remarks

- Teaching should be full of ideas instead of narration of facts.
- The best learners often make the worst teachers.
- Good research is an essential ingredient for good teaching. They go hand in hand.
- Students learn what they care about, from people they care about and who, they know, care about them.

Concluding remarks

- No one can make you inferior without your consent.
- Likewise, no one can make you a poor teacher without your consent.
- So take control of the situation and move forward.
- Great efforts are needed to meet the challenges.

Concluding remarks

- Once the passion for teaching is kindled, you can only end up as an

IMAGINATIVE AND INSPIRING TEACHER

THANK YOU