7 Steps to Creating and Delivering Effective Lectures

Office of Medical Education
Creighton University School of Medicine

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Session objectives

After completing this session the learner should be able to:

• Develop an effective lecture
• Design visually effective PPT slides
• Identify opportunities to create supplemental materials
Step 1: Create an outline

- What is the main goal for the lecture?
- Create 3-5 objectives for the lecture. These will describe HOW you help the learner reach the goal
- Create an outline for the key concepts required to understand these objectives
- Create a timeline for the session

RULE: Keep only the “Need to Know” and move the “Nice to Know” to a supplemental handout
Step 2: Create a timeline

• For a 50-minute lecture, plan to use no more than 20 – 25 slides.
• Break the slide deck into three sections
• Start by orienting learners
• Use a case or compelling statistic to engage learners
Additional timeline tips

• Spend no more than 10 minutes showing slides and then offer a “cognitive break”
• Keep the “break” relevant
• To promote engagement, use cases, in-class polls, video clips, etc.
## Sample Lecture Timeline

<table>
<thead>
<tr>
<th>TIME</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 mins</td>
<td>Welcome and review of previous session</td>
</tr>
<tr>
<td>5 mins</td>
<td>Formative assessment (e.g., Audience Response System quiz)</td>
</tr>
<tr>
<td>10 mins</td>
<td>New content and slides</td>
</tr>
<tr>
<td>5 mins</td>
<td>Application activity (case, problem, video) and Questions</td>
</tr>
<tr>
<td>10 mins</td>
<td>New content and slides</td>
</tr>
<tr>
<td>5 mins</td>
<td>Application activity (case, problem, video) and Questions</td>
</tr>
<tr>
<td>5 mins</td>
<td>New content and slides</td>
</tr>
<tr>
<td>5 mins</td>
<td>Review, Questions, and preview next session</td>
</tr>
<tr>
<td>50 Minutes</td>
<td><strong>End promptly and invite questions via email</strong></td>
</tr>
</tbody>
</table>
Step 3: Draft your slides

• For a 50-minute lecture, plan no more than 20 slides

• To avoid Death by PowerPoint, do this:
  • Provide an outline slide
  • Use short phrases
  • More graphics, less text
  • Move tables and dense text to a separate handout
Step 4: Use effective design

- Black type on white background
- Sans serif fonts
- 32 to 44 point font for slide titles
- 20 to 32 point font for slide body content
- One graphic per slide
- Limit animations and transitions
Step 5: Test all media

- Test all links to internet content
- Test all videos or applications in the room where you will teach
- Test the presentation on the computer in the room
  - Verify the computer has necessary software and applications
- Do a sound check! Confirm which console or remote controls sound output
Step 6: Practice!

- Practice. Out loud. Practice again.
- Use a timer. Talk through the slides. Can you discuss each one without picking up your notes or text?
- If you embed media, practice the transitions to the files or web site.
- Anticipate questions. Practice your response.
Step 7: Be confident

• Talk to the audience, not the slides or podium
• If you walk while you talk, don’t block the screen
• Make eye contact with learners in different parts of the room, not just the front row
• Talk clearly; not too fast, not too slow
• Use humor judiciously. Keep it professional.
Summary

• Plan for your lecture
• Follow principles of effective media design
• Reduce the number of slides
• Use handouts to supplement the lecture
• Practice
• Seek and use feedback

Already lecture savvy? Check out the next slides for references on how to Flip your Classroom
For further reading


Accessed 10.05.14

For further reading


