

# Lecturing

## 授課技巧



Almost every university course, even those classes designed as discussion or laboratory sections, necessitates a lecture at one time or another. So how can you make a lecture effective, interesting and useful-i.e., an "anti-snoozer"?



大部分的每所大學課程，甚至那些課程被設定為班會或實驗室活動，皆必須要同一時間講述。那如何讓你的說法更有效率，吸引人，有用，或說是”非睡覺時間”？

--Prepare by asking yourself the following questions:



--準備問題詢問自己以下問題:

- What is the specific purpose of this lecture?
- Will it introduce new material or summarize material already covered?
- Should it stimulate new questions or clarify information already provided?
- How is this information related to the text, to course content, to previous lectures, to future presentations and to the students themselves?



- o 何者是課程的主要目的?
- o 是否準備了新教材或已包含在內了?是否須演練新的問題或釐清已提供的資訊
- o 對於該資訊的相關文件，課程內容，事前講義，後續報告的內容

--Select the information you will present based on the answers to the questions above. Make sure to balance it so that it's neither too difficult nor too boring for the students. Hint: If the students have already read all of the material in their homework reading, they won't appreciate a verbal re-run.



--決定你所需的答案對應於該問題的資訊。確認在問題的困難度和趣味性來做平衡。提示:如果學生以閱讀了相關資料在他們的作業中，他們並不希望依辭面再聽一次。

--Organize the lecture and make an outline to put on an overhead, a PowerPoint slide, the chalkboard or in a handout. Your students will greatly appreciate this note-taking guide and it will help you to be clear, coherent and organized as you're in front of the crowd.



--整理講義並放入內容大綱、投影片內容、黑板或在文件中。你的學生將會十分感謝有此筆記型的指導資料，當你面對大批學生時，也可幫助你更清楚、有一致性和更有規劃的指導

--Tell them what you are going to say, say it, then tell them what you said. To some extent, repetition is a good strategy to help your students retain the main points.



敘述你所談到的話語，並請他們在重述一次。在特定的範圍內，請他們重覆一次將有助於學生理解到重點

--Remember that the average attention span can focus on a lecture for 15-20 minutes. Diversify the instructional style and learning activities to effectively help students grasp the information.



--請了解到平均一堂課的專注時間只有 15~20 分鐘。多元化的教學方式和學習活動可幫助學生更有效的理解到資訊

--Spice up the lecture by using audio-visual learning devices. Show clips of a video or use PowerPoint.



--使用音效和影像來強化教學能力。展示一系列的影片或是投影片

--Realize that humor, enthusiasm, paying attention to your students' non-verbal behavior, and being flexible will immortalize you in your students' eyes.



--了解到謙遜、熱忱、並關心不善言詞於的學生，溫和的對待將讓你能永遠獲取學生的心

◆命題文章

- A (4)：課程準備時，有哪些事前工作？1. 課程主旨的擬定 2. 包含新教材內容  
3. 講義內容 4. 以上皆是
- A (2)：一般而言，一堂課學生的專注時間約幾分鐘左右？1. 10 2. 20 3. 30  
4. 40
- B (234)：在講義方面，如何讓學生可更清楚的指導？1. 讓學生不斷抄寫講義  
2. 講義投影片化 3. 講義文件化 4. 黑板的運用
- B (2)：對於課程重點，老師如何讓學生更加了解？1. 讓學生抄寫講義 2. 可  
再重覆敘述 3. 讓學生回去思考 4. 以上皆是
- C (3)：在此段文章中，**students' non-verbal behavior** 指的是何種學生？1. 驕  
傲不遜 2. 八面玲瓏 3. 剛毅木訥 4. 巧言令色