

5-2 Basic Teaching

基礎教學



國立清華大學教育發展學院發展中心

Facilitating a Discussion / 促進討論會進行

An effective discussion can promote critical thinking skills and the articulation of ideas. While running a discussion may on the surface seem a rather easy task, in actuality it requires skill. It is your job to insure that all positions are given a fair hearing, that participants share the floor, and that the discussion itself does not run off track. You also need to try to push the thinking into unexplored territory while keeping in mind that your job is to facilitate and direct without taking over. Does it sound like 'facilitate' is the wrong verb? Here are some tips:



有效率的討論將有助於刺激關鍵性想法的技巧和想法的細節。討論會的順利運作並非如此簡單的，實際上是需要點技巧的。此任務是確保每個座位皆可公平的聆聽到、參與者分享發言權、並且會議並不會流露出它的運作流程。留意你自身的工作是維持和促進會議的進行並非跟著討論，況且也須將議程的思考方向導入未受到挖掘的領域上。”促進”是錯誤的動詞嗎？這裡有些方法可提供：

--Spell out early on how you would like to see discussions take place and the procedures by which your discussion will function. This can easily be done on the first day. Or, have students construct a list of things that make a good discussion and use them as guidelines for your discussions. Refer students to the syllabus where it explains their rights and responsibilities in the classroom.



--簡單的闡述討論會要如何的舉行和前置作業的準備事項。這些將在第一天時完成，或是讓學生

們自訂討論會的思考方案，來讓他們有好的討論議程，並使用這些當作討論會的指導方針。將學生歸類於教學大綱中，說明在課堂中他們的權力和責任

--Carefully read the material to be covered in the discussion so that you can be a resource on the facts.



--在討論中留意的閱讀教材有被包含進去，使你在該情況能成為資訊的源頭

--Arrange the seating so it is conducive to a discussion. The typical seating arrangement of several rows facing the front of the room does not allow students to see the important nonverbal language of their peers. It is recommended that the students sit in a semi-circle, circle or other pattern that allows them to see each others' faces.



--安排座位好讓參與者能方便參與會議。縱排式的座位安排，會遇到一些問題，前排的學生並無法看到其他人的表情和眼神。因此半圓形、圓形、或其他的排列方式是比較推薦的。

--Prepare an opening question or idea to get the discussion rolling.



--準備開場的問題思考或是想法來讓會議開始運作

--When asking the students questions, be patient and wait for the answer. Sometimes students need time to process the question. It might seem a little uncomfortable to have that silent period, but don't make the mistake of answering all of your own questions just because the silence makes you nervous. If your students really don't know the answer, you can ask questions that will lead them to the answer.



對學生提問時，需多點耐心和時間來讓他回答。有時學生需要時間來思考這些問題。那一小段沉默的時間些許讓人感到不悅，但別犯下此問題的答覆錯誤因為沉默的時候可能讓你感到煩躁。如果學生真的不會回答時，可用引導式方式來讓它找尋到答案

--Remember that as the facilitator, you should not speak too much. You are there to get the discussion going, guide it throughout, and then wrap it up properly and in a timely manner.



記住你只是個幫助者，不可以發言太多。你只是在那讓會議進行、指導運作、並適時的情況下，說明結論。

--Manage the topic: Mediate arguments, negotiate for fair representation of opposing positions, clarify factual information, and push the students to move beyond the simple or obvious.



--安排主題：調諧爭議，和反對方的代表溝通，釐清事實，讓學生的提議簡單明瞭

--Manage student participation: Create a classroom community so that everyone feels comfortable expressing their ideas, set rules of respect, regulate the participation so that no single student dominates the discussion.



--安排學生參與：建立教室的溝通管道使每個人可輕鬆的暢所欲言，設立遵從規範，管理參與者使少數學生無法主宰整個議程

--If some students seem to be shy about expressing themselves in the classroom (or if you just want to try different methods of discussion), find activities that will help them to feel more comfortable about speaking their opinions.



--在班上如果有學生羞於表達意見（或者你試著另一種方式來舉行討論會），找些活動來讓他們可舒坦的表達他們的想法

◆命題文章

- B (1)：如何讓討論會議更加順利進行？1. 提供每人有發言權 2. 座位隨意安排
3. 主持人跟著一起討論分享 4. 學生可隨意討論主題
- B (3)：在此段文章中，座位安排何者為佳？1. 讓學生自行選定位置 2. 縱排式的座位安排 3. 半圓形的位置安排 4. 前後座位的方式
- B (3)：在此段文章中，一開始時如何讓會議運作？1. 學生自行討論會議 2. 老師給定主題 3. 提供些想法和問題討論 4. 以上皆是
- B (2)：在此段文章中，對學生提問時，老師應如何應對？1. 讓學生限時答覆 2. 耐心等待回覆 3. 學生不懂時，該給予詳細答案 4. 以上皆是
- B (12)：在會議運作時，老師應扮演何種角色？1. 指導學生 2. 維持會議進行
3. 和學生一起參與討論 4. 以上皆是
- B (23)：對於理念學生持以反對時，老師如何處置？1. 指責反對方 2. 和反對方釐清事實 3. 和反對方溝通討論 4. 學生投票表決
- A (2)：對於少數學生欲主宰發言權時，老師該如何處置？1. 強制學生下台 2. 事先制定發言規範 3. 讓學生暢所欲言 4. 老師上台制止並停止會議
- A (13)：害羞表達意見的學生時，老師該如何處置？1. 可匿名提供意見 2. 私下和老師單獨討論會議 3. 提供能舒坦表達意見的方式 4. 學生自行處置