

Presentation

- When responding to questions, address the individual by name and site. You may wish to repeat the question for the other sites. Take time to confirm with him/her that the question was answered satisfactorily.
- Try to be aware of nonverbal cues. They may be a sign that a student does not understand the content, may not be hearing, or may be distracted due to outside interference.
- Use real world examples and applications when possible. Adult learners have a wealth of experience to share. This too, will stimulate interaction. Use local examples and case studies where applicable, being aware of confidentiality issues.
- Repeat and summarize main points, new words, concepts or phrases. This will assist the student in remembering main points. It also encourages seeking clarification where needed.
- Provide students with print back up for handouts, outlines, etc. This can be located on their course management system. It gives them a permanent record of the lesson for later review.
- Summarize the session at the end of each presentation. If you run out of time, forward a short summary letter to the students that bridge the session's important events. A ListServ created for the course can be of benefit, especially when the system ends before you do.
- Be sensitive to diversity and styles of communication. Avoid offensive statements. Students may also have different levels of language skill. Avoid jargon and integrate humor with discretion.
- Let your personality come through. Be yourself. It is important to come across to the student as you would in a face-to-face interaction.