

**MOREHEAD STATE UNIVERSITY**  
**Center for Teaching and Learning**  
**Adjunct Faculty Newsletter**

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**February 20, 2007**

Hello! In this issue you will find a Teaching Tip written by Dr. Larry Albert, Director of the Morehead State Center for Teaching and Learning. Dr. Albert offers tips on How to Guide Students Toward Effective Oral Presentations. Other features of this newsletter include the News You Can Use section, and the Did You Know section. I hope you find this information beneficial to your needs. If you have a teaching tip you find useful think about sharing it with others. Send an email with the tip to the email address below. You might find your article in this news letter. Have good day and a good week.

Tim Miller  
Editor

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*"The road to wisdom? Well, its plain and simple to express:  
err and err and err again but less and less and less."*  
-Piet Hein, Danish inventor and poet

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**TEACHING TIP**

**Guiding Students Toward Effective Oral Presentations**

It is common in many courses to assign students an oral presentation, usually a speech or report of some type. Such presentations can be terrific learning tools if designed, coached, and evaluated well. On the other hand, they can be terrible burdens on both the student and teacher if handled poorly.

Much could be written about how to set up a speaking assignment so it is less burdensome on the student and leads to valuable learning. Similarly, much could be written about how to make the presentation assignment less burdensome on the instructor

as well. Here are a few pieces of advice along these lines which I have found most useful during my career as a speech communication teacher:

- Talk with students about what you want them to learn as a result of planning and delivering their presentation. Select a few significant aspects of the presentation to grade and make sure students know what they are. Avoid the temptation to grade every aspect of the presentation, especially in a non-communication course.
- If your goal is for students to learn the processes of planning and delivering a presentation, place more emphasis on grading the process than upon grading the product.
- Suggest a process to follow in order to help them progress from a starting point to completion. Then check their work regularly along the way to ensure that they are progressing.
- Listen to students' concerns about speaking and help them deal with their apprehension.
- Help students think about what information, including visuals, to include in their presentation. Help them manage information technology so it does not interfere with communication between speaker and audience.
- Help students plan for and rehearse effective delivery of the presentation.
- Have a discussion about the essential role of listening in the process of communication, and encourage students to plan a presentation that facilitates interaction and understanding between speaker and audience

By talking about these topics with students and helping them make sound choices, the instructor can lessen the burden of the presentation assignment on both teacher and student, and make it more educational as well.

*Contributed by:*

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### **Did You Know?**

Did you know that you can access the Chronicle of Higher Education online? At the following URL you can visit the Chronicle of Higher Education's most recent issue. A subscription must be purchased to have access to the site. With the subscription you not only have access to the latest news in higher education, but you can take advantage of the other features of the service. Some of the services are:

#### [The Premium Email Newsletter](#)

This is a fee site. A subscription will allow you to access a daily email about what is currently in the news.

## [Chronicle Careers Section](#)

This section can help in the planning and managing careers. There is information on how to write a resume', and finding prospective positions.

## [Free Email Newsletters](#)

These free services will help with finding job-search agents, give access to the Wired Campus, and to the Community College Newsletter.

Check out the Chronicle of Higher Education at the following URL”

<http://chronicle.com/services/>

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## [News You Can Use](#)

Did you know you can access the Morehead Statement from the main MSU website? This URL (<http://www.morehead-st.edu/statement/>). The site contains the latest information on what is happening on campus and in Alumni Affairs. There are hyperlinks that can take you to past issues.

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*Distributed by:*

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