

Tips on Preparing Lectures for Rounds

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- 1) **Review, analyze and synthesize** the relevant literature on the subject you wish to lecture on. You may want to start with the chapter on Tintinalli, bearing in mind that it was written years ago. You can search the up to date literature on search engines such as Pubmed or Sumsearch. The librarian may be able to assist you in this.
- 2) Define and write down the **purpose** of your lecture. The purpose should describe, in general terms, what the students will learn during the lecture. Don't try to be too inclusive. Identify and answer a few key clinical questions of relevance to your audience. Explore key controversies in the literature.
- 3) You may want to develop a list of **objectives**. An objective is a precise statement of what the student is expected to learn during the lecture.
- 4) Determine the **length** of your lecture. If one hour of time is allotted, you may want to limit the didactic content to 30 to 45 minutes, in order to encourage discussion and questions. Audience participation is key to their interest and attention to the material being presented. Leave some room for non-didactic **colour**, such as humour or interesting off topic material. This helps to engage the audience, if done right.
- 5) Be aware of the size of the venue and the expected number of participants. In general, discussion and audience interaction will be inversely proportional to the size of the venue and audience.
- 6) Try to create an intellectually challenging experience for the audience. Use illustrative cases and encourage interaction involving problem solving skills. Plan to facilitate interaction through demonstrating, questioning, positive reinforcement and review of key points and concepts. The goal is to change the role of the student from passive observer to active participant.
- 7) Think outside the box. Consider employing video clips, animation and other types of media.
- 8) The three main parts of a lecture are the introduction, the body and the summary. A good introduction is critical to the success of the lecture; it should capture the interest of the audience and outline the expectations, or objectives, of the lecture. A brief summary should reinforce 3 to 5 main points of the lecture. Plan the body of the lecture by creating an outline, in logical sequence that includes relevant examples (cases). In general, the approach is to tell the audience what you want them to know, tell them the information and then tell them what you told them, while engaging them in an interactive process.
- 9) Use no more than 30 slides. Remember that slides are an adjunct to the lecture and are not meant to be the lecture. Simple slide design projects the best. Slides should have no more than 5 to 6 words per line and 6 to 7 lines per slide. The text should contrast the colour of the background (eg. white on dark) and should be clearly visible by the audience in the back row. Avoid bright colours and distracting backgrounds or templates. Don't use capital letters, sanserif font or too many different font sizes. Charts, graphs and schematics can convey information effectively but they should be uncluttered and relatively simple. Be consistent in slide layout; don't mix fonts, backgrounds, bullet types, and transitions.
- 10) A handout should be prepared and should be a standalone document that concisely conveys the important points of the lecture, in the same sequence as the lecture.
- 11) Don't forget to spell check and save your presentations. Back them up.