

Instructor Dos and Don'ts

The following is a short list of things instructors should do and not do as they prepare and teach classes. We are sure you can think of many others. Please send them to us at nspnc@aol.com and we'll keep expanding the list. These can be things that you have done or seen others do. This may give other instructors ideas on improvement and self-assessment.

Do

- Begin your preparation early, and prepare adequately
- Gear your presentation to the background and ability of your audience
- Limit your coverage to what your audience can absorb
- Be well groomed and properly dressed
- Be self-assured, but not arrogant
- Smile, be pleasant, and put your audience at ease
- Gain the attention of your audience during the first minute
- Remember the attention span of your audience is limited – give them a break
- Consider the interests and background of your audience and slant your talk to them
- Be sincere and enthusiastic

Don't

- Read your script or outline
- Waste time talking about the shortage of time
- Use technical jargon
- Talk to your visuals; instead, talk to the audience

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