

Tips for Effective Chalk Talks and Presentations

(Updated Dean 09/11/22)

- **Create learning objectives**
 - Backwards plan the presentation, starting with what you want learners to know
 - Each objective should be specific and measurable (“Residents will be able to _____”)
 - Consider your audience and their level of knowledge/experience
 - Should you audience know how to diagnose and refer or also the in’s and out’s of management
 - See attached page w/ tables on how to write learning objectives

- **Select teaching method(s) based on audience and content**
 - Case based learning
 - Pros: easy to see application; objectives can be adjusted
 - Cons: may limit breadth of learning depending on cases selected; more challenging if there are discrepancies in learner’s knowledge
 - Group discussion
 - Pros: participatory active learning; interaction with peers
 - Cons: often requires more prep work; teachers need to engage all
 - Role playing
 - Pros: participatory active learning; acknowledges variations of same topic
 - Cons: limited by learner buy-in and time for reflection; not ideal for all subject content
 - “Chalk-talk”
 - Pros: engaging for learners; customizable for size of group and duration of teaching
 - Cons: risk of “pimping” or “read my mind questioning;” risk of knowledge overload
 - Lecture
 - Pros: Good for transferring info to novice learners; well organized and easy to review later
 - Cons: passive learning; risk of knowledge overload and limited attention spans

- **Plan content to engage all learning styles**
 - Ideally should include each domain in every didactic session
 - Domains
 - Visual: pictures, diagrams, algorithms
 - Auditory: presentation, discussion, audio clips or music
 - Reading/writing: providing text to read and/or having participants read out loud
 - Kinesthetic: cases-based, board questions, partner/group work, “reverse classroom”

- **Use strategies to engage learners**
 - Reflect questions back onto the group
 - Use “think, pair, share” with a partner
 - Notecards for writing down questions and/or answers
 - Polling the audience (<https://www.polleverywhere.com/>)
 - PowerPoint
 - Use the “rule of 6’s” – no more than 6 points a page or 6 words per point
 - Have learners read slides instead of teacher
 - Include thoughtful pictures that engage or help your audience remember content
 - Incorporate audiovisual media: YouTube videos, audio clips, etc
 - Remember less is more!
 - Don’t overwhelm learners with too much content
 - Talk less, listen more

- **Create methods to assess learning**
 - Ask group one thing they learned and one question that is still unanswered to encourage reflection
 - Close with an exit question to assess learning

- **Plan and practice your delivery**
 - Think ahead of time about your opening “hook” and closing points
 - Be mindful of your allotted time to speak
 - Allow extra time for questions/comments
 - Remember to “perform” as well as teach

- **Things to avoid**
 - Reading your slides – make sure your talking points are complimentary not redundant
 - Creating a busy PowerPoint with lots of words or complicated tables – learning aides such as PowerPoint or handouts should be simple and direct

Tables for writing effective learning objectives

Table 1


 <p>Easier Skills</p> <p>Harder Skills</p>	Skills Levels	Example Action Verbs	Example Objective
	Knowledge	define, recall, name, list, match, select	List the five food groups in the food pyramid.
	Comprehension	classify, describe, explain, identify, locate, provide examples	Summarize the plot of the story in three sentences or less.
	Application	apply, show, use, operate, demonstrate, prepare, solve	Determine the dollar amount of the discount, given the original price and the discount percentage.
	Analysis	analyze, determine, compare, solve, examine, categorize, infer	Select the best course of action in four types of angry customer situations.
	Synthesis	compile, construct, formulate, create, prepare, propose, plan	Based on client e-mails and phone conversations, formulate a plan of action.
	Evaluation	evaluate, justify, judge, select, measure, compare, assess	Given window size, facing, type, and budget, assess which window treatment(s) will work best.

Table 2

Lower-level objective	Higher-level objective
List the components that need to be included in a proposal.	Draft a 10-page proposal that includes an executive summary, description, budget, organization information, and conclusion (call to action).
Solve percentage problems.	Determine the final discounted price of an item, given the original price and discount percentage.

Table 3

Terminal objective	Enabling objectives
Determine the final discounted price of an item, given the original price and discount percentage.	<ul style="list-style-type: none"> • Determine the decimal fraction from the discount percentage. • Multiply the original price by the decimal fraction to determine the dollar amount of discount. • Subtract the dollar amount from the original price to determine the final discounted price.
Add slides to a PowerPoint presentation.	<ul style="list-style-type: none"> <li style="width: 50%;">• Add a slide using the toolbar. <li style="width: 50%;">• Add a slide using the menu. <li style="width: 50%;">• Select a slide layout. <li style="width: 50%;">• Add and format the heading text on the slide. <li style="width: 50%;">• Add and format the bullet text on the slide. <li style="width: 50%;">• Change the slide layout. <li style="width: 50%;">• Add a graphic to the slide.