# KEY DIMENSIONS OF EXPERTISE IN LECTURING: A CHECKLIST

1. **VENUE**
   - ensuring that venues are adequate - in terms of e.g. seating, lighting, heating, ventilation, audio-visual facilities, sightlines.

2. **CONTEXT**
   - making adequate information available to the students about the lecture course(s) as a whole
   - drawing sufficient links between this and previous lectures/other parts of the course/textbooks/study materials.

3. **STRUCTURE**
   - presenting the lecture material in a well-organised form, so that students can follow the structure or sequence adopted
   - signposting key points clearly.

4. **LEVEL**
   - pitching lectures at a level the students can cope with
   - making adequate provision for those who experience difficulties in following the lectures.

5. **CLARITY**
   - presenting lectures clearly
   - trying to ensure that the explanations given are readily understood by the students.

6. **USE OF EXAMPLES**
   - using examples or illustrations whenever helpful to students in grasping key points
   - generating examples likely to engage with students’ knowledge and interests.

7. **HANDOUTS AND OTHER MATERIALS**
   - making appropriate use of handouts or other study materials
   - ensuring that these are helpful to the students in summarising, amplifying or reinforcing the lecture material.

8. **AUDIO-VISUAL AIDS**
   - using audio-visual aids wherever needed in conveying the subject-matter and so aiding students' understanding.

9. **AUDIBILITY**
   - ensuring that the presentation can be clearly heard, even by students at the back and sides of lecture theatres.

10. **PACE AND TIMING**
    - presenting the lecture material at an appropriate speed
    - keeping to time.

11. **ENTHUSIASM AND INTEREST**
    - presenting the material in a lively and enthusiastic way
    - seeking to sustain or enhance students' interest in the subject-matter.

12. **INTERACTION**
    - grasping opportunities to interact with students - e.g. by inviting questions or comments, or by drawing upon their interests, concerns or experiences.