TIPS FOR GUEST PRESENTERS

Thank you for considering visiting our students and sharing what you know! Since you will be a teacher for a while, here are some important hints to help you enjoy your time and help the students get the most out of your visit.

• Introduce Yourself
  o Tell students who you are, where your family is from, what your occupation is & what you like/don’t like about it, what education you have/want, and why you are interested in being with them
  o Check that everyone in the room can hear you well enough & rearrange seating if necessary
  o Tell the class what to expect in the time you have

• Use Language Everyone Understands
  o For elementary school, use fewer 3-syllable words
  o For high school, use words with 3 or more syllables like you normally do, but define them, use them in context, or check for understanding (nodding heads, no furrowed brows … or just ask if “ike kākou” or do they “get it”)
  o For all students – say main ideas 3 times in 3 different ways Example:
    *Interdependence is about how things are all connected.*
    *Interdependence means things depend on one another.*
    *We see interdependence in ecosystems in nature, or in our own families and friends. Can you give me an example of it?*

• Avoid Talking for Too Long at One Time
  o For elementary school, lecture no more than 5 minutes without asking questions or doing an activity
  o For high school, lecture no more than 15 minutes
  o For all students, watch eye contact & body language to see if they’re just pretending to listen, & engage them in discussion often (options include: Q&A sheets given in advance, asking students questions as you go, getting specific responses to material you bring along or activities you do)

Continued …
• **Vary the Presentation Activities**
  o Show visuals such as video, large photos, slides, transparencies, objects related to your topic
  o Use sound related to your presentation, such as recorded or live chants, songs, drums, etc.
  o Invite volunteers, or best, get all students to help you explore materials related to your presentation, or try out something you are saying or doing
  o Use simple games, art or drama projects in small or large groups
  o If you have hand-outs, keep them simple and easy to read (use 14 point font, define new vocabulary, number separate items, & include images)

• **Ask the Teacher for Presentation Equipment in Advance**
  o We can find you chalkboard space, floor space, outdoor space, bulletin board, easel, TV, VCR, DVD, laptop, slide projector & screen, “boom box”, paper, art supplies, photo-copies or copiers, water, a cushy seat, & we will try get anything else you can imagine! Just ask. ☺

• **What to Expect of Your Audience**
  o Students tend to be very interested in guest presenters and will usually listen more politely to you than the regular teacher. However, they are often shy about speaking aloud even when asked questions directly.
  o If you are positive and respectful of them, you can expect the same in return. If you don’t get their respect, you are under no obligation to stay, and you are not ever expected to tolerate rudeness - & you can say so!
  o A teacher will be present at all times to help you & the students.

  **Mahalo for Your Time & Caring!**

  *PS from a Student: Be fun, make fun, enjoy fun, so have fun!*
Response to Presentation Audience: Guest Speaker’s Sheet

The things I liked most about visiting your class were: ________

________________________________________________________________________

________________________________________________________________________

One thing you could change as an audience is: _____________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

A question or comment I have for you is: ___________________

________________________________________________________________________

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