

Pre-Visit Checklist

What You Need to Know Before Entering the Classroom

- Name and telephone number of the teacher
- Name and address (location) of the school
- Parking availability
- Date, time, and length of the presentation
- Age and grade level of students
- Size of the class
- Available Audio Visual Equipment
- Will the teacher remain in the classroom for the presentation?
- Basic Expectations
 - What are the teacher's goals?
 - What do the students want to know?
- Expectations regarding discipline – Who is responsible?
- Are there any children with special needs?
 - What type of special needs?
 - How can you adjust your presentation to accommodate them?
- Is there a photocopier available to make handouts for the students?

Get the Most from Your Questions

- Design your questions so that the whole class benefits from both the questions and the answers.
- Address your questions to the whole class before calling on any one student to answer.
- Do not repeat questions and answers.
- Frame your questions to encourage debate.
- Require students to enunciate responses clearly and loudly.
- Recognize questions meant to be disruptive.
- Make necessary corrections.
- Admit if you don't know.
- Distribute questions.
- Wait!

