



## BEST PRACTICE TIPS

- **Preparation:**
  - Review Tips by Grade Level
  - Know your audience: ask the host educator what to expect from the students
  - Find out where the students are in their understanding of key concepts
  
- **Practice!**
  - Try out activities before presenting them
  - Preview videos you plan to use. If necessary, pause videos during viewing and generate audience participation
  - Check equipment to make sure it works
  - Outline what you want to say and pace presentation so it fits in the allotted time
  
- **What to Bring:**
  - Bring nametags for the students to fill out
  - Bring a photo of yourself as a student to share
  - Arrive early enough to allow time to sign in at the office, find the classroom and do any necessary set-up
  
- **Get Students Engaged!**
  - Hook 'em early – engage students right from the start by asking questions
  - Offer prizes for students who ask questions
  - Think of ways to help students visualize the issue, topic or concept
  
- **When Presenting:**
  - Keep in mind - students' attention spans can be shorter than you think!
  - Avoid jargon
  - Be a dynamic presenter! Avoid standing in one place, vary the tone of your voice, gesture, move around, ask many questions
  - Keep your presentation simple; if you see glazed eyes, change the method
  - Be prepared to pace yourself so that you are done on time and don't make students late for their next class
  
- **Recommended time allotment**
  - 10 minutes for engineering power point presentation
  - 30 minutes for hands-on activity
  - End the visit with a question and answer period