2019 Teaching Assistant Institute

Presenting/Communicating Effectively
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Session Summary
Communication behaviors, both verbal and non-verbal, generally support the declared learning objectives and facilitate student comprehension. However, often without being aware of it, instructors use communication behaviors that can undermine the learning objectives.

Key Concepts
- There are different elements of communication that are present in a variety of communication contexts. They all contribute to whether students understand you clearly and are able to learn.
- Oral Communication is very different from written communication. The primary tools at your disposal are verbal tools and non-verbal tools.
- Oral Communication is very different from written communication and how we use language can be different when we are presenting a lecture. Use more active voice, sign posting, transitions, preview, review, summarize, use more narrative.
- Non-verbal communication includes a variety of areas: body language, space, touch, time, and paralanguage. Effective use of non-verbal is crucial and can make all the difference in creating an effective communication climate.
- Each of us has strengths and are able to bring some unique elements to the table.

Next Steps
- Awareness is the key, while much of this may seem like common sense, do some self-assessment. Think about your strengths and areas for improvement.
- Practice your verbal and non-verbal communication skills. If possible, do so with an audience that can give you feedback, such as a friend or colleague.
- When you teach or present, be aware of your verbal and non-verbal communication
- Trust yourself and share your message.

Resources
Principles of Effective Instruction: go.niu.edu/TAleffectiveinstruction

Got Questions?
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View the presentation at go.niu.edu/tai19