

Preparing For Your Microteaching Session

Before your teaching

Prepare	Know your material thoroughly.
Organize	Know your outline & presentation. Mentally rehearse the sequence of the presentation detail. Imagine a positive, successful presentation.
Visualize	Stand just as if your audience was in front of you & practice.
Rehearse	Tape yourself or ask for “critiques.”
Think positively	Don’t let self-doubt erode your confidence: You can do it!
Check	Check over the room & your equipment.
Breathe	Inhale deeply a number of times.
Release tension	Unobtrusive isometric exercises will help release nervous energy.
Greet people	Create rapport with your audience by greeting them as they arrive.

During your teaching

Connect	Make it many one-on-one conversations; use eye contact.
Pause	Pause occasionally to slow your pace if needed.
Speak on	If you forget the next point, keep talking! No one will know. Or sip some water to give yourself a chance to look at your notes.
Move	Use natural gestures. Use the whole stage but avoid nervous pacing.
Smile!	Smiling helps build rapport with the audience. They will smile back!