

WORKSHEET: Promoting Understanding and Retention

Think of a topic that is conceptually complex and with which you are familiar. Imagine that you are giving a brief informal talk about this topic to a group of learners (e.g., in a conference, with a small group, “chalk talk”).

Describe specific examples of teaching behaviors you might use from each of the four key components below to promote understanding and retention of this content.

1. **Organization:** use overview/summary, transitions, enumeration, advance organizer

2. **Clarity:** use examples, define new terms, explain relationships in material, avoid vague terms

3. **Emphasis:** vary voice quality/speed, use dramatic language/gestures, use visual aids, cue important points, use repetition

4. **Fostering active learning:** have learners reformulate material, encourage note-taking, provide chance for skill practice, have learners apply to own experience, assign/discuss literature, suggest expert consultations, ask questions to stimulate reflection
