

Module One **INSTRUCTIONS**

Module 1

Tips for Successful Instructions

As an educator, giving clear and concise instructions is crucial. Follow these tips to ensure your students understand and engage with your lessons.



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Plan Your Instructions

Script Your Instructions

Writing your instructions beforehand will help you think through your lesson plan and determine potential areas of confusion.

1

2

3

Say Only What's Necessary

Avoid giving extraneous information and stick to what is needed for the task at hand.

Review and Edit Your Instructions

Check your instructions for clarity and any unnecessary or confusing language.

Use Simplified Language

What Is Plain Language and Why Does It Matter?

- Know your audience.
- Use common words.
- Be concise.
- Use pronouns and keep your tone conversational.
- Choose strong verbs.
- Use clear formats, like headings, lists, tables, and infographics.
- Review your language to measure your success.



Speak in Clear, Concise Language

Reduce confusion and increase comprehension for all students by avoiding technical jargon and speaking at an even pace.



Avoid Talking Down to Students

Speaking unnaturally or slowly can be patronizing and undermine student confidence. Speak naturally and use common language.



Adjust Language as Needed

If you notice students looking confused or not understanding, adjust your language to increase comprehension.

Give Clear Instructions

1 **Ensure Students are Focused**
Make sure students are looking at you and listening to your instructions before beginning.

2 **Stand Front and Center**
Establish yourself as the authority figure by standing in a central location and projecting your voice.

3 **Break Up Instructions**
Divide instructions into clear steps to simplify tasks and reduce confusion.

Examples and Demonstrations



Provide Examples and Demonstrations

Show students what is expected of them by performing tasks alongside them.



Set Clear Guidelines

Establish time limits and expected procedures to manage the learning environment effectively.



Establish Eye Contact

Connect with students by establishing consistent eye contact when guiding them through tasks.

Encourage Active Participation

Encourage Group Work

Promote active participation by grouping students together and providing opportunities for collaboration.

Avoid Confusion

Clear instructions reduce confusion and improve participation. Be direct and to the point.

Be Positive and Encouraging

Reinforce positive behavior and productive participation by being encouraging and enthusiastic.

Individual Guidance

Address individual issues or questions separately to reduce interruptions and maintain the flow of the lesson.

Effective Communication Tips

Speak Clearly

Ensure students can hear and understand by speaking clearly and projecting your voice.

1

Check for Understanding

Before beginning tasks, check with students to ensure they understand what is expected of them.

3

Use Gestures

Use body language and gestures to reinforce your words and clarify your instructions.

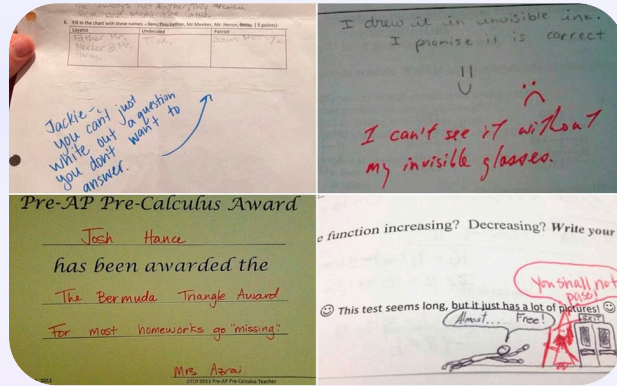
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Maximize Student Learning



Allow for Hands-on Learning

Provide students with opportunities to engage in hands-on tasks and activities that promote active learning.



Provide Corrective Feedback

Provide students with constructive feedback to help them improve and learn from mistakes.



Encourage Discussion and Debate

Promote active learning by encouraging open discussion and debate among students.

Classroom Etiquette

Expectations	Behavior
Arrive on time	Be punctual and arrive on time to minimize interruptions and maximize class time.
Participate actively	Contribute to class discussions and activities to promote active learning and engagement.
Respect peers and staff	Treat others with respect and participate in activities that promote mutual understanding and respect.



YouTube



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