

#3 GETTING GOING

A reference card to support your teaching approach...

1

CLEAR: Use clear easy to understand instructions

- When explaining a task, keep it simple - Avoid using too much technical language.
- Use staggered instructions so steps are easier to follow.

2

CONCISE: Be concise, keep instructions short

- Be brief and to the point - less is more.
- After each step, check for understanding before moving on.

3

BREAK IT DOWN: For the bigger tasks, break things down

- For more complex tasks, break them into smaller.
- Use visual aids like diagrams or charts to help make each part clearer.

4

REPHRASE: Repeat and re-phrase technical language

- If a learner is confused, rephrase what you've said
Possibly ask others to explain the task in their words.
- Sometimes a different perspective can make all the difference.

By keeping instructions clear, concise, and staged, you'll ensure that your learners can follow along and stay engaged. Breaking tasks into manageable steps and checking for understanding is the key to successful instruction.

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UP NEXT...

#4

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