



GIVING A WORKSHOP ON SPEAKING UP IN CLASS

Emphasize outside of class preparation. Most people don't think about this component.

- If it is difficult for a student to see professors in their office hours then suggest she:
 - prepare a list of questions ask the professor.
 - tell the professor that she has trouble participating in class and ask for his or her suggestions on how to address this.
 - ask for clarifications through other forms of participation: class conferences, e-mail, study groups.
- When taking notes for a class, make sure that they are easy to access during lectures. Suggest that she:
 - put a post-it note at the section that she has a question about.
 - write comments and questions in the margins of the book.

For the **in class** section, stress that there are many different ways to participate: Give examples from your personal experience or your friends' experiences. Have these examples ready.

- You may ask a question, make a comment, or give your personal opinion.
- Explain that when asking for clarification or explanation, a student can ask the professor or someone else in the class to rephrase something, they can give another example, or try to restate it themselves to see if they understand.
- Discuss raising your hand when you get an idea. Suggest that if you wait, then someone else will say it before you. Many students feel that they do not need to contribute because everyone else is saying what they want to say. Remember you can always give a different perspective, another example.
- At the beginning of class, professors often ask, "What did you think of the reading?" or, "Which parts stood out to you?" Mention that you might take notes on this ahead of time so you are prepared. This is the point where you can determine what direction the discussion takes. A student will be more confident if the discussion revolves around her favorite reading.
- Remind students that after the first few weeks of a class, they will have some idea of the typical format of the class and what kinds of questions the professor typically asks. This will help them prepare what they might say.