

Checklist: preparing your lecture

Question	Yes	Not yet	Not applicable	Action planning
Do I know how many lectures I will be giving to this class?				
Do I know roughly how many students may be there?				
Have I found out what these students are likely to know already about the topic of the lecture?				
Do I know where my particular lecture fits in to the overall programme or module my students are studying?				
Have I been to see the actual lecture room I expect to be using?				
Have I got the published intended learning outcomes for this lecture, if any?				
Have I turned these into the actual intended learning outcomes I will introduce at the start of my lecture?				
Have I prepared slides or overheads to accompany my lecture?				
Have I checked out that I can work the equipment I need in this particular venue? Is all the equipment already there?				
Have I prepared any handout material I want students to have in their hands during my lecture?				
Have I put them on BlackBoard in advance of the lecture at a time agreed between the students and me?				
Have I the opportunity to talk about my particular lecture to other colleagues who already work with these students?				
Have I tested that I can be seen and heard well in this lecture venue?				