

## **LECTURE AND ITS PRACTICE**

The lecture is an oral presentation by a speaker to do with organized thoughts and ideas. It is probably the most commonly used group technique and is also probably the most over-used. This doesn't imply that it is inherently a poor technique but that it is often used when another technique would serve the purpose better.

Every extension worker should know how to deliver effectively. Two factors of lecture stand out prominently a speaker and audience. It is expected that, by the process of the speech, thoughts will be initiated, problem will be identified the audience may be moved to action.

In Bangladesh, the extension workers depend too much on lecturing for the following reasons:

1. The extension workers have limitations to make individual contact with their clients since the number professional leaders employed in rural areas are inadequate in comparison to the demand of the situation.
2. A good percentage of our farmers cannot read and write and consequently the use of printed materials has been restricted; and
3. Lecture involves a face to face contact between the extension worker and his clients, providing an opportunity for the farmers for a better learning atmosphere.

### **Dynamic Characteristics of Lecture:**

1. It is an extremely formal technique; the lecture permits only one way communication.
2. It allows for complete and detailed presentations without interruption.
3. It is very rapid method of conveying information to a group.
4. Control can be rigid, since it is entirely in the hand of the speaker and the chairman.
5. Group members and group leadership can exert little control over content and approach. Irresponsible speakers may state half truths or make highly emotional appeals.
6. It is an abstract form of group interaction and hence calls for a high degree of competence on the part of the speaker and high level of audience co-operation.

### **Purpose of Lecture:**

A speaker may deliver lecture for one or more of the following purpose:

1. To present information in a formal and direct manner.
2. To supply expert information with continuity.
3. To identify a problem or a general problem area.
4. To explore one or several solutions to a problem.
5. To stimulate the group to additional reading and /or discussion.
6. To inspire the group.
7. To entertain a group by use of a very skilled or very experienced speaker.
8. To help the group share the experiences of another person.

**Preparation of a lecture and its presentation:**

In preparing a talk the speaker should choose a theme round which the talk will be built. All relevant thoughts of the subject should be noted down. The talk should be divided into a number of main headings starting with an introduction leading up to the main point of his theme and then with a brief but impressive conclusion. Under each heading all essential key points, facts and figures should be noted down. These should be written clearly on the pages of a small note book. If possible with a single heading and relevant key points on the left-hand page of the note book. Additional key points or figures can be written on the right hand pages, if necessary.

**The following suggestions will help an extension worker to become more successful as a speaker:**

1. The talk must be directed to the interest of the audience and not of the extension worker. It has to be detected in advance what the audience want to know.
2. The audience should be told in advance what the speaker is going to do. This allows them to know where the speaker is in his talk and when the end is to come.
3. The speaker must be confident of delivering a good speech. This requires proper and careful preparation. Nervousness is usual with speakers but it would not worry very much if nicely prepared.
4. It is essential that any speaker should be thoroughly conversant with the subject on which he is talking and that he should have taken the trouble to read up the important points connected with his speech.
5. Rehearsal or exercise over the talk to self is advised. If a speaker has timed his speech when rehearsing it he need not be afraid to pause at suitable places.
6. The speaker should be acquainted with the right way to stand, which include:
  - a. Standing erect with chest expanded;
  - b. No jerking of limbs or head;
  - c. No standing with hands on the chest or back;
  - d. Use of natural gesture;
  - e. Not wandering about the platform and standing like a statue.
7. It is important for the speaker to draw favorable impression from the audience. Speaker's pleasing personality, delighted face, free feeling, correct pronunciation and clean voice are some major factors for building favorable impression.
8. The speaker should be dressed appropriately for the occasion. He should not attend the meeting while dressed for the field.
9. In a meeting the speaker must be sure that every one can see, hear and feel comfort.
10. Some extension workers relax the group by telling stories. Nothing is less humorous than a funny story poorly told.
11. The speech should be delivered in a loud voice but not at shout.

12. The talk must be directed to the audience. The audience must be looked from eye to eye. The speaker should not fix his eyes to particular persons among the audience.
13. The speaker must always talk deliberately and he must absolutely sincere in all that he says. He must answer all questions thoughtfully, politely and honestly without being afraid to when he doesn't know the answer to a question.
14. Observation of the faces of the people in the audience should be made by the speaker to understand, interest, approval, disapproval and lack of interest. People's facial expressions are the best guide for the speaker to guess success, semi-success or failure in his talk.
15. The talk should be illustrated by visual-aids and audio-visual aids wherever possible and by musing stories or figures to help the audience to remember.
16. Illustrations of the talk should be made with as many personal examples as possible, but the speaker should not be a gossip.
17. In public speaking, it is advisable to be as brief as possible without actually learning valuable points. It is better to stop when the audience's interest in high than to keep on until they are restless or bored.
18. The speaker should prefer to have questions from the audience at the end rather than during the talk and the audience should be known of this earlier to avoid interruption. Questions should be invited one by one.
19. The printed or cyclostyled materials should usually be distributed at the end of the talk. If necessary the materials may be distributed in the beginning.
20. In conclusion care should be taken regarding summary of the talk. The major points may be pinpointed, not a complete review. The audience will be bored with a long detailed summary which has already been covered during lecturing.

## **The sequence of a lecture**

### **1. Introduction:**

- a. Addressing and linking according to situation.
- b. The subject should be defined. Questions should be linked up as possible.
- c. The objective should be stated.

### **2. Description:**

- a. The speaker should be sure of what he is saying.
- b. Information should be accurate and complete.
- c. Information should be confined to essentials.
- d. Presentation should be in simple language and logical sequence.
- e. Presentation should be assisted by visual-aids.
- f. If necessary, questions should be asked by the audience and answers should be made by the speaker.

### **3. Conclusion and recapitulation:**

- a. Summarizing and pin-pointing the major points of the talk.
- b. Drawing up decisions.
- c. Thanking for co-operation.

d. Ending.

**Time distribution:**

1:2:3 = 1:5:2

**Some common mistakes about lecturing:**

- a. Itching of body –the speaker must be alert of this.
- b. Politics and religion –the speaker should avoid the political and religious issues as it may lead to create sentiments among the audience.
- c. Adjusting clothing while speaking.
- d. Playing with pencil, chalk or tossing coins.
- e. Hiding hand.
- f. Too much swaying to and fro during talking.
- g. Too much throwing hands about.
- h. Taking out ‘rats’ from nostrils.