

B. Teaching Tips

- Keep instructions as brief and uncomplicated as possible.
- Assist the student with finding an effective note-taker or lab assistant from the class.
- Allow the student to tape-record lectures.
- Clearly define course requirements, the dates of exams, and when assignments are due; provide advance notice of any changes.
- Provide handouts and visual aids and hands-on activities in class.
- When appropriate, team a reader with a non-reading student during in-class assignments.
- Use more than one way to demonstrate or explain information.
- Have copies of the syllabus ready three to five weeks prior to the beginning of classes so textbooks are available for taping.
- Break information into small steps when teaching many new tasks in one lesson (state objectives, review previous lesson, summarize periodically).
- Allow time for clarification of directions and essential information.
- Provide study guides or review sheets for exams.
- Provide alternative ways for the students to do tasks, such as dictations or oral presentations.
- Provide assistance with proofreading written work.
- Stress organization and ideas rather than mechanics when grading in-class writing assignments. Allow the use of spell check and grammar-assistive devices.
- When in doubt about how to assist the student, ask him or her.
- Allow the student the same anonymity as other students.