

IDEAS to prepare for a GUEST SPEAKER



Help your class prepare
for a

SPECIAL GUEST

- ❖ Provide enough time (but not TOO much) for your speaker.
- ❖ Give a purpose for bringing the speaker into your classroom (the WHY of the Visit).
- ❖ "SELL IT!"—excite your kids about the speaker and his/her presentation.
- ❖ Give some background information about the speaker.
- ❖ Prepare questions for the speaker (and help kids understand what questions NOT to ask).
- ❖ Give some information about the topic—but not TOO much! (Don't "steal the speaker's thunder.")
- ❖ Don't schedule a test on the day of your speaker.
- ❖ Review behavior rules and "politeness."
- ❖ Help your students understand it is a privilege for them to have this guest visit.
- ❖ Have a SPECIAL BULLETIN BOARD devoted to your guest speakers.
- ❖ Have a STUDENT WELCOMING COMMITTEE greet your guest!! WOW!!

QUESTIONS for YOU to THINK about:

- ❖ Should you quiz/test students on material presented by a speaker?
- ❖ What are some ways to follow-up after the speaker has departed?
[Hint: CONTENT-RICH]

VERY, VERY IMPORTANT - REMEMBER TO PREPARE THE SPEAKER FOR YOUR CLASS

- ❖ If you invite parents or other people to speak to your class, help them to understand some basic ideas about teaching.
- ❖ Tell them your classroom rules.
- ❖ Give them a seating chart.
- ❖ Explain to them about attention span.
- ❖ Request that they bring hands-on items which kids can handle (SAFELY!).
- ❖ Talk to them about time restrictions.
- ❖ They can be GREAT for your class WITH YOUR HELP.

If you are hiring a professional speaker, CHECK REFERENCES!!