

Practical Tips for Formators





Know your room lighting

Dark text -- light background in a light room

**Light text – dark background –
in a darker room**

Font Colors

- **Be careful in choosing font color for projected presentations.**

**Red on blue or black – good on screen
– annoying projected!**

Font Size

- **Standard sizes**
 - **44 for titles**
 - **32 for text—larger in a larger room**
 - **No smaller than 28 for projection**

Presentation

- **Full text should not be on slides**
- **Only use bullet points**
- **Distribute notes sheets**



Wrap-up with questions

- Add a slide with questions at intervals
- Give “think time”
- Share with a partner



QUESTIONS

- **What background do you use in a light room?**
- **What background is best for a dark room?**
- **What color combinations should you avoid?**
- **What are the optimal font sizes?**
- **What are two tips for making the presentation?**

Collaboration for Communication



- **Fraternities need good communication skills**
- **Collaborative learning helps adults**
 - **Learn material**
 - **Learn communication skills**
 - **Learn conflict management skills**

Instructor/Facilitator's Role

- **Provide core material**
- **Guide learners to seek information**
- **Set the tone for discussions**



RESPECTFUL COMMUNICATION **GUIDELINES**

As presented by Fr. Eric Law at the 2007 Quinquennial

R = Take RESPONSIBILITY for what you say and feel without blaming others

E = Use EMPATHETIC listening

S = Be SENSITIVE to differences in communication styles

P = PONDER what you hear and feel before you speak

E = EXAMINE your own assumptions and perceptions

C = Keep CONFIDENTIALITY

T = TRUST ambiguity because we are NOT here to debate who is right or wrong.

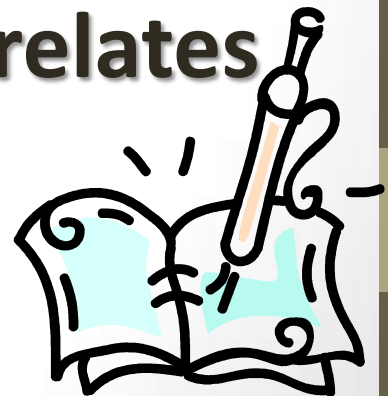


Instructor/Facilitator Presents

- **Instructor presents material in small chunks**
 - **“Lecture”, PowerPoint presentations, collaborative learning “structures”.**
- **Provides materials for “pre-reading”**
- **Provides an audiotape focusing on particular aspects.**
- **Provides a videotape focusing on particular aspects.**

Learners Present

- **Prepare an extract from an article or chapter.**
- **Prepare a presentation on a topic.**
- **Write a one page description of a situation from personal experience.**
- **Keep a personal journal that relates to the subject.**



Think Pair Share



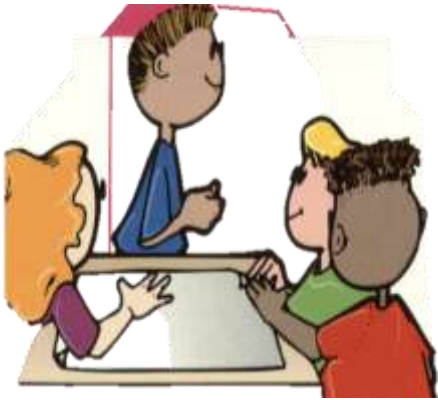
- Entire group given time to think about answers to a question or questions.
- Pair off
- Share response or opinion
- Some answers can be shared with large group
- Facilitator can expand the share into a large group discussion

Pair Read

- Partners read a passage silently
- Take turns describing the content to each other
- They discuss the passage
- Partners should be able to answer questions about the passage
- This can be turned into a general discussion



Jigsaw



- **Work in teams of three or four**
- **Material to be learned is divided into as many sections as there are team members.**
- **Members of the different teams who have the same section form "expert" groups and study together.**
- **"Expert" returns to his/her team and teaches that section to teammates.**
- **Entire group should be able to answer questions on all material.**

Analyze a Video



- Ask learners to jot down the four most important points that strike them as they watch the video
- In groups of two or three:
 - Discuss each person's four important points.
 - Choose the most representative three - six points to present to the whole group.
- Facilitator needs to link both video and responses to the point of the lesson!

Discussion: Using Mutual Invitation

As presented by Fr. Eric Law at the 2007 Quinquennial

- **The facilitator will share first.**
- **After he/she has spoken, he or she then invites another to share. (*Does not need to be the person next to you.*)**
- **After the next person has spoken, that person invites another to share.**
- **If you have something to say but are not ready yet, say “pass for now” and then invite another to share. You will be invited again later.**
- **If you don't want to say anything, simply say "pass" and proceed to invite another to share.**
- **We will do this until everyone has been invited.**

Example of Mutual Invitation

- Remind learners of respectful communication
- Choose a passage from scripture or from formation material.
- Participants will be invited to share their reflections.
- Invite participants to capture a word, phrase or image when listening to the passage the first time.
- Invite someone to read the passage.
- A moment of silence
- Using Mutual Invitation, invite each person to share his or her word, phrase or image briefly.

- Invite another person to read the passage again.
- This time, depending on the passage, ask another question.
 - *“What does God invite you to do, be or change through this passage?” (For a scripture passage)*
 - *For a formation or continuing formation passage, you might ask: “How does this passage affect my commitment as a Secular Franciscan?”*
- Give a moment of silence to reflect on the question.
- Using Mutual Invitation, invite each person to share his or her reflection.
- End the session with prayer



Wrap-up Questions

- What are some of the benefits of collaborative learning for fraternities and initial formation groups?
- What is the role of the facilitator?
- What are some ways he/she can present material?
- What are some ways learners can present material?
- Give some examples of collaborative learning structures.
- How might you use “Mutual Invitation” for a fraternity discussion or formation class?