

## Instructor Checklist for Keeping Your Voice in Balance

### Signs you may be speaking too much:

- Do some students never talk? Have some students tapered off their contributions as the semester progressed?
- Do students display an unhealthy uncertainty about their contributions (e.g., phrasing their statements as questions)?
- Have I frequently interrupted students?
- Have I made more comments than all of the other students combined?
- Do I respond to every student who speaks? (Do students pause before responding to each other because they expect me to make a comment after each student speaks?)
- Am I frequently trying to steer the conversation in a direction the students resist or seem unable to connect with?
- Do I frequently respond to lagging conversation by delivering an unprepared mini-lecture?

### Signs you may be speaking too little:

- Are students frequently raising questions that are not addressed by their classmates?
- Does the discussion frequently lack focus?
- Does the discussion lack a critical edge?
- Do students fail to acknowledge the strength of positions they disagree with?
- Do students spend most of the conversation time relating their own opinions or emotions, without supporting their positions with text, evidence, or theory?