

Some Basic Guidelines for... How to Conduct School Talks

It can sometimes prove difficult to capture the intention of children, especially when talking about serious topics such as religion, so to help we have created a pack, which includes a series of presentations, Lesson plans and fun-packed worksheets, all ideas have been tried, tested and much enjoyed by children in the classroom!

This pack has been created for those who are new to giving talks at school, and also to help aid those who are already active in school talks. This pack will enable you to promote Islam at schools in a fun, interactive and very informative and professional manner.

All the information given in this pack can and should be tailored as needed. It is important to note, that this pack has been used by the Central Lajna Tabligh Department, for use by LAJNA MEMBERS ONLY– you must not give the presentations or lesson plans to the schools.

PREPARATION WORK

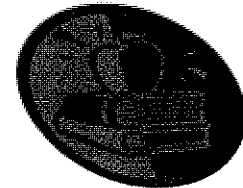
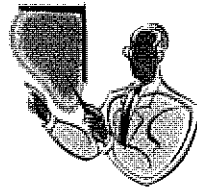
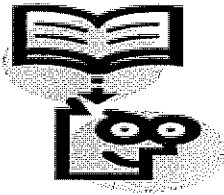
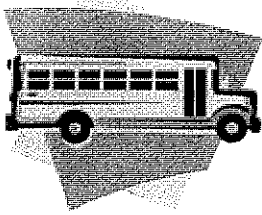
You may not need to use the complete presentations – this may be due to time constraints, ability of the children, RE syllabus contents etc. For these reasons, it is very important that you do your own research and preparation prior to conducting a school talk. Find out things such as:

- how much or how little has already been taught about the subject,
- how much time you will have for the talk
- how many children you will be speaking to
- will it be to a single class, or to a year group
- will the talk be in a classroom or in an assembly hall etc

All the above mentioned points will ensure that you are well prepared and thus give a more professional outlook. Remember, that you are representing the Jamaat, so it is vital that upon leaving you have made an excellent impression on the school.

Presentations:

PLEASE NOTE: School classrooms are now equipped with Interactive Whiteboards – if you have not previously used one - it is a big touch screen. The powerpoint presentations will be loaded onto a laptop and will run as normal. The only difference is, that you will have a pen to move the presentation forward



to the next line, slide etc. you may want to arrange a time (maybe in a lunch break), so that you can get a general feel of how it operates.

The presentations are aimed at middle schools, and early secondary school years. However, as already mentioned, it all depends on the existing knowledge of the class you will be talking to. So at times, in areas that do not have much Islam Awareness, these presentations may be used for older year groups. On the other hand, in areas with a high Muslim population, such as Birmingham, Manchester etc, these presentations may be too basic.

When using the presentations, make the talk as 'free flow' as possible. Do not simply read out line after line what each slide says – some hints of what can be done are in the lesson plans. Use each line on the presentation as a 'pointer' – mention the point and then expand – try not to read out the point word-for-word.

It is a good idea to hold a number of workshops prior to going into schools. So that you practice how and what will be said – the more practice you have, the more confident and comfortable you will feel on the day. Another good idea will be to practice 'dummy' questions which the children may ask – children can at times ask very random questions, which can throw you off the ball! So be prepared – One idea of how this can be done:

- Hold a workshop with 4 members of your team.
- Choose one presentation
- Divide the slides amongst the four of you
- Read through the slides several times prior to your meeting, and know what you will be saying (use the lesson plan for ideas – expand or take out information where necessary)
- Get together and conduct a rehearsal of the assembly. Pretend that you are at the school and run through the complete assembly, from the moment you walk in, through till the moment you walk out.
- Whilst one person is talking, the other 3 members should throw random questions at the speaker.
- 'URM' accompanying the moment you are thinking or trying to remember something are a very common utterance in speech – whilst rehearsing, get one person to count the amount of times this is said – by practicing what you will be saying, will also help to reduce the amount of 'urms' used!

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