

# Lecture Bingo

## Overview

A lecture can be less boring and participants will be more alert if you make the lecture into a game. Key points are discussed while participants play bingo.

## Procedure

1. Create a lecture with up to nine key points.
2. Develop a bingo card that contains these key points on a 3 X 3 grid. Place a different point in each of the boxes. If you have fewer than nine key points, leave some boxes empty.
3. Create additional bingo cards with the same key points but place the points in different boxes. The result should be that few, if any, bingo cards are alike.
4. Distribute the bingo cards to the learners. Also provide learners with a strip of nine self-sticking colored dots (approximately,  $\frac{1}{2}$ " to  $\frac{3}{4}$ " in diameter). Instruct the learners that as your lecture proceeds from point to point, they should place a dot on their cards for each point that you discuss. (*Note: Empty boxes cannot be covered with a dot.*)
5. As participants collect three vertical, horizontal, or diagonal dots in a row, they yell "Bingo!"
6. Complete the lecture. Allow participants to obtain bingo as many times as they can.

## Variations

1. Use key terms or names mentioned in your lecture (rather than key points) as the basis for the bingo cards. When the term or name is first mentioned, participants can place a sticker in the appropriate box.
2. Create a 2 X 2 bingo grid. Continue to discuss several key points, terms, or names in your lecture. Indicate only four of these on any one bingo card. Try to make few, if any, cards alike by including different information on each card.

## Case Example

In a lecture on time-management tips, the instructor includes the following main points:

- Carry 3 X 5 cards or a small spiral notebook to jot down notes and ideas.
- Skim books and articles quickly, looking for ideas. Tear out or photocopy articles of interest and file them appropriately for future reference.
- Carry a hand-held tape recorder with you to record ideas and reminders. This is particularly useful when you are driving a car.
- Create a "To Read" file and carry it with you when you travel or know you may be kept waiting for an appointment.
- Make an appointment with yourself to complete a task and block off the time on your calendar.
- Save up trivial matters for a three-hour session once a month.
- Group phone calls. Set aside a particular time of the day to make all your calls.
- List what you want to say before placing a phone call. You will not then forget important points and will avoid being lured into idle chit-chat.
- Try to find a new technique every day that will help you gain time.

## Sample Bingo Card

Carry "To Read" file	Schedule three-hour session for trivial tasks	Tear out/ photocopy articles
Carry 3 X 5 cards	Make appointment with self	List points to discuss on telephone
Group phone calls	Carry hand-held recorder	Find a new time-saving technique every day