Kenneth Janda Northwestern University

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Everyone has his or her own style of lecturing to a large class. Mine is to talk from a detailed outline of my extemporaneous remarks. A few years ago, I started to write the major topic sentences of my outlines on the blackboard before I began my lecture. The students reported that they liked seeing the topics and the lecture's logical development, and I have kept it up in my two regular lecture courses: American Government with about 250 students and Elementary Statistics with about 80.

One problem with this method is that it often consumes about ten minutes of time that I don't always have before the class begins. Another problem is that I use up a good deal of board space with the outline, leaving little for my lecture proper. This year, I will be using a microcomputer outlining program -- PC-OUTLINE -- and a videoprojector (made by Electrohome) to display my outlines on a standard motion picture screen mounted at the front of the room. The videoprojector displays a green-on-black image that is easily read from any seat in the room, and -- with use of a light dimmer -- I can still write on the blackboard below the screen when I depart from the outline.

PC-OUTLINE is an outline processing program for IBM-compatible microcomputers. In essence, PC-OUTLINE aids in processing outlines by inserting Roman numerals, letters, Arabic numbers, and so on <u>automatically</u>. For me, its special advantage lies in being able to "hide" the "children" of a parent heading (e.g., the lettered headings under a Roman numeral, or the numbered headings under a letter) with a single keystroke of the gray "+" key. Another press of the "+" key (like a toggle switch) and PC-OUTLINE "shows" the children. This feature for selecting portions of a lecture outline to "hide" and "show" at will is what makes the program appealing to my style of lecturing.

Other outlining programs, most notably ThinkTank, have many of the same features as PC-OUTLINE. However, PC-OUTLINE is a "shareware" program that can be freely copied and shared, using only the documentation available on the diskette. The program is also available for \$49.95 plus \$5 for shipping with more extensive printed documentation and automatic note of updates. PC-OUTLINE has Mcintosh-like pull-down menus, and it also has a nearly full-featured word processing program for editing text in the outline and for printing the outline. For a comprehensive review of PC-OUTLINE, see InfoWorld of May 12, 1986.

¹ SoftWorks Development; 750 Stierlin Road, Suite 142; Mountain View, CA 94043. Phone: (800) 538-8157.

My purpose here is to illustrate how PC-OUTLINE can be used in teaching American government. My example will be one of the "focus" outlines included in the ancillary materials to Janda, Berry, and Goldman, The Challenge of Democracy. Please consult Figures 1 through 6.

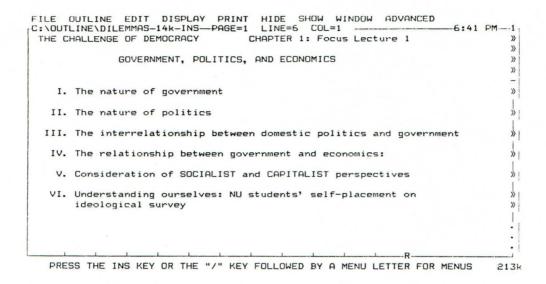


Figure 1 displays the six major headings of my first lecture in American government. I would comment very briefly on where we were beginning and where we would end up.

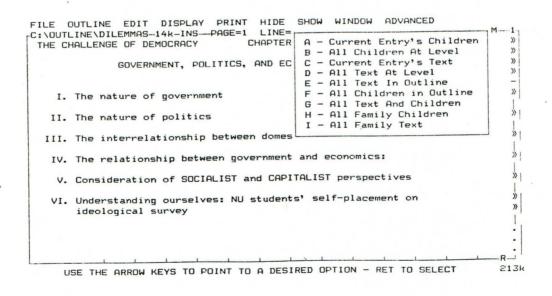


Figure 2 illustrates the "Mcintosh-type" menus in PC-OUTLINE under the "Show" heading at the top of the screen. By pressing the appropriate letter key, I can choose which of the "children" I wish to show. I select the default choice, A -- the Current Entry's Children.

Exemple Memory M

Janda: "Using Computerized Outlines in Teaching American Government"

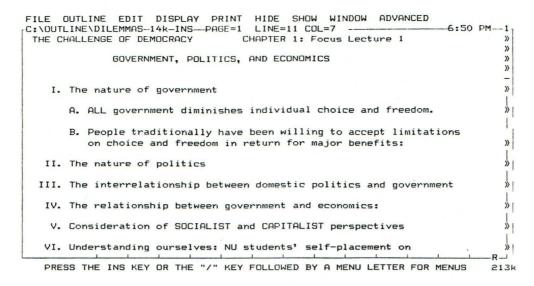


Figure 3 shows the children of the first topic, but only the "first-generation" children.

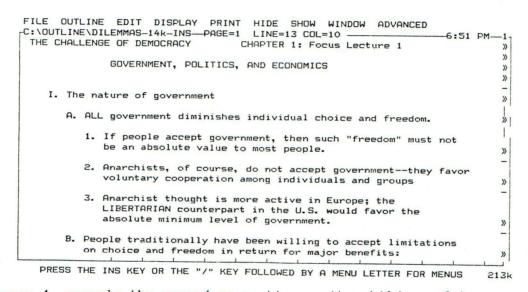


Figure 4 reveals the second generation -- the children of A.

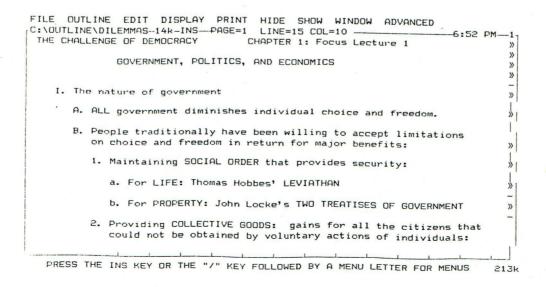


Figure 5 shows B's children (after hiding A's children).

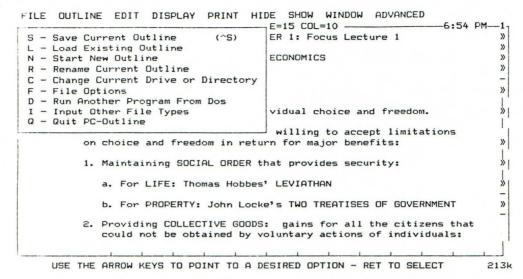


Figure 6 gives another view of the menu, this one under "File." Choosing the letters from this menu enables us to Save a file, to Quit PC-OUTLINE, and so on. We select Quit.

Students need not scramble to copy all the lecture comments that I display on the screen, for I show them how to print the ASCII files stored on our mainframe computer. But that's another topic.

For teachers who use highly structured outlines in their lectures, PC-OUTLINE is a very versatile program. And the price is certainly right.