

# Table of Contents

Page

<b>Introduction</b> . . . . .	<b>1</b>
<i>Chapter</i>	
<b>1 Why Use Humor?</b> . . . . .	<b>5</b>
<b>2 Anatomy of Humor</b> . . . . .	<b>11</b>
Commonly Understood Situation . . . . .	12
Build-Up of Tension . . . . .	15
Unexpected Twist . . . . .	17
Structural Variations . . . . .	18
<b>3 Types and Forms of Humor</b> . . . . .	<b>21</b>
High-Risk Humor . . . . .	22
Low-Risk Humor . . . . .	23
Quotations and Questions . . . . .	23
Cartoons . . . . .	28
Multiple-Choice Items . . . . .	30
Top 10 Lists . . . . .	33
Anecdotes . . . . .	36
Skits/Dramatizations . . . . .	39
Ad-Libs that Aren't . . . . .	43
Offensive Humor . . . . .	44
Inappropriate Targets . . . . .	45
Appropriate Targets . . . . .	45
Self-Effacing Humor . . . . .	47
Writing Your Own Humorous Material . . . . .	47
Field Testing Your Material . . . . .	48
<b>4 Sources of Humorous Material</b> . . . . .	<b>51</b>
Analyze Who Makes You Laugh . . . . .	51
Analyze What Makes You Laugh . . . . .	52
Read Humor Written by Others . . . . .	52
One-liners, Top 10 Lists and Anecdotes . . . . .	53
Cartoons and Riddles . . . . .	55
Humorous Textbooks . . . . .	58
Professional and Office Humor Books . . . . .	58
Humor Journals, Magazines, and Newsletters . . . . .	59
Music Sources for Skits . . . . .	60
Observe Humor Around You . . . . .	60

5	<b>Delivering Humor Effectively</b> . . . . .	63
	Pre-Delivery Preparation . . . . .	65
	Memorize Your Material . . . . .	66
	Practice Your Timing . . . . .	67
	Involve Your Audience . . . . .	68
	Vary Your Voice Modulation, Intonation, and Speed . . . . .	69
	Enunciate Every Word . . . . .	70
	Use Facial Expressions . . . . .	71
	Gesture with Your Hands and Arms . . . . .	71
	Move Your Body Around . . . . .	72
	Use Audiovisual Aids . . . . .	74
	Chalkboard (or White Board) . . . . .	75
	Overhead Projector . . . . .	76
	Slide Projector . . . . .	77
	Computer . . . . .	77
	Tape Player . . . . .	78
	Props . . . . .	78
	Make Eye Contact . . . . .	78
	<b>PRACTICE, PRACTICE, PRACTICE Everything</b> . . . . .	79
	Recover from a Bomb Gracefully . . . . .	80
	Critique Your Delivery . . . . .	81
6	<b>Using Humor in the Classroom</b> . . . . .	83
	1. Humorous Material On Syllabus . . . . .	87
	Title . . . . .	87
	Prerequisites . . . . .	88
	Professor's Credentials . . . . .	88
	Office Hours . . . . .	91
	Teaching Strategies . . . . .	91
	Reading List . . . . .	91
	2. Descriptors, Cautions, and Warnings on Handouts . . . . .	92
	3. Opening Jokes . . . . .	96
	4. Skits/Dramatizations . . . . .	107
	5. Spontaneous Humor . . . . .	109
	Responses to Students' Questions . . . . .	109
	Responses to Your Mistakes . . . . .	109
	Responses to Interruptions . . . . .	110
	6. Humorous Questions . . . . .	110

7. Humorous Examples . . . . .	111
8. Humorous Problem Sets . . . . .	123
9. “Jeopardy!” Type Reviews for Exams . . . . .	124
10. Humorous Material on Exams. . . . .	126
Title . . . . .	126
Directions. . . . .	127
Test Items. . . . .	128
Last Page . . . . .	129
<b>7 Using Humor in Professional Presentations . . . . .</b>	<b>131</b>
1. Prepare the “WHAT” Well in Advance. . . . .	132
2. Prepare Handouts of Key Points . . . . .	133
3. Plan “HOW” the Presentation Will Be Made. . . . .	133
4. Determine the Size of the Audience and Physical Characteristics of the Room. . . . .	134
5. Conduct a Comprehensive Profile of Your Audience . . . . .	136
6. Review the “WHAT” for Opportunities to Use Examples and Illustrations . . . . .	136
7. Develop a Pool of Humorous Examples . . . . .	137
8. Prepare a Humorous Introduction . . . . .	137
9. Design a Humorous “Finale” . . . . .	148
10. Practice Presentation to Estimate the Time. . . . .	153
11. Adjust Humorous Material to Fit Within the Allotted Time. . . . .	153
12. Insert Humorous Material into Content . . . . .	154
13. Edit Humorous Material to Assure It Is Not Offensive to Anyone . . . . .	154
14. Assess the Distribution of Humorous Material . . . . .	155
15. Select Your Audiovisual Aids . . . . .	156
16. PRACTICE, PRACTICE, PRACTICE Your Delivery. . . . .	157
17. Retain a Pool of Backup Humorous Material That Can Be Substituted at the Last Minute . . . . .	157
18. Edit Humorous Material Prior to and During the Presentation . . . . .	158
19. Celebrate Your Successes, But Conduct a Postmortem ASAP. . . . .	158
20. Continue This Process Forever . . . . .	159

<b>8</b>	<b>Using Humor in Publications and Communications . . . . .</b>	<b>161</b>
	Thong 1: Humor Salability Factors . . . . .	162
	Type . . . . .	162
	Form . . . . .	163
	Quality . . . . .	165
	Quantity . . . . .	166
	Thong 2: Published and Unpublished Vehicles for Humor . . . . .	166
	High-Probability Vehicles . . . . .	166
	Low-Probability Road Blocks . . . . .	169
	Thong 3: Humor in Academic Communications and Documents . . . . .	171
	Correspondence . . . . .	172
	Meeting Agendas and Minutes . . . . .	172
	Committee Reports . . . . .	173
	<b>References . . . . .</b>	<b>175</b>
	<b>Index . . . . .</b>	<b>183</b>