



# A COMPREHENSIVE TRAINING POLICY FOR TECHNICAL TEACHERS

## Module 3: Communication Skills, Modes and Knowledge Dissemination

### RATIONALE

The “Communication Skills, Modes and Knowledge Dissemination” is a Module developed as a part of AICTE- National level Initiative for Technical Teachers Training. As we all know, the classroom is a complex communication space. It is meant not only for the provision of information on classified subjects but also to develop all sort of communicative abilities. Communication makes student teacher relationship more effective and contribute to student learning. It is also the wellspring for continued academic exchange and mentoring. A teacher who is an effective communicator will be able to express his/her ideas and views more clearly and with confidence.

This module aims at providing interactive MOOC learning experience and enabling the teachers to acquire skills in communication i.e., listening, speaking, reading and writing, select various active learning strategies to enhance student engagement, select and integrate media in classroom and evolve strategies for obtaining and providing feedback for improving effectiveness of teaching learning.

The objectives of this module will be achieved through video based lectures and handouts along with practice task embedded in it. The additional resources include web links and other references for study.

### MODULE OUTCOME

After completing the learning tasks in this module, the learners will be able to:

- ❖ Demonstrate effective Communication skills i.e. Listening, Speaking, Reading and Writing.
- ❖ Select active learning strategies to enhance students’ engagement.
- ❖ Select and integrate media to enhance interaction in classroom.
- ❖ Evolve strategies for obtaining and provide feedback for improving effectiveness of teaching learning.



# CONTENTS

## Unit 1: Classroom Communication: An Introduction

Introduction, Communication: Concept and Process, Stages in Classroom Communication, Skills and Purposes, Principles of Effective Classroom Communication; Principles for Teachers, Principles for message design, Principles for selection of instructional methods and media, Principles for creating conducive learning environment.

## Unit 2: Listening and Speaking

Listening: Concept, Difference between hearing and Listening, Purpose of Listening, Process of Listening, Types of Listening, Principles of effective Listening, Development of Listening among students.

Speaking: Introduction, Purpose Principles of Effective Speaking, Improving your speaking skills.

## Unit 3: Reading and Writing

Reading: Concept, Purposes, Types, Stages, Strategies for effective reading, techniques and practices to promote reading in classrooms, helpful tips for effective reading.

Writing: Concept, Purpose, Process of writing in classroom, Principles of Effective writing. Different types of writing in classroom, Developing writing in classroom.

Non-technical Communication: Memorandum, Noting and Drafting, Meeting Procedure.

## Unit 4: Barriers to Classroom Communication

Introduction, Teacher related barriers, Message related barriers, instructional methods and media related barriers, students/learners related barriers, Learning environment related barriers.

## Unit 5: Active Learning

Concept of Active learning, Major Characteristics of Active learning, Elements of Active Learning, Benefits of active Learning, Requirements to create Active Learning classroom, Active Learning techniques to achieve learning objectives at various levels of Bloom's Taxonomy, Classification of Active Learning Techniques, Barriers to Active Learning, Overcomes Barriers to Active learning.

## Unit 6: Role of Media in Classroom communication

Media: Concept, Types and Purposes: Concept, Types, Advantages and disadvantages of some selected instructional media, Purpose served by media.

Digital Media in teaching learning: Introduction, Types of digital media tools, advantages of using digital media in classroom, factors to consider while using digital media in classroom.

## Unit 7: Use of Board (Whiteboard/Blackboard)

Concept, Significance of Board- Merits and Demerits, Dos' and Don'ts to be followed while using board, Different methods of using board.

## Unit 8: Feedback

Concept and purpose, Types of Feedback, four 'W's and one 'H' of feedback, Relationship between Assessment and Feedback, Principles for obtaining and providing feedback.

