

MODUN 3

EFFECTIVE USING OF TEACHING AIDS

**objective**

Completing this module you will be able:

- To apply effectively popular teaching equipments and facilities: *board and chalk, flipcharts, overhead projector (OHP), TV and video player for training film.*

**Pre-requirement**

You need to complete Module T1: “*Modular Training – Approach and Review*” and Module T2: “*Outlines of Adult training*”

**Methods**

- Self-study on effective using of 4 popular teaching equipment and facilities.
- Practice on using popular teaching equipment and facilities.
- Self-assessment

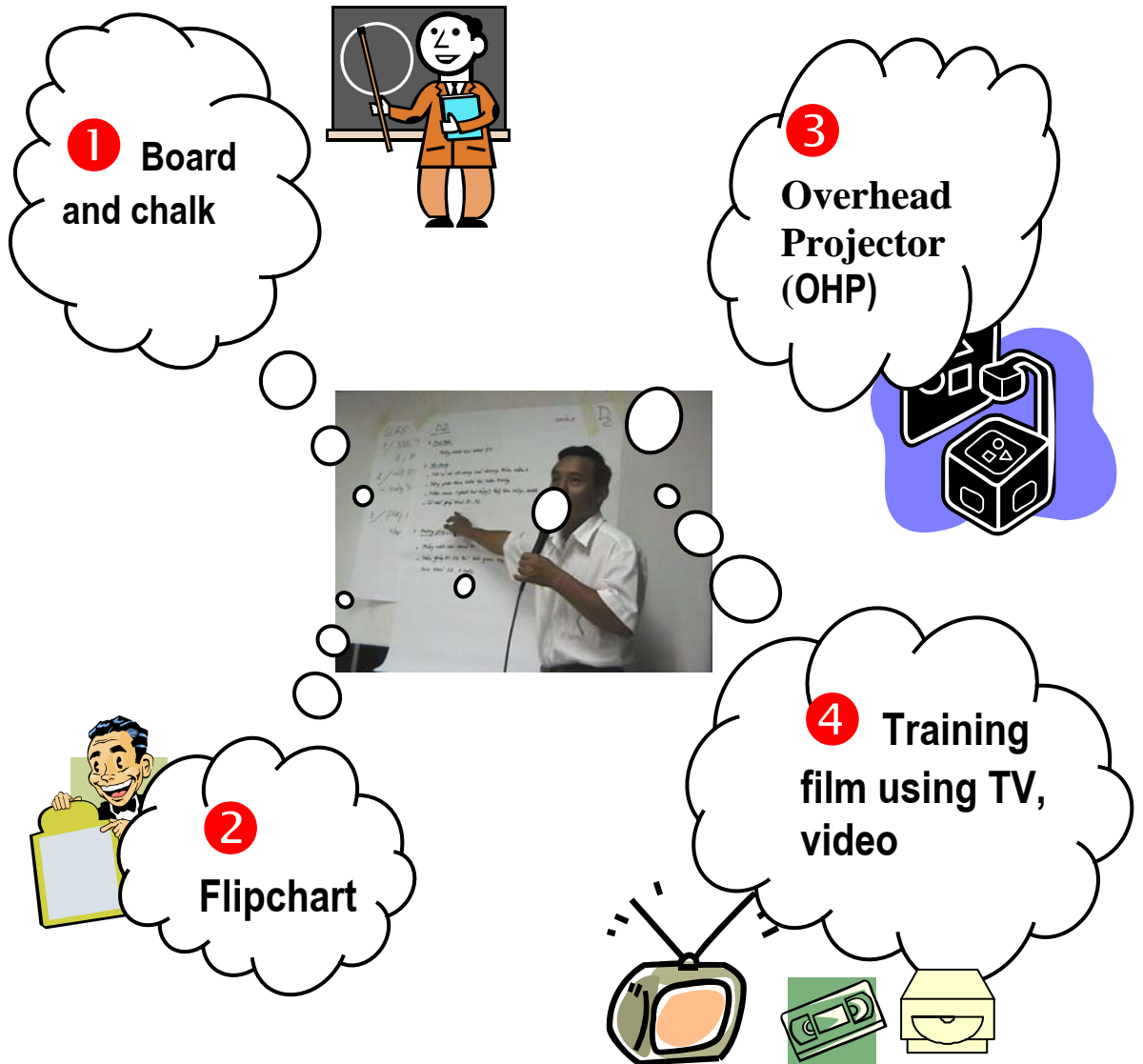
**Training Aids**

- Module T3: “*Effective Using of Teaching Aids*”



1. Self-study on effective using of 4 popular teaching equipment and facilities.
2. Practice on using popular teaching equipment and facilities.
3. Self-assessment

**You are the trainers of SEACAP 11? Conducting the courses you should master the following teaching equipments and facilities:**

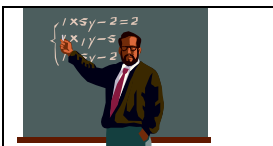
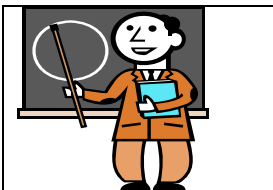


Remember

**The teaching equipments and facilities should be used effectively (*timely, correctly and just fit to the training content*)**

# 1 Board and chalk

They are traditional and most popular teaching facilities. Colors of the background of the board can be different and “chalk” includes also different types of pence.



## When it is most effective?

- Write the headlines and short descriptions.
- Explain objects by drawing simple chart and figures.
- Draw attention by color writing and drawings.

## When you need to OVOID using board and chalk?

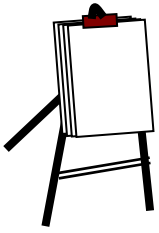
- Re-write already content.
- Draw detailed and complex charts and figures.

## Tips:

- The most effective area of board is above area (about 2/3 of above area of the standard board)
- Use chalk/pence with different colors.
- Try to not “cover” the board. The most suitable your position is rears of board. You should use the pointer.
- The letters should not be small (you need to check their readiness from the disadvantage position of the classroom)
- The used content need to be clear before writing/drawing new content.

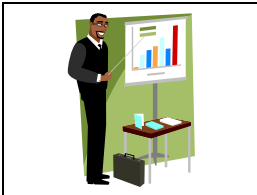
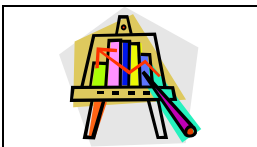
## Technical attentions:

- Check the light around the presentation area.
- Ovoid paint and use the board shine and polished surface



## 2 Flip chart

It is usually a folder of A0 size papers clipped to a mobile stand as shown in the picture.



### When it is most effective?

- Replace board for micro teaching.
- Using for group discussion.
- Using for urgent and mobile presentation.

### When you need to avoid using flip chart?

- For big size class
- Write and draw detailed and complex content/figures

### Tips:

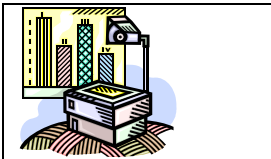
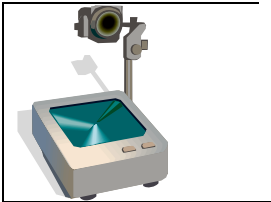
- Use chalk/pence with different colors.
- The letters should not be small (you need to check their readiness from the disadvantage position of the class)
- Mark and number pages for cycling use.
- Try to not “cover” the charts. The most suitable position is rears of charts. You should use the pointer.
- You can use clips, pins, sticking tapes for hanging and/or attaching papers to walls, corridors for repeat presentation when required.

### Technical attentions:

- Check the light around the presentation area.
- Need to prepare places of hanging and attaching the papers.

## 3 Overhead Projector

Overhead projector is a device using for projection of static writing contents and figures on transparencies for presentation.



### When it is most effective?

- To present prepared colorful content.
- To project content, charts, figures etc.

### When you need to avoid?

- Copy and/or present the ready content.

### Tips:

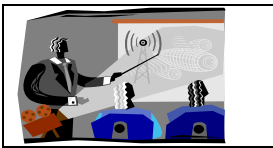
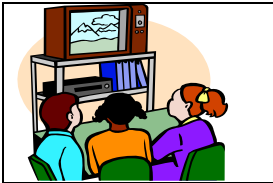
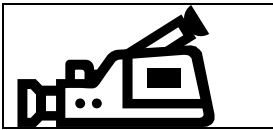
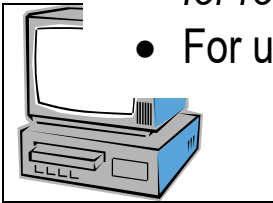
- Letters should not be too small. On the one transparency there are maximum 40 words or one figure/picture/chart (you need to check the readiness from the disadvantage position of the class)
- Use chalk/pence with different colors.
- Use thick paper to cover the content not yet used. Switch off OHP or timely cover the light when you intend to stop using OHP.

### Technical attentions:

- Check the light around the presentation area.
- The direct eye contact with working OHP lens may harm your eyes.
- You need to wait for lamp cooling until given signal for fully switching off OHP.

## 4 training film using TV + video player

- The SEACAP 11 trainers will be provided by training film (VCD).
- Film has menu (*Effect of bad rural road maintenance, main skills for road maintenance etc.*) for using convenience.
- For using VCD you should have TV set and video player.



### When it is most effective?

- Using film for Introduction and briefing on effects, maintenance skills before or after carrying practice field trips
- Improve the awareness of communities on RT maintenance.

### When you need to avoid?

- Remember: Film not replaces practice activities.

### Tips:

- To show the only part(s) of film for instruction supporting purposes, but not all. The maximum time for film show is 20 minutes per class hour.
- Need to suggest the “directive” questions before the film show start. The comments of instructors may necessary for improving the effectiveness of the show.
- Use the pointer or laser pointer during the show.
- Use the functions “Pause”, double picture – x2” when you need to draw the attention of the audience.
- Can also use projector and big screen for film show for the big class.

### Technical attentions:

- Need to connect TV, video player and testing for work before the show start.
- Decrease the lights by using curtain, closing the doors, windows.



*Practice using 4 introduced equipment and facilities.  
Follow the Check List in the following table:*

**Check List**

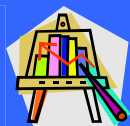
<b>No</b>	<b>Items to be checked</b>	<b>checked(✓)</b>
1	The connection of all equipment and facilities are correct.	
2	The light adjustment guarantee the show is best as possible	
3	Check the presentation can be seen from the any student positions of the class	
4	The class room arrangement is most suitable for selected equipment and facilities.	
5	Equipment and facilities can be used safely	
6	The combination of using equipments and comments/discussions.	
7	The use of pointer/laser pointer	

Tick ✓ in  for choosing the most **suitable** words/phrases related to effectively using teaching equipment and facilities:



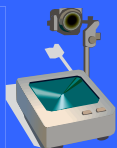
### Board - Chalk

- The most effective area of board is above area (about 2/3 of above area of the standard board)
- The most effective area of board is a right side of the board.
- Use chalk/pence with different colors.
- Try to not “cover” the board by your body. The most suitable position is rears of board.
- Letters should not be too small.
- The used content need to be clear before writing/drawing new content.



### Flipcharts

- Use chalk/pence with different colors.
- The letters should not be small
- Mark and number pages for cycling use.
- Try to not “cover” the charts by your body. The most suitable position is rears of charts. You should use the pointer.
- You can hang and/or attach papers to walls, corridors for presentation when required.
- Use flipcharts for rewrite the content.



### OHP

- On the one transparency: maximum 40 words
- Use chalk/pence with different colors.
- Use thick paper to cover the content not yet used. Switch off OHP or timely cover the light when you intend to stop using OHP.
- OHP is effectively used for showing original objects





### Training film using TV and video player

- The maximum time for film show is 20 minutes per class hour.
- Need to show the film continuously (from beginning to the end).
- Show film with the comments from the instructors.
- Use the pointer or laser pointer during the show.
- Use the functions “Pause”, double picture – x2” when you need to draw the attention of the audience.
- Can also use projector and big screen for film show for the big class.

Passed

Not passed