

MODUN 4

CLASSROOM ARRANGEMENT

objective

Completing this module you will be able:
To arrange successfully classroom which meet different adult training purposes.

Pre-requirement

You need to complete Module T3: “*Effective using of Training Equipment and facilities*”

Methods

- Self-study for defining different options of classroom arrangement.
- “Learning by doing” for classroom arrangement
- Self-assessment

Training Aids

- Module T4: “*Classroom Arrangement*”



1. Study suitable options for classroom arrangement.
2. Practice classroom arrangement
3. Self-assessment

1. Classroom requirements



REMEMBER

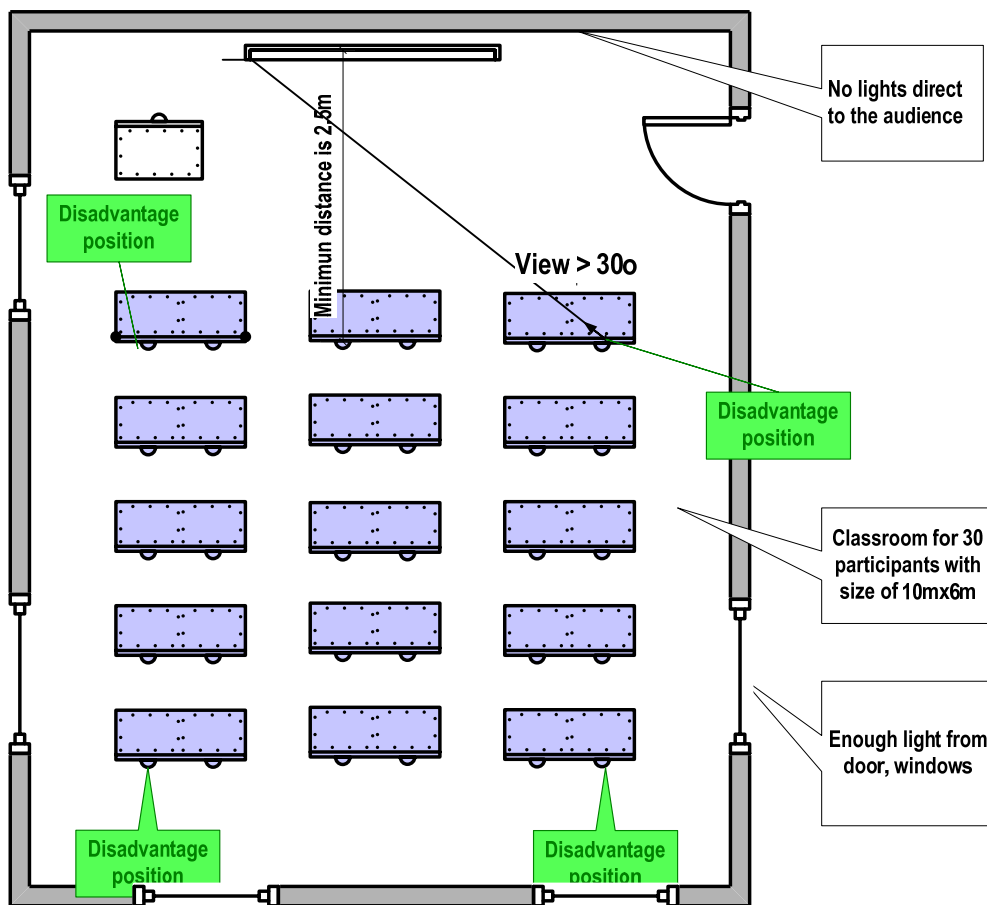
Adults much interest in classroom environment which impacts to adults more than to children.

Class is needed to satisfy the minimum but necessary following requirements:

- **Quiet**
- **Enough light** (for reading, taking notes and writing on board)
- **Airy, well-ventilated and clean**
- **Suitable furniture** (desks, chairs, boards etc.)



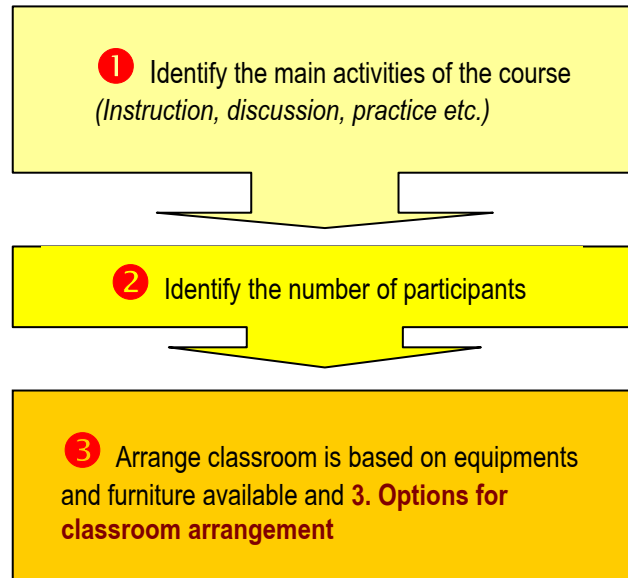
In order to get *idea* and *data* for classroom arrangement, study the following chart and define the appropriate sizes, requirements on views, light, number of students of a STANDARD classroom:



2. Classroom arrangement procedure



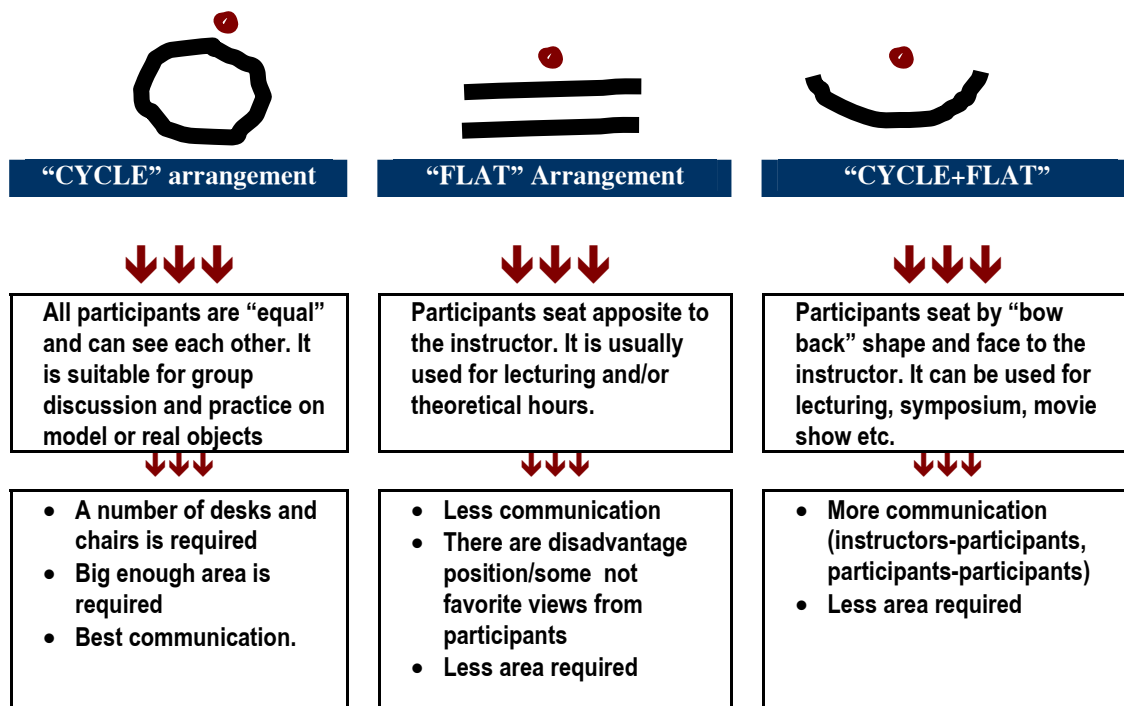
Courses within SEACAP 11 have often been organized in the places like hotels, meeting rooms etc. If you have alternatives, you should undertake some steps:



3. Options for classroom arrangement

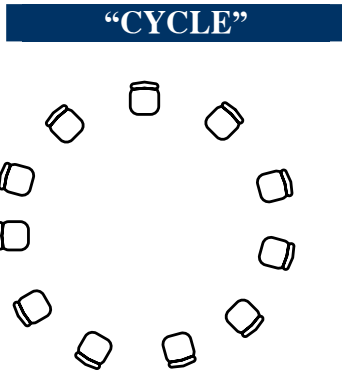


There is a number of alternatives of classroom arrangement (*the main things you should do are the arrangement of desks and chairs, presentation position etc*). There may be **three** types of arrangements (The dot is equivalent to the position of the instructors/facilitator):





Study following classroom arrangements. Pay attention to the desks and chairs arrangements which are suitable for the objectives and contents of the course(s).



- Suitable for discussion of group of 10-12 participants. Taking notes is NOT required.
- Discussion is chaired by group leader. Instructor plays facilitation role. (Fig 1)


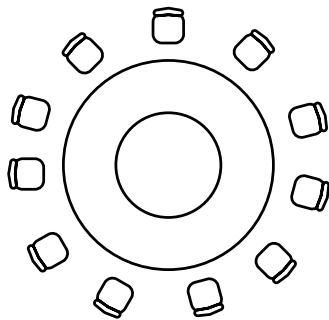


Fig 1: "Cycle" arrangement without desks



- Suitable for discussion of group of 10-12 participants. Taking notes is required.
- Discussion is chaired by group leader. Instructor plays facilitation role. (Fig 2)


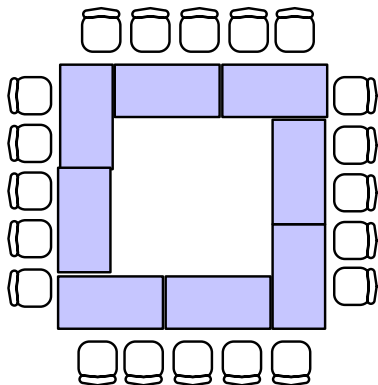



Fig 2: "Cycle" arrangement with desks



- "Cycle" desks are replaced by "square" desks which form from some desks. It is used for discussion. (Fig 3)



Hinh 3: "square" arrangement replaces "Cycle"

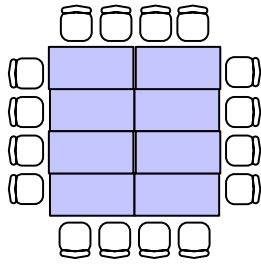


Fig 4: "Square" arrang. with big "joint" desks

Cycle desk (Fig 2), square desk (Fig 3) are replaced by a bigger square desk which forms from a number of standard desks. This big desk is needed for discussion which requires more space for writing, device study, object show etc. This arrangement is also suitable for practice training

with real and big object



Bố trí "ĐỆT"

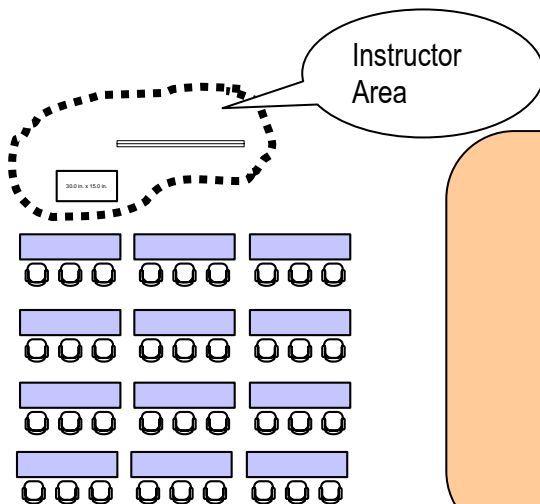


Fig 5: "FLAT" with desks

- This arrangement is usually used in traditional classrooms for instructing and lecturing activities. Participants face to instructor. Pay attention to the disadvantage positions of the class.



"CYCLE+FLAT"

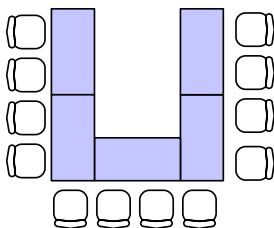


Fig 6: U-Shape arrangement

- Desks are arranged by U-shape. It is good for discussion with facilitator. It can be applied also for micro teaching, presentation with small group.



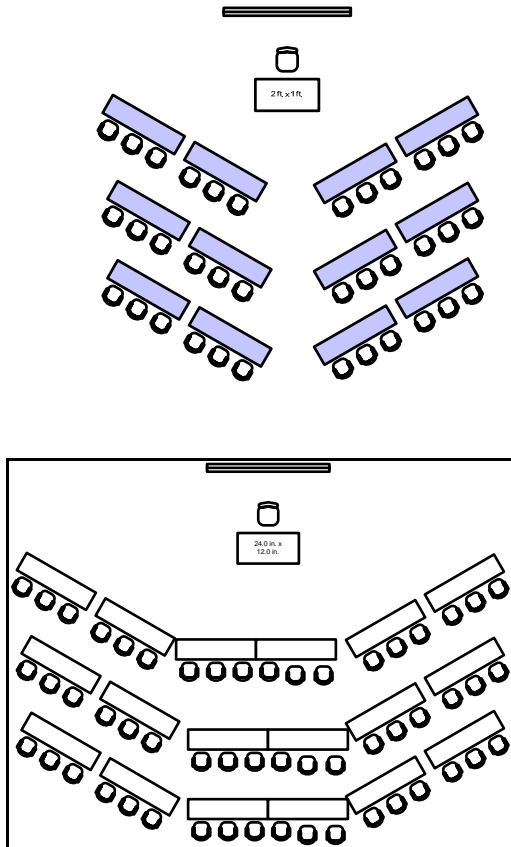


Fig 6: V-Shape arrangement

- Desks are arranged by V-shape. It can be used for theoretical lecturing, presentation with bigger group(s).



Practice

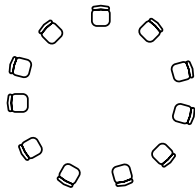
Study your being have SEACAP 11 classroom, furniture and number of participants, draw out classroom arrangement which fits to the course objective (*Presentation, Introduction, practice hours discussion, exercises etc.*)

SEACAP 11 classroom

*YOUR
ARRANGEMENT
HERE*



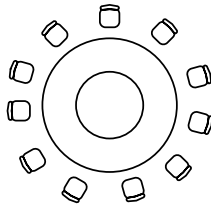
Write into empty boxes the most suitable descriptions fit to the classroom arrangements (*desks, chairs, instructor position*) in the left sides:



(for example): for discussion, not for writing etc.
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Passed

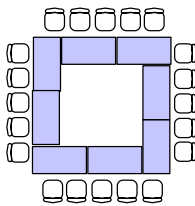
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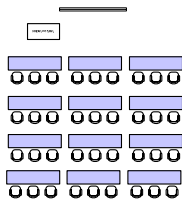
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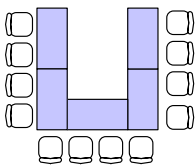
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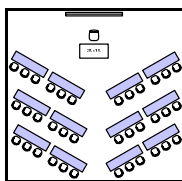
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