

**RAYAPATI VENKATA RANGA RAO
COLLEGE OF EDUCATION**

GUNTUR - 522006.

ACHARYA NAGARJUNA UNIVERSITY

B.Ed COURSE : SEMESTER - I

ACADEMIC YEAR : 2021 - 2022



S I P - Course III

**Information & Communication Technology (ICT)
for Enriching Teaching and Learning
Practicum : Activities / Project / Record**

Name: S. Kajal Class No. M1

Group: Mathematics & Physics Regd. No. Y22ED03009

CERTIFICATE

This is to Certify that Mr./Mrs/[✓]Kum SAHU. KAJAL

Class No. MA Regd No Y22ED03009 of R.V.R.R. College of Education visited our institution and conducted the required activities / collected the required data regarding to ICT for Enriching Teaching & Learning practicum as a part of B.Ed. Course work stipulated by the Government of Andhra Pradesh and approved by Acharya Nagarjuna University.

Signature of the Concerned Teacher

Name :

Signature of the Head of the Institution:

Name :

Seal :

This is to Certify that Mr./Mrs/[✓]Kum SAHU. KAJAL

Class No. MA Regd No Y22ED03009 has completed the required activities regarding to ICT for Enriching Teaching & Learning practicum towards the fulfillment of B.Ed. Course work stipulated by the Government of Andhra Pradesh and approved by Acharya Nagarjuna University.

This record is assessed.

Lecturer in-charge
R.V.R.R. College of Education
Guntur.



DECLARATION

I hereby declare that the Practicum : Project / Activity/ Record work of ICT

for Enriching Teaching & Learning was done by me and the work is genuine.

Place : Guntur

Date :

S. Kajal

Signature of the Student-Teacher

Name : SAHU . Kajal

Regd. No. 4220ED03009

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Activity-1

Prepare Self Instructional Material on any one topic and analyse its effectiveness in individualised learning

Part-A

Self Instructional Material:

Self-Instructional Material plays an important role in the teaching-learning process at all levels of education and training. They are materials specifically designed to enable learners to study partly or wholly by themselves and have been described as "Tutorial-In-Print".

(Rowntree, 1998)

Major characteristics of self-instructional materials are: self-explanatory, self-contained, self-directed, self-motivating and self-evaluating.

Analysis of the effectiveness of self instructional material for individual learning:

The following points should be considered while analyzing and evaluating the effectiveness of self instructional material for individual learning.

- objectives were clear and attainable
- The quality of content was good.

- Language and Style of Self-Instructional Material was good.
- Presentation Style of the material was clear.
- Logical Sequence of Content was good.
- All topics were related with each other.
- The material was according to grasping Capacity of the students.
- Material was related to social demands.
- Examples, charts, definitions and diagrams were presented clearly in the book.
- Self assessment questions were linked to the content of the material.
- Material was easy and interesting.
- All frames were equally easy.
- Material was useful to the students for the completion of assignments.
- Students were motivated by material.
- Material was free from errors.

Part-B

I have prepared self instructional material on the topic 'Communication'. The material consists of 8 frames.

frame-1:

Concept of Communication:

Education with its correlated activities of teaching and learning involves communication as well as reciprocal interaction between the teacher and pupils as channels of realising it. Objective communication refers to the transmission of thoughts, information and commands by employing sensory channels. The message should ideally be conveyed undiminished and without distortion. Communication is an art which involves skills, techniques and has its roots in Psychology.

Self-Assessment Questions:

1. What is objective communication?
2. State True or false for the following sentence.
"Communication is present between teacher and student in Education."

Answers to the frame 1 questions:

- 1.) objective Communication refers to the transmission of thoughts information and commands by employing sensory channels
- 2.) True.

frame 2:

Definition of Communication:

The word "Communication" has been derived from the Latin word "communis" meaning common give and take or mutual sharing. Hence communication is having common experience with people. The following are some of the widely accepted definitions of communication.

1. "Communication as the discriminatory response of an organism to a stimulus". - Stevens.
2. "Communication is the sharing of ideas and feelings in a mood of mutuality" - Edgardale.

Self-Assessment Questions:

1. Communication is a _____ word.
2. Who has given the below statement.
"Communication is the sharing of ideas and feelings in a mood of mutuality."

Answers to the frame-2 Questions:

- 1. Latin
- 2. Edgardale.

Frame-3:

Elements of Communication:

There are seven major elements of communication process. They are 1) Sender 2) Ideas 3) Encoding 4) Communication channel 5) Receiver 6) Decoding and 7) feedback

1. Sender: The person who intends to convey the message with the intention of passing information and ideas to other is known as sender.

2. Ideal: This is the subject matter of the communication. This may be an opinion, attitude, feeling and views.

Self-Assessment Questions:

1) How many elements of communication are there?

2) State true or false for the following sentence.

i, Sender is an element in communication

ii, feedback is the last element of communication.

Answers to the frame-3 questions:

1. There are 4 elements of communication.

2. i) True

ii) True.

frame-4:

Characteristics of Communication:

Communication is a global phenomena. All human being including birds and animals have their own ways of communication.

Communication is a process with some purpose, it is a social interaction in which ideas are exchanged between people, it is a universal process, it is a continuous phenomena, it can be intentional or unintentional, it can be verbal or non verbal, it creates reality.

Self-Assessment Questions:

Fill in the blanks.

1. Communication is a _____ phenomena
2. Communication is a _____ process
3. Communication creates _____.

Answers to frame-4 Questions:

- 1) Global
- 2) Universal
- 3) Reality.

frame-5:

Types of Communication:

There are many types of Communication like one to one, one to many, many to one and many to many.

Single channel presentation may help when the material is simple to grasp, but when the material to be communicated is complex the use of multiple channel is better.

There are basically three-types of Communication. They are: 1) Speaking-listening, 2) Writing-reading, 3) Visualizing-observing.

Self-Assessment Questions:

1) How many types of Communication is Present.

2) Match the following.

- | | | |
|------------------|-----|--------------|
| i) Writing | [] | a) Listening |
| ii) Speaking | [] | b) observing |
| iii) Visualizing | [] | c) reading |

Answers to frame-5 Questions:

1. There are 3 types of Communication.
2. i) c ii) a iii) b

Frame 6:

Merits of Communication:

Communication has so many advantages. They are - Communication saves time and money, it increases possibility for personal touch, it immediately clarifies doubts, it maintains friendly relations with all the people in the society, it is easy to evaluate, it gives possibility for flexibility, the teacher who has communication skills flourishes very rapidly.

Self-Assessment Questions:

- 1) Write any three merits of Communication?
- 2) Does friendly relations maintained in Communication?
- 3) What saves money and time?

④

Answers to frame-6 Questions:

- 1) i) Easy to Evaluate
ii) Possibility for flexibility
iii) Possibility for personal touch
- 2) Yes, friendly relations maintained in Communication.
- 3) Communication Saves money and time.

Frame-7:

Demerits of Communication:

As a coin have head and tail two sides in the same way Communication have demerits along with merits. They are - There may not be any possibility to record the information, Receiver may not be serious about the message, possibility for mis interpretation of message if it is not clear, Generation gap may lead to distortion of message sent.

Self-Assessment Questions:

- 1) Did Communication possess Demerits?
- 2) Is Recording possible?
- 3) Write any three de-merits of Communication?

Answers to frame-7 Questions:

- 1.) Yes, Communication possess Demerits.
- 2.) There may not be any possibility to record the Information.
- 3.) i) Receiver may not serious about the message.
ii) Possibility for mis-interpretation
iii) Generation Gap leads to distortion.

Frame-8:

Barriers of Communication:

A barrier to communication is an obstacle in a work place that prevents effective exchange of ideas or thoughts. They may produce a negative impact on communication process, there are five barriers of communication. They are 1.) physical barriers 2.) language barriers 3.) psychological barriers 4.) Background barriers 5.) organizational barriers.

Self-Assessment Questions:

- 1.) what produce a negative impact on communication process?
- 2.) How many Barriers are there in communication? what are they?

Answers to frame-8 Questions:

1. Barriers produce a negative impact on Communication process.
2. There are 5 Barriers in Communication. They are i) Physical Barriers ii) Language Barriers iii) Psychological Barriers iv) Background Barriers v) Organizational Barriers.

Conclusion:

I have prepared self instructional material on the topic "Communication". I have prepared the material in the form of frames. Each frame is followed by self assessment questions and answers to the questions of previous frame. The material is self explanatory and provides scope for self assessment. The material consists of 8 frames.

After the completion of the preparation of the material, I have analyzed the effectiveness of the material for individual learning. I am satisfied with the quality of the material and it will be useful for individual learning.

Activity-2

Prepare a Computer assisted lesson of your choice from School Curriculum

Part-A

*Computer Assisted Lesson:

In Computer-assisted instruction, instructional material is presented by means of a Computer. Computer assisted learning is the process of using Computers and Computer programmes to help students learn. The teacher should prepare Computer assisted lesson by using some technology.

There are different ways for preparing Computer assisted lesson. We may use MS-Power point for preparing Computer assisted lesson.

*About MS-PowerPoint:

⇒ It is the product of Microsoft Corporation.

⇒ It is a part of MS-office.

⇒ It is presentation Software.

⇒ It uses graphics, videos etc, to make a presentation more interactive and interesting.

⇒ It allows the user to create "Presentation Slides" that can be displayed on the Computer Screen.

⇒ It is a best way to convey pieces of information, usually in the form of an outline, to a large audience.

⇒ The file extension of a saved power point presentation is ".ppt".

⇒ It is also known as PPT.

⇒ It is used to communicate information through a series of slides. Along with regular text, slides can contain different types of content such as tables, images, drawings, charts, worksheets, videos, audio and links.

* Uses of Power Point:

⇒ It is useful to communicate ideas to the students in an effective manner.

⇒ It is helpful to the teacher teach a lesson.

⇒ It can be used to illustrate an event in history.

⇒ It can be used to display statistical information.

⇒ It can be used for training the students or teachers or other employees.

⇒ It is useful to give a presentation at a conference or seminar or workshop.

Part-B

I have prepared a Computer assisted lesson by using MSpower point in the form of slides. I have prepared 12 slides for my lesson. The point outs of the slides are presented below.


PowerPoint presentation

Types of triangles

Slide-1


Slide-2

what we observe in this picture?



Triangle

- A triangle is a simple closed plane figure formed by three line segments.



Slide-3

Slide-4

Classification of triangles

- Based on the length of the sides, the triangles are classified into 3 types

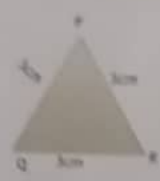
Types of triangles



Equilateral triangle Isosceles triangle Scalene triangle

Equilateral Triangle

- A triangle with three equal sides is called equilateral triangle




Slide-5

Slide-6

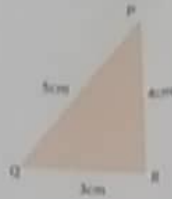
Isosceles Triangle

- A triangle with two equal sides is called an isosceles triangle



Scalen Triangle

> A triangle with no two sides are equal is called a scalin triangle.



Slide-7

Based on the measure of the angles triangles are classified into three types

Slide-8

> Based on Angles



Acute angled triangle



Right angled triangle



Obtuse angled triangle

Acute angled triangle

> A triangle with all acute angles is called an acute angled triangle



Slide-9

Right angled triangle

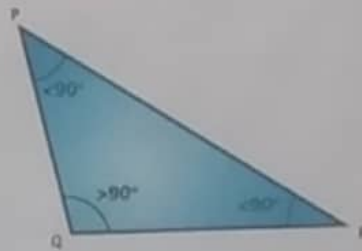
► A triangle with one right angle is called a right angled triangle.



Slide-10

Obtuse angled triangle

► A triangle with one obtuse angle is called an obtuse angled triangle.



Slide-11

Recaptulation

- Equilateral triangle
- Isosceles triangle
- Scalene triangle
- Acute angled triangle
- Right angled triangle
- Obtuse angled triangle

Slide-12

(12)

* TO open power point:

clicked Start → clicked Program → clicked
microsoft office → selected microsoft
Power point - 2007 → clicked enter.

A Blank slide appears.

* TO Select More slides:

clicked menu bar → selected home →
clicked on new slide → clicked on the
desired slide and clicked enter.

I have selected a blank slide.

* Typing Data:

clicked menu bar → clicked on insert
clicked on text box on the blank
slide, I typed the data using text
box and I posted the images
searched from internet.

* Formatting the slides:

clicked menu bar → clicked on Design
→ selected them for Background style.
slides of desired background styles
appear.

* Applying Animation effects:

a) clicked menu bar → clicked animation
→ selected transition sound → enter clicked.

b) clicked menu bar → clicked Animation → selected transition Speed → enter clicked.

c) clicked menu bar → clicked animation → selected on mouse → clicked enter.

d) clicked menu bar → clicked Animation → clicked apply to all slides → clicked enter.

* set up slide show:

clicked menu bar → clicked slide show → selected custom slide show → clicked enter.

* To Save the Slides:

clicked menu bar → selected save as → enter New save as dialogue box appears.

In the save as dialogue box, I have selected my folder "Kajal ppt" as storage location and I have typed the file name as prob "Types of triangles."

The presentation was saved in "Kajal ppt" folder with file name "Types of Triangles".

* To print the slides as Handouts:

clicked menu bar → selected print option → print dialogue box opens → clicked

enter.

I have selected print option as "Handouts" with "12" Slides for one handout and also I selected vertical handout and selected on print.

Now I took the print out of 2 Pages in handouts with 12 slides.

* Conclusions:

I have prepared a computer assisted lesson for the topic "Types of Triangles" by using MS-power point. My lesson consist of 12 slides. By doing this activity, I have learnt the preparation of PPT. This knowledge will be useful to me in future to prepare computer lesson on any topic. I will prepare and use computer assisted lesson in as my teaching when I become a teacher.