# Effective TEACHING LEARNING

1<sup>st</sup> Edition

#### Professor Dr. Md. Abu Raihan

Head, TVE Department
Professor of Technical Education
Faculty of Science and Technical Education
Islamic University of Technology
Organisation of Islamic Coopration
Dhaka, Bangladesh

## Rowshan Zannat

Master of Education (University of Dhaka) Bachelor of Education (University of Dhaka) Institute of Education and Research (IER) University of Dhaka





## **Effective Teaching Learning**

Copyright © Academia Publishers Ltd- APL 2019

First published in Bangladesh by Academia Publishers Ltd- APL May 2019, Baishakh 1426

All rights reserved. No part of this book may be reproduced in any form, electronic or mechanical, including photocopy, recording or any information storage or retrieval system, without permission in writing from the publisher.

The views expressed in this book are entirely of the author and do not necessarily reflect the views of Academia Publishers Ltd- APL.

Published by Academia Publishers Ltd- APL Concord Emporium Shopping Complex 253/254, Elephant Road, Kataban, Dhaka- 1205 Phone: +88 01832 969 280 E-mail: aplbooks2017@gmail.com

Price: Taka 1200.00 only

ISBN: 978-984-93609-7-1

## **Preface**

Effective teaching-learning for use primarily as a practical guide and hand book for teachers and students as a textbook for Masters, Bachelor and higher secondary students in education. The ten chapters in this book have been grouped appropriately and meticulously covering each points in detail – is one of the salient features of this text. Many questions and issues about past and current change of teaching-learning are raised in this book; in particular, the value of an effective teacher and students, learning objectives, planning a lesson, in all, this is a valuable contribution to the educational debate.

There have been countless new developments in the field of teaching and learning since the beginning of 21st century. During this period, attributes of the teachers and students; objectives of learning much has been written dealing with content, trends, and changing emphases in teaching and learning. This is a rare and important book. It is rare in that few attempts have been made to bring together teacher-centered and student-centered learning methods with the perspectives on change held by people whose interest is in the process and products of teaching. It is important because it raises in a very concrete and compressive school, and about what kind of an image of an educated person. It should be promoting art of teaching with the art of sharing enthusiasms. Significantly among the new trends are an increasing concern about the classroom communication, classroom management and entrepreneurship development of learners and the importance of the group process; greater emphasis on how student learn best; increased recognition of the fact that instructional design, technology-enhanced learning is influenced by learning readiness, feelings of self-esteem and 'belonging'; consideration of the classroom climate of the classroom and the needs of the learners; concern with the individual's own learning progress rather than comparison of his scores with standard norms; greater emphasis on an over-all appraisal or evaluation of the teachers entire teaching pattern rather than on measurement of isolated fragment of learning or behaviour; a more realistic position regarding such matter as permissiveness.

Structuring the book around the main parts and enumerating the learning objectives in the beginning, summary, questions, group activities, methods to accomplish the activities, selected references, and internet resources of each chapter gives it a qualitative edge over other contemporary texts. As a result, the readers can better analyze and correlate the various topics in the text and reinforce their learning process. Acknowledges are gratefully made to authors and publishers who gave us permission to quote from their publications. To my wife Afroza, and latterly son Ahnaf, whose warmth and love helped enormously and who have generously covered the many gaps left in the "teaching-learning" during the writing of this book.

We hope to get a positive feedback from our readers and are sure that the goal of this book will be pursued by teachers in an assertive manner.

## Contents

Chapter 1:	EFFECTIVE TEACHER AND STUDENTS	13
	Introduction	15
	Definition of teacher, student, teaching and learning	16
	Characteristics of a good teacher	20
	Believes and values in teaching profession	21
	Role of a teacher as a classroom leader	22
	Teaching principles and practices	27
	Teachers' training related terms	29
	Chapter summary	31
	Questions	31
	Suggested activities	31
	Suggested methods and techniques	32
	Suggested readings	32
	Selected internet resources	33
Chapter 2:	LEARNING OBJECTIVES	35
	Introduction	37
	Educational goals, standards and objectives	37
	Instructional objective (IO) and general aim (GA)	37
	Why have instructional objectives?	39
	Stages of objectives	39
	Characteristics of a learning objective (LO)	40
	Differences between goals and objectives	42
	What is an objective? What is a goal?	42
	Learning objective (LO)	43
	Checklist for writing an instructional objective	45
	Guides to writing learning objectives	46
	Blooms taxonomy of the cognitive domain	48
	Krathwohl and bloom's taxonomy of the affective domain	49
	Simpson, Dave and Harrow's taxonomy of the psychomotor domain	49
	Learning objectives in connection with student's assessment	50
	Learning outcomes	52
	What are misunderstanding about instructional/behavioural objective?	56

	Chapter summary	59
	Questions	59
	Suggested activities	60
	Suggested methods and techniques	60
	Suggested readings	62
	Selected internet resources	62
Chapter 3:	TEACHING METHODOLOGIES	63
	Introduction	65
	Terminologies of teaching-learning	65
	Classification of teaching strategies	67
	Classification of teaching methods	68
	Selecting appropriate teaching methods	69
	Approaches to teaching	72
	Pedagogy, andragogy and heutagogy	73
	Teacher-centred teaching methods	76
	Learner-centred teaching methods	80
	Teaching methodology of Prophet Muhammad (SAAS)	105
	Chapter summary	108
	Questions	108
	Suggested activities	109
	Suggested readings	109
	Selected internet resources	110
Chapter 4:	PLANNING A LESSON	111
	Introduction	113
	What is lesson plan?	113
	Advantages of planning a lesson	114
	Making an overall planning of lessons	114
	Preparation for writing a lesson plan	115
	Maxims of teaching	117
	Basic steps for a lesson plan	121
	Format for planning a lesson	124
	Lesson plan checklist	125
	Morrison's approach or unit approach for planning a lesson	126
	Evaluation approach or "Bloom's approach"	117
	Approach of "RCEM"	129
	Chapter summary	130
	Questions	130
	Suggested activities	131
	Suggested methods and techniques	131
	Suggested readings	133
	Selected internet resources	133

Chapter 5:	INSTRUCTIONAL TECHNOLOGY	135
•	Meaning and concept of instructional technology	117
	Importance and scope of instructional technology	138
	Instructional approach. vs instructional method	139
	What exactly is instructional technology?	139
	Mastery learning: the 90/90/90 criteria	141
	Efficiency and effectiveness in teaching-learning	142
	How to cope with new technologies?	142
	Web-based learning: an edutainment approach	143
	Social networking and learning: an edusocial approach	145
	Traditional learning and technology-based learning	146
	What is meant by TVET?	148
	Traditional TVET and competency-based training (CBT)	148
	Technology trends and TVET	149
	Traditional TVET classroom and technology-based TVET classroom	151
	Paradigm shift of TVET	151
	ICT infusion in Pedagogy	152
	Technology-based instructional strategy (IS) for TVET	155
	10 advent technologies in TVET	156
	Technology integration	159
	Why do we need technology integration?	161
	Why is technology integration into curriculum?	161
	Why is technology integration important?	162
	Blended learning	164
	Innovative instructions for TVET: 2019 and beyond	164
	Learning management system (LMS) in TVET	165
	Flipped classroom for TVET: A learner-centred approach	166
	Basic precautions to implement IT in education sector	167
	Criteria for educational technology selection for TVET	169
	Chapter summary	170
	Questions	170
	Suggested activities	171
	Suggested methods and techniques	171
	Suggested readings	172
Chapter 6:	INSTRUCTIONAL DESIGN	175
Chapter o.	Concept of instructional design	177
	What is instruction?	178
	What is design?	179
	Instructional design process	180
	Instruction in instructional design (ID)	181
	Instructional design models	183
	Factors considering before instructional design	186
	Gagne's nine events of instruction	190
	Chapter summary Questions	191 192
	Oueshons	192

	Suggested activities	192
	Suggested methods and techniques	192
	Suggested readings	193
	Selected internet resources	194
Chapter 7:	CLASSROOM COMMUNICATION	195
	Concept of communication	197
	Type and nature of classroom communication	198
	Process of effective classroom communication	200
	Purposes of classroom communication	201
	Factors affecting effective classroom communication	205
	Barriers to effective classroom communication	206
	Feedback in communication	209
	Role of multimedia in communication	210
	Communication and models of teaching	212
	Communication skills in 21st century	216
	Chapter summary	217
	Questions	217
	Suggested sctivities	218
	Suggested methods and techniques	218
	Suggested readings	219
Chapter 8 :	ENTREPRENURSHIP DEVELOPMENT	221
	Concept of entrepreneur	223
	Role of learning for entrepreneurship development	225
	Characteristics of an entrepreneur	227
	Distinction between entrepreneur and manager	227
	Entrepreneurship development through teaching-learning	228
	What makes a successful entrepreneur?	230
	Entrepreneur and entrepreneurship	232
	New theory on entrepreneurship	233
	Successful history of an entrepreneur	234
	Quote on entrepreneurship development	235
	Barriers of entrepreneurship development	235
	Chapter summary	237
	Questions	237
	Suggested activities	237
	Suggested methods and techniques	238
	Suggested readings	240
Chapter 9:	CLASSROOM MANAGEMENT	241
	Newer perspectives of classroom management	243
	Classroom management: socio-emotional perspective	244
	Classroom management from the view point of time management	244
	Classroom seating arrangement	245

	Principle of classroom management	248
	Criterion and factor for managing classroom	250
	How to handle indiscipline with classroom management?	252
	Teacher's role to manage students in the classroom	253
	Role of internet to manage classrooms	255
	Chapter summary	256
	Questions	257
	Suggested activities	257
	Suggested methods and techniques	257
	Suggested readings	258
	Selected internet resources	258
Chapter 10:	EVALUATION OF TEACHING	259
	Introduction	261
	Effective teaching in connection with learning outcome	262
	Effective presentation strategies	264
	Checklist for evaluation of teaching	266
	Effect of evaluation on your teaching	270
	Feedback: perspective of teaching evaluation	274
	Assess your teaching as a teacher	277
	How student learn best?	278
	How to eliminate instructional problems?	280
	Quality learning and teacher competence	286
	Chapter summary	288
	Questions	289
	Suggested activities	289
	Suggested methods and techniques	290
	Suggested readings	291
Index		293

## **EFFECTIVE TEACHER AND STUDENT**

**Focus:** It is very difficult to give the answer of the questions: Who is an effective teacher? Who is an effective student? Famous actor and philosopher Bruce Lee said: a wise man can learn more from a foolish question than a fool can learn from a wise answer. Well, the teacher who knows his/her subjective matter very well, communicates effectively and be sympathetic on his/her students could be defined as an effective teacher. An effective teacher is not born but formed. A teacher is a lifelong learner like an effective student. In this chapter, the reader has been provided an overview of the following aspects: definition of teacher, teaching and student, characteristics of a good teacher, morality, believes and values in teaching profession, role of a teacher as a classroom leader, qualities of a good teacher, teaching principles, practices, and terms related with teachers' training.

## **Knowledge Objectives**

After reading this chapter, you will be able to:

- explain competencies of a teacher;
- define main roles of a teacher:
- identify habits of an effective teacher;
- state some qualities of a good teacher.

## **Attitude Objectives**

After reading this chapter, the reader will:

- value dignity of a teacher through determining attitude towards teaching profession;
- incorporate the idea of effective teaching into style of teaching, so that it becomes characteristic of instructional technique.

### Introduction

Producing a perfect human being embedded with values, shaping a society, transmitting ethics and morality are accomplished by the teachers. It will be feasible by developing a workable teacher training model based on a strong philosophy. Teachers are in the pivotal position in every education system. Every child should be individually considered and treated. Students have to be the active participants in teaching and learning process. A teacher is also the one who takes care for their students and makes them feel better when they are seriously alone. The high degree of respect accords to teachers as recognition of their vital role in producing virtuous generations and advancing society. Teaching and teachers have a pious and central position in Islamic thought. The Prophet Muhammad (SAAS) named as teacher by Allah (SWT) (Qur'an, 3: 164; 2: 62). Role of a teacher can be defined as follows:

- 1. Training
- 2. Educating
- 3. Advising
- 4. Caretaking
- 5. Helping
- 6. Enlightening
- 7. Reforming



Figure 1: Role of a teacher

**Training:** To impart certain skills and knowledge through regular instruction and practice in order to make students fit for a specific job or role. The outcome of training is skilled personnel. As a trainer, the responsibility of a teacher is: to tell the students what will be their job like or what will be their role in the job field; what students should know to be fit for the job. Training is not always for job it is also for life skills and to make other skills as habit, like cleanliness, mannerism and so on.