

TUTORS ASSIGNMENT CORRECTION GUIDE

MODULE 4 Learning Resources

UNIT 4.1 Use of Learning/Instructional Aids

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Unit 4.1 Use of Learning Resources/Instructional Aids

This Guide is to assist you in the correction of the assignments for this unit.

If more than one Tutor is involved with Student Support in your institution, it will also assist in ensuring that there is a consistency in the weighting of assignments, and questions within assignments.

The Core Curriculum is designed to be offered utilising competency standards, so the elements that need to be included in answers are specified in the guide. It will therefore assist those who wish to use a competency assessment of Completed or Incomplete.

It is particularly important in the Caribbean to ensure that the assignments are assessed as indicated in the Guide, as Regional recognition is an ultimate (and desired) outcome.

Module 4 – Learning Resources

Unit 4.1 - Use of Learning/Instructional Aids

Seminar Suggestion

The later part of this unit addresses Copyright. This is an issue that trainee teachers should understand as it is becoming more of an issue, even in countries that ignored it previously.

It has not been included for assessment, but part of a seminar should be devoted to this aspect of materials development.

Suggestions for discussion include:

- The meaning of Copyright
- Why it was introduced – who it protects
- The value of Copyright - it assists writers, artists, etc., to be able to live while they continue to produce works.
- What copyright restrictions apply in your country
- What steps must be taken if published material belonging to someone else is used in the development of resources
- International copyright agreements

Assignment 4.1 – 1

Unit 4.1 Use of Instructional/learning aids

To be completed and returned to your Tutor for assessment.

This is an open book assignment and you may refer to whatever resources you have at your disposal.

Name:..... Date:

Question 1

Instructional /learning aids are not used to simply make more work for the instructor. There are some very clear reasons why they should be used, and these objectives are hidden within the following crossword. Complete the crossword using these clues:

- | | |
|----------|--|
| 1 across | The opposite of theory |
| 2 across | knowledge or skill resulting from this |
| 3 across | to make bright |
| 4 across | serving to elucidate |
| 5 across | stimulate interest |
| 1 down | transmit or pass on by speaking or writing |
| 2 down | a declaration made with a view to mutual understanding |

2 marks each - 14

Question 2

Using the list of words provided, complete the following sentences, making them statements of issues you may need to consider when deciding on what instructional/ learning aids you should use:

- 2.1 What are the of the students which I should accommodate in my instruction.

- 2.2 What resources are available.
- 2.3 What am I trying to get across to my students.
- 2.4 Could achieving the learning outcome benefit by instruction that includes , or or
- 2.5 Does the learning outcome specify a activity
- 2.6 Can the instruction be given in a “live” situation without jeopardising the of the students.
- 2.7 What is the of the group
- 2.8 How much can I devote to the preparation of these instructional aids
- 2.9 Am I fully aware of the in which this instruction must take place
- 2.10 What special would be involved with a particular instructional aid that I have in mind

1 mark each - 13

reasonably, practical, movement, special , needs, sound, requirements, information, size, safety, colour, time, environment

Question 3

Select a learning/instructional aid for each of the following learning activities and give reasons for your selection in each case.

- 3.1 Serviette folding
- 3.2 Writing a letter of complaint
- 3.3 Repairing a pump
- 3.4 Production processes without power
- 3.5 Tour guide training

4 marks each – 20

Total mark -47

Unit 4.1 – Assignment 4.1 – 1
Question 1

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Assignment No. 4.1-1

Unit 4.1 Use of Instructional/learning aids

Guidelines for the correction and weighting of questions for Assignment 4.1-1

Question 1

Instructional /learning aids are not used to simply make more work for the instructor. There are some very clear reasons why they should be used, and these objectives are hidden within the following crossword. Complete the crossword using these clues:

- | | |
|----------|---|
| 1 across | The opposite of theory
<i>Practical</i> |
| 2 across | knowledge or skill resulting from this
<i>Experience</i> |
| 3 across | to make bright
<i>Illuminate</i> |
| 4 across | serving to elucidate
<i>Illustrate</i> |
| 5 across | stimulate interest
<i>Motivation</i> |
| 1 down | transmit or pass on by speaking or writing
<i>Communication</i> |
| 2 down | a declaration made with a view to mutual understanding
<i>Explanation</i> |

2 marks each

Total 14

No more than one incorrect response is accepted as competency in this question

Question 2

Using the list of words provided, complete the following sentences, making them statements of issues you may need to consider when deciding on what instructional/ learning aids you should use:

- 2.1 What are the special ***needs*** of the students which I should accommodate in my instruction.
- 2.2 What resources are ***reasonably*** available.
- 2.3 What ***information*** am I trying to get across to my students.
- 2.4 Could achieving the learning outcome benefit by instruction that includes ***sound, colour or movement***
- 2.5 Does the learning outcome specify a ***practical*** activity?
- 2.6 Can the instruction be given in a “live” situation without jeopardising the ***safety*** of the students?
- 2.7 What is the ***size*** of the group?
- 2.8 How much ***time*** can I devote to the preparation of these instructional aids?
- 2.9 Am I fully aware of the ***environment*** in which this instruction must take place?
- 2.10 What special ***requirements*** would be involved with a particular instructional aid that I have in mind?

reasonably, practical, movement, special, needs, sound, requirements, information, size, safety, colour, time, environment

1 mark each word

Total 13

No more than two incorrect responses is accepted as competency in this question.

Question 3

Select a learning/instructional aid for each of the following learning activities and give reasons for your selection in each case.

- 3.1 Serviette folding *Because the groups of students are working in groups of five, it seems to indicate that they would be involved in some form of discovery learning.*

A possible solution would be flip books (at least one per group) that shows the students step by step via diagram, how to do each fold.

Any suggestion that allowed the students to be lead through the process as they did it themselves would be acceptable.

2 marks

The reasons for selection should support the use of an aid that allows for a step by step process.

2 marks

- 3.2 Writing a letter of complaint

From this description you could assume that the students would leave the lesson with a well-structured hand written letter which they may or may not be able to transfer to computer later on.

An overhead projector would be a suitable aid, plus sample handouts. The OHP would allow the instructor to speak to the various stages of development while keeping the image static.

2 marks

The explanation for choosing an aid should support a media that allows the students to see the development of the letter and setting out stage by stage so they can replicate it themselves.

The sample handouts would keep previous information given via the OHP in front of them while they are working at their own letters.

2 marks

3.3 Repairing a pump

This is a practical situation in a real setting. The most easily assessable aid for this lesson would be the actual pump itself. Supported by charts or handouts of cross sections or the operation of the pump would make the best option.

2 marks

The reasons for selection would be the fact that it is a demonstration in practical environment where the “aid” is readily available. There would be little preparation or cost involved in using the actual pump.

2 marks

3.4 Production processes without power support

This is a large group and projection is not an option, and charts would be unsuitable - yet the topic requires illustration. Illustrated handouts would be an option that showed the processes involved step by step with safety, and critical operation stages highlighted. The lecturer would then need to speak to the handout notes to allow students to follow.

The answer given here would need to include something that allowed for students to “see” the process.

2 marks

The reasons for selection would have to include the lack of powered aids (given the set of criteria) and the limitations of trying to teach a process to a large group.

2 marks

3.5 Tour Guide training

Videos, photographs, maps, Information brochures, transport timetables, directories, OH Transparencies and samples of clothing could all combine to be suitable training aids for a course as comprehensive as Tour Guide training.

In answering this question responses should include a variety of media.

2 marks

Reasons for selection should include a statement that the students would need to gain a local geographic knowledge (video, maps, brochures) as well as an infrastructure knowledge (information brochures, directories, timetables).

2 marks

Total 20

Total 47 marks

This assignment should represent 40% of the total assessment for this unit. The second assignment will represent 60%

You will need to calculate the marks achieved for this assignment as a percentage of 40

Example:

A student who achieves a score of 40 would have a percentage mark of 85% for this assignment.

However, as this assignment represents only 40% of the final assessment, this figure needs to be adjusted

Here's how to do it:

Step 1: Convert 40 to a percentage - $(40 \text{ divided by } 47 \times 100 = 85\%)$

Step 2: Turn this percentage into a figure that represents 40% of the total assessment.

$$\begin{aligned} &85 \times 40 \text{ divided by } 100 \\ &= 3400 \text{ divided by } 100 \\ &= 34 \end{aligned}$$

You may choose to tell the student they have achieved 85% for this assignment and that it represents 34% towards their total assessment, with the following assignment being designed to accrue 60%.

When the second assignment has been calculated, you simply add the two figures together to achieve the total percentage, but one that has been weighted appropriately to accommodate the level of knowledge and skill required in each.

Assignment 4.1 – 2

Unit 4.1 Use of Instructional/learning aids

To be completed and returned to your Tutor for assessment.

This is an open book assignment and you may refer to whatever resources you have at your disposal.

Name:..... Date:

Question 1

Although different aids may need different equipment and facilities, there are some basic steps in preparation that are similar for all aids.

- Describe briefly what sorts of things you may need to do when preparing to use a learning aid.
- Include examples to illustrate your answer.

Question 2

Give a practical demonstration of using an aid selected from those discussed in this unit.

- The aid must suit the topic chosen and the group and environment in which the demonstration is delivered.
- It may be done in a similar session with your colleagues or in a class situation if this can be arranged with your tutor.

Question 3

Write a brief report explaining:

- Why you selected the aid
- Your objectives
- Why you think it matches the learning activity

- How it satisfies the criteria
- The approximate cost and time that might have been spent in developing the aid*

*this does not infer that you should prepare/develop the aid you use yourself. Any existing aid that you have access to, and which was discussed in this unit, can be used for the demonstration.

Assignment 4.1 – 2

Unit 4.1 Use of Instructional/learning aids

Guidelines for the correction and weighting of Assignment 4.1 -2

Question 1

Although different aids may need different equipment and facilities, there are some basic steps in preparation that are similar for all aids.

- Describe briefly what sorts of things you may need to do when preparing to use a learning aid.

5 marks

- Include examples to illustrate your answer.

5 marks

Total 10 marks

Question 2

Give a practical demonstration of using an aid selected from those discussed in this unit.

- The aid must suit the topic chosen and the group and environment in which the demonstration is delivered.
- It may be done in a similar session with your colleagues or in a class situation if this can be arranged with your tutor.

20 marks

Question 3

Write a brief report explaining:

- Why you selected the aid
- Your objectives

6 marks

6 marks

- Why you think it matches the learning activity **6 marks**
 - How it satisfies the criteria **6 marks**
 - The approximate cost and time that might have been spent in developing the aid* **6 marks**
- Total 30 marks**

*this does not imply that you should prepare/develop the aid you use yourself. Any existing aid that you have access to, and which was discussed in this unit, can be used for the demonstration.

Total 60 marks

To achieve competency for this assignment, the trainee should attain a total of no less than 51 marks. This represents 85%.

In addition, no selection should score less than half the marks allocated.

The assessment for this unit is based on the two assignments.

Assignment 1 40%

Assignment 2 60%

Total 100%