

TUTORS ASSIGNMENT CORRECTION GUIDE

MODULE 4 Learning Resources

UNIT 4.2 Production of Learning/Instructional Aids

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Unit 4.2 Production 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.

Assessment Instrument

Module 4 Learning Resources

Unit 4.2 Production of Learning/Instructional Aids

Assignment 1

This assignment has been designed as a combination of completion, true/false and short answer type questions and it tests whether you have an understanding of the basic concepts of, and applications for, learning resources.

Question 1

Question one requires you to unscramble the five elements that need to be considered in effective instructional aid design. All words must be accurately unscrambled to achieve the level of competence required. Should you not achieve this level of competence, you may resubmit the assignment without penalty.

Question 2

Requires a word to be inserted in each blank. There are ten blanks and all responses must be correct to achieve the level of competence required.

Question 3

Asks you to decide whether the instructional media used in each of the five examples is appropriate, and if not, give reasons for your answer as well as recommending an alternative.

Four out of the five must be answered appropriately to gain the required competence.

Assignment 1

Unit 4.2 Production of Learning/Instructional Aids

To be completed and returned to your tutor for assessment.

This is an Open Book assignment and you may use whatever resources you have at your disposal.

Name: **Due Date:**

Question 1

- 1.1 A number of elements impact on the effectiveness of instructional aids. Unscramble the words below to find out what these elements are:

UAFCRL - LGNNPAI
IEENOCST
ISEGDN
AEUSG

- 1.2 Complete the following statements, using the words in the list below.

Design criteria can help produce effective instructional aids by ensuring that:

- 1.2.1 the is covered
- 1.2.2 all and resources are available
- 1.2.3 the finished product is easy to and to
- 1.2.4 trainees find them easy to

1.2.5 they achieve their

1.2.6 they are but

*simple, content, appealing, objective, understand,
necessary, materials, use, handle, easy*

Question 2

Consider each of the following learning activities and the instructional aid selected. State whether the aid or method of presentation is appropriate or not and give your reasons. Suggest an alternative if it is not an appropriate approach:

- 2.1 A teacher is using a small model to demonstrate building techniques in a large lecture theatre that is not equipped with a video (LCD) projector.
- 2.2 A large group (thirty students) is having a practical lesson in slicing and cutting vegetables using sharp knives. There is insufficient room or bench space to divide the group into smaller groups.
- 2.3 A teacher is using an overhead projector to display hand-written notes to a group of twenty students.
- 2.4 A teacher is demonstrating complex mathematical calculations to a group. The room is long and narrow and the teacher is doing the calculations on the chalkboard.
- 2.5 A twenty-minute video on cleaning and sanitation has been provided by a multi national company, free of charge. The video is designed for use in another country and is culturally irrelevant to the learner group. In addition, only a fraction of the limited technical content is useful.

Assignment 1

Unit 4.2 Production of Learning/Instructional Aids

Guidelines for the correction and weighting of questions for Assignment 4.2 -1

Question 1

- 1.1 A number of elements impact on the effectiveness of instructional aids. Unscramble the words below to find out what these elements are:

UAFCRL - LGNNPAI *CAREFUL PLANNING*

IEENOCST *SELECTION*

ISEGDN *DESIGN*

AEUSG *USAGE*

**1 mark each
5 marks**

- 1.2 Complete the following statements, using the words in the list below.

Design criteria can help produce effective instructional aids by ensuring that:

1.2.1 **necessary content** is covered

1.2.2 **materials** and resources are available

1.2.3 the finished product is easy to **use** and **easy** to **handle**

1.2.4 trainees find them easy to **understand**

1.2.5 they achieve their **objective**.

1.2.6 they are **simple** but **appealing**

0.5 mark for each word
5 marks

Question 2 *In this question, the responses must demonstrate that you understand the strengths and weaknesses of various instructional aids and their appropriate use. Any logical explanations are acceptable and the following are given as examples.*

Consider each of the following learning activities and the instructional aid selected. State whether the aid or method of presentation is appropriate or not and give your reasons. Suggest an alternative if it is not an appropriate approach:

2.1 A teacher is using a small model to demonstrate building techniques in a large lecture theatre that is not equipped with a video projector.

A small model would not be able to be seen by all students in this situation without the aid of a video projector, therefore it is unsuitable.

A better alternative would be either a series of pre-prepared slides or an overhead projector, together with a handout.

2.2 A large group (thirty students) is having a practical lesson in slicing and cutting vegetables using sharp knives. There is insufficient room or bench space to divide the group into smaller groups.

This situation creates a safety hazard is therefore inappropriate.

A better alternative would be to divide the students into one small group and the remainder. The small group would do the practical work, while the remainder is given related tasks and /or watch a video demonstration prior to their turn at the practical work.

If this is not practical, then the entire class should watch the video demonstration only.

- 2.3 A teacher is using an overhead projector to display hand-written notes to a group of twenty students.

Depending on the quality of the notes, this could be appropriate. It would be appropriate if for some reason it was necessary for the teacher to prepare the notes before entering the classroom. However, a chalkboard would be an acceptable option – or handouts.

- 2.4 A teacher is demonstrating complex mathematical calculations to a group. The room is long and narrow and the teacher is using a chalkboard for calculations.

This is inappropriate as the students at the back of the room would not be able to see. An OHP placed on a desk or stand with screen would be a better option.

- 2.5 A twenty-minute video on cleaning and sanitation has been provided by a multi national company, free of charge. The video is designed for use in another country and is culturally irrelevant to the learner group. In addition, only a fraction of the limited technical content is useful.

This is totally inappropriate as incorrect information can be very dangerous and culturally

incorrect context is frustrating and confusing for the trainees. A better alternative would be slides showing how the operation is done locally and a good speaker, or a locally produced simple slide/tape presentation or video.

5 marks each
25 marks

Total for assignment 35 marks.

Assessment Instrument

Module 4 Learning Resources

Unit 4.2 Production of Learning/Instructional Aids

Assignment 2

This assignment calls upon your experience as an instructor or teacher to develop a learning aid for a lesson of your choice. The earlier questions require you to think carefully about the considerations for the design of effective instructional aids and the resources and skills required to complete the production task.

Question 1

Question one requires you to determine whether each statement is either true or false. Correct responses are required for 80 % of the responses, which equates to 12 out of 16 being accurate. In addition, no more than 2 parts of each section should be incorrect. Should you not achieve the level of competency required, you may resubmit the assignment without penalty.

Question 2

In this question you are required to identify the resources and skills required to produce three given instructional aids. A minimum of four items must be able to be identified for each item to reach the competence required and be awarded the total marks allocated. No less than four sections should attain this set of criteria for the level of competence required for this question.

Question 3

You are required to produce the learning aid of your choice and pilot test it, presenting a written report of the evaluation.

To achieve competency you will need to:

- ☐ Select appropriate materials to be used as an instructional aid and prepare a plan for their development
- ☐ Produce and prepare the selected materials for presentation according to the plan
- ☐ Pilot test the materials with an appropriate group and conduct an evaluation
- ☐ Prepare a written report that includes the following:
 - A description of the written materials
 - Criteria used for evaluation
 - Outcomes achieved
 - Detailed costing

Assignment 2

Unit 4.2 Production of Learning /Instructional Aids

To be completed and returned to your tutor for assessment.

This is an Open Book assignment and you may use whatever resources you have at your disposal.

Name: **Due Date:**

Question 1

Answer True or False to the following:

When designing and producing:

- 1.1 Charts:
- Ensure the information is large enough to be seen
 - Use colour very sparingly
 - Choose an appropriate lettering size
 - Protect the finished product by avoiding regular use
- 1.2 Handouts:
- It is more important for handouts to be attractive than really legible
 - Choose a sans serif font for readability
 - Layout is not as important as content
 - Use 14 point or 12 point lettering

- 1.3 Overhead Transparencies
- Use 12 point lettering
 - Use 5mm line thickness
 - Use 14 point spacing
 - Keep sentences short and simple

When presenting with:

- 1.4 Realia:
- Realia is always the best choice of instructional aid.
 - Group size is not important
 - Some examples of realia may require consideration of safety issues
 - Labelling is important in display of realia

Question 2

Complete the table below by inserting resources and materials and the skills needed to produce each of the following:

Instructional Aid	Materials/resources	Skills
2.1 Flow chart for a 3 stage manufacturing process Assume it is a wall chart		

2.2 Slide presentation on a local tourist spot		
2.3 A short video on food preparation		

Question 3

- 3.1 Select appropriate materials to be used as an instructional aid in a nominated learning activity (chosen in discussion with your Tutor). Prepare a plan for designing, producing and evaluating the materials.
- 3.2 Produce and prepare the selected materials for presentation according to the plan developed.
- 3.3 Pilot test the material with an appropriate group and conduct an evaluation.

3.4 Prepare a written report that includes the following:

- A description of the materials
- Criteria used for evaluation
- Outcomes achieved
- Detailed costing.

Your Tutor will discuss with you arrangements for completing the activities in Question 3 of this assignment.

Assignment 2

Unit 4.2 Production of Learning /Instructional Aids

Guidelines for the correction and weighting of questions for Assignment 4.2 -2

Question 1

1.1 Charts:

- Ensure the information is large enough to be seen *True*
- Use colour very sparingly *False*
- Choose an appropriate lettering size *True*
- Protect the finished product by avoiding regular use. *False*

1.2 Handouts:

- It is more important for handouts to be attractive than really legible *False*
- Choose a sans serif font for readability *False*
- Layout is not as important as content *False*
- Use 14 point on 12 point *False*

1.3 Overhead Transparencies:

- Use 12 point lettering *False*
- All lines at least 2mm thick *True*
- Use 14 point line spacing *False*
- Keep sentences short and simple *True*

When presenting with:

1.4 Realia:

- Realia is always the best choice of instructional aid. *False*
- Group size is not important *False*

Some examples of realia may require consideration of safety issues *True*
 Labelling is important in display of realia *True*

0.5 marks each
8 marks

Question 2

Complete the table below by inserting skills, resources, and materials needed to produce each of the following:

Instructional Aid	Materials/resources	Skills
2.1 Flow chart for a 3 stage manufacturing process	Ruler, pencils, thick pens – black and coloured, graph paper, tracing paper, card or mounting board, coloured adhesive film, lettraset, coloured photographs – enlarged or clear diagrams of stages of manufacturing process 2 marks	<ul style="list-style-type: none"> • Layout/ graphic design skills • Subject knowledge • Photographic skill • Knowledge of production techniques • Manipulative skills and ability to produce and mount chart • Cataloguing skills 2 marks

2.2 Slide presentation on a local tourist spot	Set of appropriate slides or camera and 35 mm transparency film, audio tape, slide projector and screen, tape recorder, script, graphics for titles and diagrams (if required to produce graphics - maps, coloured pastel paper, adhesive film, lettraset or computer generated titles, glass mounts, carousels or plastic sleeves, adhesive labels for numbering 2 marks	<ul style="list-style-type: none"> • Photographic ability • Subject knowledge • Audio production skills • Layout/graphic design skill • Script writing ability – if not provided with script • Basic manipulative production skills • Knowledge of production skills • Cataloguing skills 2 marks
2.3 A short video on food preparation	Access to demonstration of food preparation Video camera, editing equipment with titling capacity, portable lighting, grey card, video tapes, audio tape, tape recorder, script, labels 2 marks	<ul style="list-style-type: none"> • Video camera skills • Video /post production skills • Lighting skills • Sound production skills • Script writing skills • Cataloguing skills 2 marks

12 marks

Question 3

- 3.1 Select appropriate materials to be used as an instructional aid in a nominated learning activity (chosen in discussion with your Tutor). Prepare a plan for designing, producing and evaluating the materials.

5 marks

- 3.2 Produce and prepare the selected materials for presentation according to the plan developed.

15 marks

- 3.3 Pilot test the material with an appropriate group and conduct an evaluation

10 marks

- 3.4 Prepare a written report that includes the following:

- A description of the materials
- Criteria used for evaluation
- Outcomes achieved
- Detailed costing.

10 marks**Total 70 marks**