

**LALA JAGAT NARYAN EDUCATION
COLLEGE
JALALABAD (WEST)**

FIELD BASED EXPERIENCE FILE

M.Ed

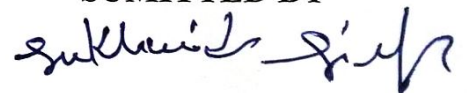
SESSION 2018-2020

SUBMITTED TO



Dr. Narinder Singh

SUMMITTED BY



Mr. Sukhwinder Singh

Uni Roll NO. 63740

Sem = 4

LALA JAGAT NARYAN EDUCATION COLLEGE JALALABAD (WEST)

CERTIFICATE

This is certify that Mr. Sukhwinder Singh student of M.Ed, University Roll No. 63740 at LALA JAGAT NARYAN EDUCATION COLLEGE, Jalalabad (w), (Punjab). He has Successfully completed his field based experience related to supervision and evaluation of practice teaching and other aspects of school experience of B.Ed. Programmers for the session 2018-2020. His efforts are fully acknowledged.

Teacher Incharge



Dr. Narinder Singh

Principal



Principal
Lala Jagat Naryan Education College
Jalalabad (W)

Topic

Date

SCHOOL
PLANT

=>

S. Crown

School Plant

We shape our building in the beginning
and ultimately they shape us.
(Winston Churchill)

Introduction :-

The School Plant is like a nursery which provides for the growth and development of children. It comprises all that is needed for the proper education of children according to the desired educational goal.

Meaning :-

Plant literally refers to machinery apparatus equipment or something set up beforehand for a purpose. The school Plant is the total school machinery or it is a complex whole which includes the material provision of the school.

The Building, classroom, canteen, common room, equipment, audio - video, visual aids, halls, cycle-shed etc.

Definition =

According to Advance Learners Dictionary

campus means "growth of a school"

Topic

Date

REPORT OF SCHOOL, / /

college or university where the main buildings are".

Characteristics :-

The American Association of School Administrators has suggested seven characteristics of a school campus.

- (1) Adequacy :- The school Plant must possess the facilities necessary for the efficient and effective accommodation of all the phases of the curricular, co-curricular and community activities for which the Plant is intended. The four points namely (1) site and surroundings (2) Area (3) Plant and (4) Design construction deserve special attention. These points are discussed in detail in the subsequent pages.

- (2) safety for well Being :- The school Plant must be able to protect the health and safety of pupils and teachers. It must be planned in strict conformity with hygienic lines. It must have proper light and ventilation. The school campus should be situated at a safe place away from road so that it is not risky for

the small children.

- 3) Co-ordination :- There must be an enter functional co-ordination among the various units of school campus. All the sections and things of the school campus must function separately and must be enter-connected so that it is easy to supervise and co-ordination all the achievement going on.

- 4) Efficiency And Unity :- The school plant must be planned in such a way that there is efficiency and unity work. It must give maximum benefit to the students. Its arrangement should not result into the wastage of time and energy. On the part of the students the staff room should be near to principal's office.

- 5) Beauty :- The school campus must be artistically and beautifully designed. It should be present a pleasant and cheerful look. There must be neatness and cleanliness in the school. Neatness and cleanliness are the sign of beauty of a school. If the campus is beautiful, the learners and staff might feel attachment to work.

1) Flexibility :- There should be no rigidity in the design and use of the Plant. scope must be left for modification in accordance with needs and requirements.

2) Economy :- Each item in the campus must be constructed with almost economy. The school Plant should be economical in the original cost upkeep and operation. A simple architectural Plant will definitely be economical and more functional.

Importance of School Plant :

To ensure the proper realisation of educational goals the school Plant must always be in sound condition and it should provide the necessary facilities which good work do not passible. There are general conditions for work. The Environment which are generally the product of good school only.

Dr. K. C. Sanyal states :-

A school and college of is a vital and life giving environment in the extent that it brings into the life of its students an abiding love and appreciation for all that is best and most significant national and human life.

The campus is to the school as the body to the soul, an empire to the Kingdom. Plane to the Pilot, tool to the workman dress and machinery in the factory. It should be appropriate, neat and attractive.

An attractive school campus is also responsible for creating the Environmental Instructional in the school. It has been found that the pupil studying in school having good impure show better achievement.

This school Plant should provide opportunities to children and adults to do their own study to think together to arrive at conclusions and to plan constructive programmes.

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Location AND SITE OF SCHOOL Building

1. Surrounding :-

The site should be located in healthy and pleasing surrounding. It should be neat & clean. It should be away from the noise and dust of busy roads. It should not be near and hall factory, grain market and other Public Place.

2. Levels :-

The site should be not situated in a low lying area so that the rainy water does not collect in the campus. The level of the area should be raised if possible and at any rate should be dry.

3. Direction :-

The direction of the building should be such that sun-light enter its rooms. The inclination may be at an angle of 30 to 35 degrees. The sunlight is essential to kill the germs.

4. Shape :-

A Rectangular shape of the site will be more conventional and

useful for the lay-out of the building. Its front should be wide enough and not narrow.

5) shape site for future expansion:-

while selecting a site for the school we should take into consideration the future expansion of town.

6. Soil :-

The school site should be free from any type of soil dampness. It should be free from decaying organic matter. It should have sufficient underground water supply.

Situations to be Avoided in the selection of a site =>

1. Noisy and busy roads.
2. Stagnant Pools, stagnant drains, rubbish, heaps, crowded streets.
3. Noisy and underdevelopment lands.
4. Uneven and smoke emitting factories.
5. Marshy lands.
6. Places like liquor shops and hotels.

AREA REQUIREMENTS :-

1. Types of school :-

The area requirements will be determined by the types of school i.e. whether the school is residential or not residential or high or higher secondary or Public urban or rural school.

2. Sizing of school :-

The area of the site will depend upon the number of students in a particular in a class minimum floor area of classroom should be 600 square feet. In addition to the classroom space there must be space for the office, the library, the assembly hall etc.

3. Courses of student studies :-

school which provided for the teaching of agriculture must have agriculture room even for shearing and rearing or and other craft, additional space for worksheet and store room is necessary.

4. Co-curricular activities :-

Schools which organise a large number of curricular activities require greater area for meeting the requirements of various function exhibit competition and games etc.

5. Physical feature of the shape:-

Physical feature of the shape place is another factor which determines the area of the school. If the school is to be opened in a big city, we have to satisfy with the limited space. But if it school is to be opened in rural area, enough, land be secured.

CLASS ROOM [CLASS ROOM Equipment]

1. shape of the CLASS Room :

Some of the designs for the classroom are (i) diagonal shape (ii) semi circular shape (iii) g- shape design (iv) Hexagonal design (v) Rectangular shape. The shape of the classroom its suitable the greatest amount of light and ventilation.

2. The Light thing :

In the room with poor lightning the writing on the black board can not be seen clearly. Left lightning is the best i.e. the light should strike the pupils left shoulder when he is facing the teacher.

3. seating Arrangement :

The height of the desk and the seat should be in accordance with the age and height of the pupil. The height of the seat should be such that the feet rest flat on the floor.

4. Ventilation :-

Ventilation ensures fresh air and light. It dilutes and removes

unpleasant odours and in special cases removes dust and noxious gases and fumes

5. Doors and windows :-

The classroom should have sufficient number of doors and windows to admit light air from outside.

6. Trees :-

Shady Trees should be planted within the premises of the school for cooling the air and also for setting the grass.

7. Chalk Board :- The chalk board is the most importance aid in the hand of teacher. The chalkboard is fixed in the wall. It should be situated at a distance where students can read well whatever is written. The chalk board should be either in dark black or green color.

Topic

Date

HISTORY OF SCHOOL

History of School = 5

— was founded as a lower Primary school

— steadily rose in strength and status was upgraded to lower Middle school in 1982.

— Rattan Bhushan and Prabhakar classes were started in 1985 and the school was named Baba Sava Singh Senior Secondary School R.D.P classes were closed and the vidhalya was recognised as a middle school in 1989

— The institution was named as Baba Sava Singh Senior Secondary School. It was recognized as a High School and affiliated with the Punjab University.

— switched over to High Secondary Pattern and only Humanities Group was started and shifted to the Present building on on 1997

AREA OF SCHOOL

The school is senior secondary school urban and non urban residential school. It has a one shape building.

Strength of school :-

There are total 210 students in the school. Here are 20 to 25 student in the class along with the classroom. There is proper space for verandha, the laboratory, Play ground etc.

Total Rooms :-

There are total 13 rooms.

ventilation And Humidity :-

The building have a ventilation and temperature and Humidity. There are numbers of windows in the class room. The temperature of the building should be balanced.

Topic

Date

SPECIAL
ROOMS

Management
of
ROOMS

S. Crown

Special Rooms

Principal office :- There is well organised principal office. There is proper sitting arrangement for various and the teachers. There is a big cupboard in the one side of the office where the Prize are kept by the students.

CLERK ROOM :-

There is a big clerk room is known as accounts section. Here the accounts are maintained. The whole information about fees and other data kept in the sector.

Staff room :-

The school building have a separate staff room. Here the teacher relax during their free period and can do correction work or prepare their lessons. It has a cupboard where the teacher place their books, etc.

Store Room :- There are two store room in the school, one store is used for storing broken material. The other store room is books, drawing etc.

MAINTAINANCE OF SCHOOL

CAMPUS =

PLAY ground =

The school has well maintained Play ground. It is well levelled and kept clean and tidy.

SCHOOL Lawns =

The lawns of school are maintained with grass and beautiful flowers

Furniture :- There is proper maintained of the furniture in the school. Care is taken of its distribution, use and upkeep. The furniture is timely repaired.

Replacement :-

There is replacement addition and upkeep of books in the library apparatus in the laboratories games material etc. from time to time.

CLEAN BATHROOM :-

Bathrooms are regularly clean in the school.

Uniform :-

The uniform of Baba seva singh senior secondary school to white shirt and white salwar, Blue duppatta for girls and white shirt, Blue trousers for boys.

School Timings:-

The school time is 9.00 am to 3.00 pm.

School Time Table

MEANING = A school time table is a mirror which reflects the entire educational PLAN of the school. It shows the allotment of time to morning assembly hours of study. Lunch break. roll call, Physical exercises and other activities and its extended even after the school time.

DEFINITIONS :-

It is the time table that supplies the framework within which work of the school proceeds. It is the instrument through which the purpose of the school is to function.

The schedule is the spark plug of the school which sets into motion its various activities and programmes.

A time table is the said to be the second school clock. It shows the hours during which school work is done what work is to be done during each period of the school day and each class. the room in which the work is to be done and teacher to be incharge of that time.

IMPORTANCE OF A SCHOOL

TIME TABLE =

The school time table is a said to be the second school clock. It clearly indicates which class room and from which subject teacher in a particular period

ENSURE ORDERLY WORK :-

The school time table ensures smooth, orderly and efficient both the teachers and pupil to know before hand their respective tasks.

ENSURE PROPER INTERVAL OR REGULARLY =

The second time table regulars the work of the school and prevents wastage of time and energy by directing the attention of the pupils and the teacher to one thing at a time.

ENSURE PROPER DISTRIBUTION OF WORK LOAD =

The good time table ensure that the work is evenly distributed among the teacher. It helps in avoiding the allotment of too much or too less work to one teacher.

CATERERS OF NEED :-

The good time table helps in organising the school work according to the requirement of the pupils. The work is planned keeping in view their physical, mental, social and psychological needs.

DEVELOPS GOOD HABITS :-

The good time table is a helpful in developing a number of good habits like orderliness regularly, punctuality and steadiness of purpose among student as well as teacher.

PROMOTES DISCIPLINE = 5

A good time

table keeps the students and the teacher busy. A busy mind has generally less chances of creating problems of indiscipline and anti-social activities.

TYPES OF TIME TABLE = 5

Types of the time tables depend upon the nature of activities carried on in a school. The more the types of time table. There are two types of time table.

CONSOLIDATED TIME TABLE = 5

It is also known as general time table. It is the combined time table of all the classes in the school. It indicates clearly the total number of period given to each subject for each class names of teachers teaching various subjects and duration of periods.

TEACHER TIME TABLE

TEACHER-TIME TABLE

This time table shown in detail, the entire Programme of a teacher's work, the classes and subjects being taught by him in various period when a teacher is on leave it becomes easy for the head of the Institution to make alternative arrangement.

Topic

Date

Facilities of School

S. Crown

FACILITIES IN SCHOOL

Canteen =

The school canteen is a valuable part of a secondary school canteen is in separate wing of buildings. It has one store room and one service room. Nutrition being goods are airabable to the students.

Parking Area =

There is a good space for parking the vehicles by one side of the main building the students follows discipline stall members also uses the parking area.

DRINKING WATER =

The school has proper facility of Drinking water.

Topic

Date

CURRICULUM 4 CO-CURRICULAR ACTIVITIES

S. Crown

CURRICULUM

Meaning :-

The word Curriculum is derived from the Latin word 'curral' which means run. Thus Curriculum means run away. A course which a person runs to reach a goal. It consists of a number of subjects taught in the school.

Definition :-

"Curriculum should be conceived as an epitome of the rounded whole of the knowledge and experience of human race."

"Curriculum in its broadest sense including the complete school environment including all the course, activities reading and associations furnished to the pupils in school.

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Topic.....

Date.....

CO-CURRICULAR ACTIVITIES

Introduction =

Co-curricular activities according to the present concept of Education are now considered as media for the realisation of the modern aim of education i.e. the development of the total personality physical, intellectual, emotional, social, moral and spiritual aspects of personality

Meaning = Co-curricular activities are to be organized by the school council consisting of teacher and pupils. A separate committee should be in charge of a distinct item of activity eg. morning assembly, school publication, games & sports library social cultural & social programmes

Defination =

The more the co-curricular activities the more harmonious the development of student.

According to secondary Education commission =

There are as an integral part of the activities of the school as its curricular work and their proper organisation needs just as much curricular and fore thoughts if they are properly conducted they can help in development of valuable qualities.

IMPORTANCE

Physical Importance =

co-curricular activities like games, sports activities etc improve the health of the student. Such activities directly contribute to physical strength, vigour and endurance, Physical vitality, Physical fitness, healthy development of the individual.

PSYCHOLOGICAL IMPORTANCE =

These are satisfy the Psychology needs of the pupils same of the Psychology values of co-curricular activities below :-

1. Sublimation of Instincts
2. Training of Emotions
3. Development of healthy sentiments
4. Satisfaction of Interests And Aptitudes
5. Development of capacities and Talents

MORAL & SPIRITUAL IMPORTANCE =

Every ounce of moral experience worth a pound of ethical teaching. co-curricular activities provides ample opportunities for the inculcation moral and spiritual qualities

CIVIC IMPORTANCE =

Students self governments school assemblies visits to civic enotitation and celebration of social, religions and school festival have significant effects on the development of citizenship among the students of the school.

Social IMPORTANCE =

Pupils learn manners and become conscious of their role in group by participating in co-curriculum activities.

CULTURAL IMPORTANCE =

Activities like folk songs, folk dance variety show, dramas, exhibitions celebration of religious social and national festivals, Poetry our cultural heritage and tradition.

Topic

Date

REPORT OF TITLES ACTIVITIES CONDUCTED BY STUDENT

S. Crown

REPORT OF MORNING ASSEMBLY =)

We the students of M.Ed went to Sir Sec, sec. school, Gahubaya for observation where the B.Ed students of our college were present for their teaching practice under the supervision of the teachers.

We conducted the morning assembly with the help of B.Ed students. We reached there before 9 '0' clock. We advised the students to the stand in straight lines according to their class. The Pupil teachers gave command to the students to be ready for prayer. The school teachers were also present there. All the students sang prayer along with music. Then the student spoke thought, news according to their tenth. Pupil teachers also presented their news in the assembly. Then the students sang National Anthem & went back to their respective classes. In this way B.Ed students conducted the assembly in routine.

ORGANISATION OF CO-CURRICULAM ACTIVITIES IN SCHOOL

The B.Ed and M.Ed students arranged a drawing competition to increase the creative thinking of the students.

The student of 6th class participated in the competition. They were given two topics - one is to make any scenery and the other is to write "Kharan Daan Maha Daan".

They were given one and half an hour to prepare these two drawings made by children and decide their position.

The best students were awarded with the prizes by the teachers, B.Ed and M.Ed students. The student who got first three position are :-

Ist	—	Sonam
II nd	—	Seema
III rd	—	Ashdeep.

COMPETITION OF ESSAY WRITING :-

M.Ed and B.Ed students organisation the essay writing competition to the students. The students of 8th class participated in this competition. The time limit was 40 minutes. The students who got respective positions were :-

Ist - Vaani
IInd - Ankita
IIIrd - Rashmi

CULTURAL ACTIVITIES :-

The culture activities was organised for recreation and to show the talents of the students. The students were excited to participated in these activities. They perform their activities very well. The programme was started at 12.15 P.M.

The schedule of activities is following

The programme was started with the singing of hymns.

Then the students sang welcome song.

SONGS :-

The Performance of Songs was very interesting. The students sing a in group also.

POEMS :-

The Poems were Presented by the students of almost each class. They were very curious to speak the Poemes and their Poems were meaningful.

SKIT =

Then there was the Performance of two 'skit'. Both skits were based on education.

PRIZE DISTRIBUTION = Reward is very important for searching the talent of Students. The prize were distributed among students who got first there position in essay writing, poem, songs, skits. The students were excited to take reward or prize. Teachers, B. Ed & M. Ed students distributed the Prize.

Topic

Date

MICRO

TEACHING

S. Crown

MICRO TEACHING :-

Micro Teaching is Skill Based
Approached of Teaching To Bring
Modification In Teacher Behaviour.

INTRODUCTION :-

The term micro teaching was first coined by During Allen of the Stanford university in 1963. It was used initially for the was the first to take up this work in 1967 at the government central is Pedagogical institute at Allahabad. Micro teaching is a training concept than can be applied at the pre-service and the service stages in the Professional development of teachers.

Dr. Das views Micro teaching is a training technique which requires students teachers to teach a single concepting specified teaching skill to a short duration of time of pupils in a short duration of time.

Allen and Rayner views "Micro-teaching is a scaled down teaching is a amounts in class size and class time.

FEATURES OF MICRO TEACHING

- (a) Micro teaching is a self teaching.
- (b) Micro teaching is a scaled down teaching.
- (c) Micro teaching is a highly individualized teaching device.
- (d) It Provides the adequate feed back in trained Performer.
- (e) Micro teaching is a device to Prepare effective teaching.
- (f) Micro-teaching lessons the complexities of normal class room teaching.

MICRO TEACHING PROCEDURE :-

Defining the Skill :-

A Particular skill is defined to trains in item of teaching behaviour to provide the knowledge and awareness of teaching skill.

Demonstrating the Skill :-

The specific skill is demonstrated by the experts or shown through video tape to the teacher learner.

PLANNING THE LESSON =

The students teacher Plans a short lesson with the help of his supervision.

TEACHING THE LESSON =

The Pupil teacher the lesson to a small group of Pupil. The close circuit television.

DISCUSSION =

The teaching is followed by discussion to provide the feed back to the trainee the video tape or audio tape may be displayed to observe his own teaching Performance provides the re-informed to the pupil teachers.

RE-TEACHING = The revised lesson is re-taught in another small group of student of same class for the same duration to practice the same skill.

REPLANNING = In the light of discussion and suggestion the pupil teacher replace the lesson in order to practice to small spell effectively.

Repeating the cycle = 5 The teach retach cycle repeated till desired level of skill is achieved

Thus we find that is micro teaching the pupil teacher tries to complete the 5 R's viz recording, reviewing, responding Re-implementation

ADVANTAGES =>

1. Micro teaching is an effective feed back device for the modification of teacher behaviours.
2. The Knowledge and practice teaching skills can be given by use of Micro teaching.
3. Micro teaching is useful for developing teaching efficiency in pre-service education Programme.
4. Micro teaching is a training device for improving teaching Practice and Prepare better and effective teachers.
5. The training of teachers become individualised each trainee makes Progress in developing teaching skill at his own rate.

Topic

Date

NICRO TEACHING LESSON PLAN

S. Crown

LESSON PLANNING =)

Introduction :-

Planning lies at the heart of good teaching. It is the sine qua non of effective classroom teaching. The success or failure of a lesson much depends upon good or bad planning.

MEANING =)

Planning means pre-seeing or thinking about a certain activity before it is taken up for execution.

It is an arrangement of out the important detail of the activity about the tools to be used for its successful completion.

DEFINITION =)

L.D Stands "conceives Lesson Plan as Plan of action implemented by the teacher in the classroom."

Bassings view "

Lesson Plan is the title given to statement of the achievement to be realised and the specific means by which they are to be attained.

PROCEDURES IN PLANNING THE LESSON =

Aim and objectives =

In all planning the dominant note must be objectives. The teacher must bear in mind that there is a hierarchy of objectives which there must be no contradiction.

GENERAL OBJECTIVE = The teacher must define all his objective in unanimity with those general objectives of education.

SPECIFIC OBJECTIVE = The specific objective teaching concerns with what the teacher expects to achieve during the class period.

SELECTING & Arranging the Subject Matter =

The material of the text books must be regarded as subject matter to be used in the light of specific aims not as something to be closely followed.

Determining the methods of Teaching = To complete the aim of the topic. It is essential to select the proper method and techniques of teaching. The teacher may use methods as lecture Method, Discussion Method,

Topic.....

Date.....

NECESSARY INSTRUCTION FOR MAKING LESSON PLAN =)

1. The lesson should Prepare a careful best possible Plan. He should be so secured in the Plan that he should be free to change it as developing lesson and the needs of the children require.
2. The teacher must have mastery and adequate training in the topic from which the subject matter has been selected for a certain lesson.
3. The lesson must keep abreast with new method & techniques of teaching.
4. The teacher must ensure active participation
5. Avoid rigidity or mandating in the language lesson.
6. The teacher must know his pupils thoroughly and organise the material.
7. Use the illustrative aids and other material.

LESSON PLAN

General Aids = A well equipped classroom with chalk blackboard and Pointer.

Specific Aids = A model associated with the story, charts etc.

General Aims =

1. To develop four basic skills of English. listening, Reading, Writing and speaking.
2. To develop Pupil interest in English literature.
3. To improve the Pronunciation of students.

Specific Aims =

To enable the students to add new words to their vocabulary and to write the story.

Previous Knowledge Assumed =

The students have already heard story before.

Previous Knowledge Testing:-

The Pupil's teacher will ask the following question.

1. Who is this (showing the picture)
2. Who is this (showing the picture of know)

Announcement of the topic =

well students you will learn a story in which the tortoise wins the race. The name of the story is "The Hare and the tortoise."

Presentation = The story will be narrated with proper stress and intonation.

Step I = The Pupils teacher will narrate the story with the help of a well prepared model by making use of facial expression and gestures.

Step II = story will be development through question Answer techniques.

Regulating teaching Practice = Micro teaching permits increased control and regulates teaching Practice.

Real teaching = Micro Teaching is a real teaching. It can be done in real classroom condition.

Focus on teaching = It focuses attention on teaching behaviours to modify and improving the desired direction.

Analyses ones own teaching Performance = Micro teaching to an economical device and use of video tape.

Topic

Date

MICRO TEACHING SKILLS

S. Crown

MICRO SKILL =

A teaching skill is defined as a set of teacher behaviours which are effective in bringing about desired changes in Pupil teacher.

DEFINITION =

Passi Observes 'Teaching Skill' are a set of re-pass teaching acts or behaviours performed with the intention to facilitate Pupil learning.

Teaching Skill is a set of related teaching behaviour which are specified types of class room activity the achievement of specified educational objective.

SKILL OF INTRODUCTION A LESSON

The Skill of Introduction a lesson involves maximising the use of Previous Knowledge of Pupils using appropriate device while Introduction a lesson. The following are the components of Skill.

MAXIMUM UTILISATION OF PREVIOUS KNOWLEDGE OF PUPILS

Introduction of a new lesson has based previous knowledge and experience of Pupils.

USING APPROPRIATE DEVICES -s

Here device to a techniques that the teacher was while introducing a lesson. such device can be (i) use of examples (ii) questioning (iii) lecturing. describing (iv) Radio Visual Aids.

MAINTENANCE OF CONTINUITY -s

continuity refers to the sequence of ideas or information being presented.

RELEVANCY OF VERBAL AND NON VERBAL BEHAVIOUR -s

The teacher should maintain relevancy in this verbal and non verbal.

MICRO-LESSON PLAN OF SKILL OF INTERDURING LESSON =

subject English class - VIII

Topic - Our National flag

PUPIL TEACHER ACTIVITY PUPIL ACTIVITY

What is this?

- | | |
|---|---|
| 1. The teacher shows the national flag. The Pupil looks | That is our National flag. |
| 2. How many colours are there in flag colours | There are three colours saffron, white and green |
| 3. What is significance of various colours used in it | These stand for Purity and Prosperity |
| 4. What do you see in centre of white band | There is wheel of navy blue colour in the centre. |

PUPIL TEACHER ACTIVITY =

- Today, we will stay home to our national flag.
- | | |
|-------------------|--------------|
| 0. extremely poor | |
| 1. very poor | 4. good |
| 2. poor | 5. very good |
| 3. Average | 6. Excellent |

Remarks

Observation schedule

Desirable components	Ratings						
1. Maximum utilisation of Previous Knowledge of Students	0	1	2	3	4	5	6
2. Proper use of device of technique	0	1	2	3	4	5	6
3. use of audio-visual aid	0	1	2	3	4	5	6
4. Overall impression about introducing a lesson	0	1	2	3	4	5	6
5. Arousing the Students among the Students	0	1	2	3	4	5	6
6. Participation of the Pupils	0	1	2	3	4	5	6

Remarks

SKILL OF QUESTIONING

It means that teacher process into students by asking a number of questions about what they already know and lead them to correct response

COMPONENTS

STRUCTURE OF A QUESTION = It include grammatical part and the content part of all question various critical for a well structured question are.

GRAMMATICAL CORRECTNESS = The teacher should use grammatical wrong language if will create confusion in the minds of the Pupils.

CONCISENESS = It refers to the length of the question it question is said to be concise when it does not have redundant or extra words.

SPECIFY = An other characteristic of a well structured question is that it is specific. A specific question cause for a single answer. It increases the infrequency in questioning.

PROCESS OF ASKING QUESTIONS =

The word Process implies the way of asking question. It depends upon the following.

Speed of Asking question: =

The teacher should speak out question neither too hurriedly nor too slowly. The teacher should give a pause after the question in order to enable the pupil to understand the question.

VOICE OF TEACHER = The voice of the teacher should be audible and clear to all the pupils in class.

Product of question = The true product refers to Pupil responses. The teacher should verify and understand the answer for pupil.

Miscellaneous =

question should not be repeated. Responses to the question should not be there.

It merely wastes time, encourages, intention and decrease fluency question.

MICRO SKILL OF QUESTIONING

Subject - English

Topic - Diwali

Class - VII

Pupil Teacher Activity

1. How many festivals are celebrated in India?
2. Which festival is called the festival of lights?
3. In which month do we celebrate this festival?
4. Why do we celebrate the festival?
5. Why don't call it the festival of light?

Students Response

1. Many festival are celebrated in India. Holi, Diwali, etc.
- Deepawali is called the festival of lights.
- We celebrated this festival in the month of Kartik Purnamas.
- On the return of Lord Rama: Ayodhya after years of exile.
- On this festival this light candles candles and electric bulbs.

Remarks

Pupils teacher Activity Students Response

6. What do people do on this day ?
People get their houses white washed
They clean their home

7. Which wrong practice do people indulge in ?
People indulge in gambling

8. What is the main message of this festival ?
The main message of this festival good always wins over evils

The Points on scale indicate the following

0	—	Extremely poor
1	—	Very poor
2	—	Poor
3	—	Average
4	—	Good
5	—	Very good
6	—	Excellent.

Observation Schedule

Components		Ratings						
1	Grammatical correctives	0	1	2	3	4	5	6
2	Conciseness	0	1	2	3	4	5	6
3	Relevancy	0	1	2	3	4	5	6
4	Specify Process	0	1	2	3	4	5	6
5	Proper speed of asking question	0	1	2	3	4	5	6
6	Proper voice of the teacher	0	1	2	3	4	5	6
7	Miscellaneous	0	1	2	3	4	5	6
	Repetition of question							
8	Repetition Responses	0	1	2	3	4	5	6

Remarks

Topic _____

Date _____

LESSON PLAN

S. Crown

Pupil Teacher Roll No - ~~5413~~ 01 Class - 10th
 Subject :- English Date
 Topic :- Grammar Duration - 40 min
 Topic :- Punctuation

General Aid :- An ordinary class room,
 Black Board.

Learning Aid :- Board, some piece of chalk,
 duster and pointer.

Specific Aid :- A chart related to topic.

General Aim :- To develop four basic skills
 of English language

Specific Aim :- To enable the students
 to know about Punctuation

Objectives :- To develop four basic skills,
 Reading, writing, speaking.

To develop pupil interests to enrich their
 vocabulary

To improve pronunciation of students

Previous Knowledge Assumed :- subject, object
 verb a good girl.

what is a beautiful honest
 you, he and I am honest.

Announcement of Topic :- After getting
 satisfactory answer
 of the students pupil teacher, will announce
 like topic by saying students today we will
 learn about punctuation.

Pupils activity	B.B world	Learning Aids
Pupil will response to pupil and observe chart very carefully	Punctuation Full Stop, comma question Mark Excellent Mark Full stop is used to Mark at the end of subject question Mark is used at the end of the question	Full Stop ● Question Mark ? Exclamation !
Pupil will response it Pupil teacher and note down on their notebook	Mark of exclamation is used at the end of exclamation sentence	
Remarks		

subject Matter

Pupil Teacher Activity

Comma :- Comma

we indicates
the shortest pause we
use it within sentence
to bring it clarity
on meaning for eg

Pupil teacher
will explain
colon
punctuation
through chart.

1. well, I will try my best
2. I must leave, but
I will never forget
you.

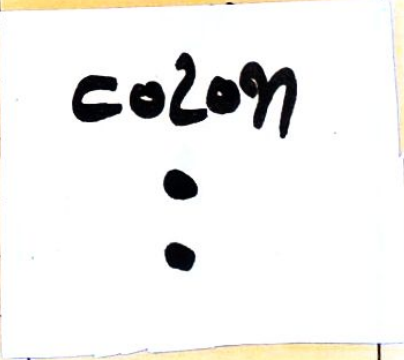
COLON :-

colon is used
when there is more
need of pause than
semicolon is used
Its use depends
upon essay demand
There is no proper
method for use for eg:-
Shakespeare
says, "What are the
uses of advertising

Pupil teacher will
again explain
the last
punctuation
through
chart.

Pupils Activity	B.B work	Learning Aid
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Pupil will response to pupil teacher	comma indicates the shortest pause it within a sentence to bring it clarity in meaning	
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Pupil will listen careful and response to pupil teacher	colon is used when there is more need of pause the sentence	
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Recapitulation

1. Pupil Teacher will ask question from students to revise the Punctuation
2. How many kinds of Punctuation are there?
3. What do you mean by the question Mark?
4. Give explain example of comma.

HOME WORK :-

write and learn about
Punctuations and Kind of
Punctuations.

Topic

Date

OBSERVATION

S. Crown

Observation schedule for skill of Introducing A Lesson

Roll No - 54971

Name - Gurpreet Kaur

Date

Subject - Science

Class - 10th

Topic - Part of flower

Time - 40 Min.

Components		Ratings						
1	Maximum utilisation of Previous Knowledge of Students	0	1	2	3	4	5	6
2	Proper use of device and Technique	0	1	2	3	4	5	6
3	use of audio-visual aids	0	1	2	3	4	5	6
4	Increasing Interest among students.	0	1	2	3	4	5	6
5	Participation of Pupils	0	1	2	3	4	5	6
6	Overall impression about introducing a lesson	0	1	2	3	4	5	6

The Points on the scale indicate the following

- 0 Extremely poor
- 1 Very poor
- 2 Poor
- 3 Poor

- 4 Good
- 5, very good
- 6, Excellent

