

TEACHING SKILLS

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Abstract

Most up-to-date applications of science and technology have already been hammered to each nick and corner of educational arena. Even when the dealings about the teaching-learning process are made, those applications are found to pave the way there too. At current, teaching is not accepted to limit itself to mere monotonous classroom presentation, but it is considered to be a more designed, planned and scientific act determined to serve different purposes more creatively than was done before. Therefore, planning strategy in teaching has become a significant task for today's teacher. It is obvious that if we are ready to teach keeping in view of all-round improvement of the learner, then the teacher should again be well-equipped with all possible aspects, basically fit for his job. Here, along with his best personal qualities he should have enough knowledge about different strategy, techniques methods, and strategies etc showing also high-grade teacher usefulness.

Now, in order to improve contemporary teacher with a diversity of strategies, teaching skills certainly, to a huge extent, play the crucial role. Truly, the convergence of information and communication technology has opened new vistas for social and economic development of every country. Hence, by holding its hand firmly, the modern confronting teachers can implement ably the latest technological ideas and practices into their teaching through which diverse teaching skills are better enhanced.

Keywords: Teaching, skill, Behaviour, knowledge

1. Introduction:

Latest applications of science and technology have already been hammered to every nick and corner of educational arena. Even when the dealings about the teaching-learning process are made, those applications are found to pave the way there too. At present, teaching is not accepted to limit itself to mere monotonous classroom lectures, but it is considered to be a more planned, organized and scientific act determined to serve various purposes more artistically than was done before. Therefore, planning strategy in teaching has become an important task for today's teacher. It is obvious that if we are ready to teach keeping in view of all-round development of the learner, then the teacher should again be well-equipped with all possible aspects, essentially fit for his job. Here, along with his best personal qualities he should have sufficient knowledge about different tactics, techniques methods, and strategies etc showing also high-grade teacher effectiveness.

Now, in order to enhance modern teacher with a variety of strategies, teaching skills certainly, to a large extent, play the crucial role. Truly, the convergence of information and communication technology has opened new vistas for social and economic development of every country. Hence, by

holding its hand firmly, the modern confronting teachers can implement ably the latest technological ideas and practices into their teaching through which different teaching skills are better enhanced.

2. Teaching and Learning:

Teaching is process of communication. Teaching is the stimulation, guidance direction and encouragement of learning.

Learning is treated a relatively permanent change in behaviour that comes about as a result of a planned experience .It has two main components:

Types of behaviour changes

- *Affective-attitudes
 - *Cognitive-knowledge
 - *Psychomotor-skills

Identifying behaviour to be changed (3 issues)

- *How to know what changes need to occur?
- *How to identify these changes?
- *What to do with them after identification?

On the other hand, during teaching process the teacher has to discharge several basic responsibilities, these are:

- * Identifying desired change in behaviour
- *Organizing content and instructional media resources
- *Conducting teaching session.
- *Evaluating whether change in behaviour was achieved.

Teaching has two main dimensions too:

- *Planning the experience for the learners
- *Student must internalise the need to change his behaviour before he is ready to learn.

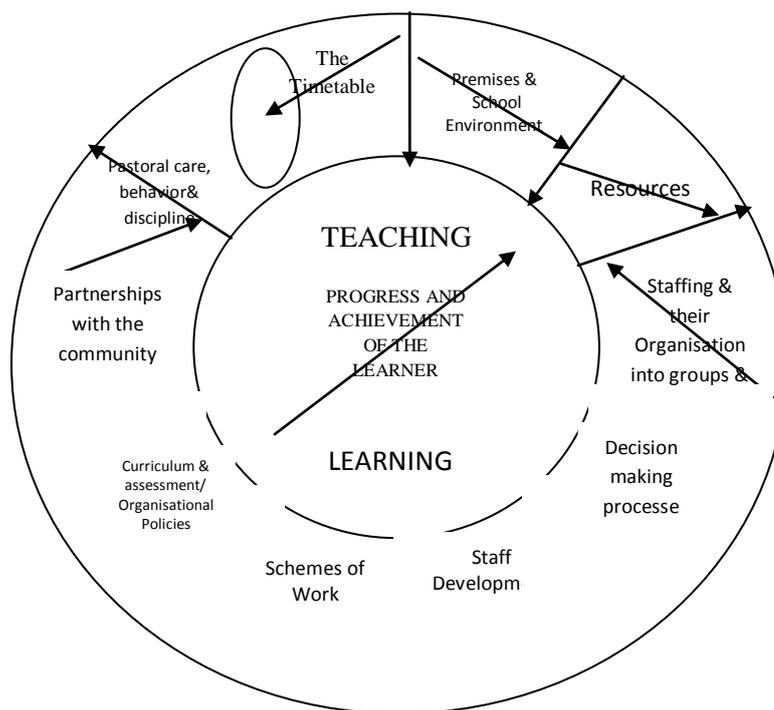


Figure 1: Adapted from Hopkins and Mac Gilchrist, 1998

3. Teaching Skills-The Concept:

Inherent in the process of micro-teaching is what is called the “component skills approach”; i.e. the activity of teaching as a whole broken down for learning purposes to its individual component skills. These individual skills which go to make teaching are:

- i) Lesson planning-having clear cut objectives and an appropriate planned sequence to deliver teaching in a scientific manner.
- ii) Set induction-the process of gaining pupil attention at the beginning of the class.-
- iii) Presentation-explaining, narrating, giving appropriate illustrations and examples, planned repetition where necessary.
- iv) Stimulus variation-avoidance of boredom amongst students by gestures, movements, focusing, silence, changing sensory channels etc.
- v) Proper use of audio-visual aids- at the time of classroom teaching whenever the topic or ideas demand, they are used properly.
- vi) Reinforcement- Recognising pupil difficulties, listening, encouraging pupil participation and response.
- vii) Questioning-fluency in asking questions, passing questions and adapting questions.
- viii) Silence and non-verbal cues-these are actually body languages usually used in teaching, necessary to signify any thought or idea related to any concept.
- ix) Closure-method of concluding a teaching session so as to bring out the relevance of what has been learnt, its connection with past learning and its application to future learning.

4. Some Good Teaching Skill:

- High expectations- appropriate clear
- Planning- lesson,HW,pace,review
- Methods and strategies –Variety,interaction
- Discipline-proactive,prompt,routinized
- Assessment for Learning-pupils,set goals,range,integrated,achievement recognized
- Effective use of Homework-regular,checked,related to class work,reinforces and prepares
- Time and Resource management-pace,transitionsbrief,finish withreviewHay McBer Report.

5. Effective Teaching Skills:

- 1) To set noble example as role model so that the students can emulate
- 2) To set up an open organizational environment
- 3) To develop meaningful teacher-made instructional material
- 4) To admire the talent of children
- 5) To be receptive to new ideas from young minds,even if they appear silly at times
- 6) To be realistic in goals and objectives and expectations
- 7) To adjust teaching strategies that goes with the classroom situations and conditions
- 8) To develop positive and progressive attitude towards teaching
- 9) To make use of proper educational technology and upgrade the same upon new arrivals
- 10) To improve study habits and teaching competences in order to keep himself or herself abreast of modern educational methods
- 11) To involve willingly and intensely in professional meetings,seminars,workshops and exchanges
- 12) To understand students myth about teaching in the classroom
- 13) To generate intellectual potentialities
- 14) To explore modern and innovative methods of teaching-learning process
- 15) To understand the psychic side of the students
- 16) To help them to settle their problems amicably and through a dialogue rather than indulging in hostility and violence
- 17) To keep faith in democratic ideals and simultaneously firm in dealing with students
- 18) To impart value education integrated with regular instruction.

6. Lesson Plan wise Teaching Skills:

<u>Stage of a lesson</u>	<u>Component teaching skills</u>
I.Planning stage	1.Selecting the content 2.Organizing the content 3.Writing instructional objectives 4.Selecting audio-visual materials
II.Introductory Stage(set induction)	5.Creating set for introducing the lesson 6.Introducing the lesson
III. Presentation Stage	a) <u>Questioning Skills</u> 7.Structuring classroom questions 8.Fluency in question 9.Various types of questions 10.Use of higher order questions 11. Divergent questions 12.Distribution of questions 13Response management b)Presentation Skills 14.Pacing the lesson 15.Lecturing /Narration 16.Explaining 17.Demonstrating 18.Discussing 19.Illustrating with examples c) Aids using skills 20.Using aids 21.Using blackboard

	22. Stimulus variation 23. Silence and non-verbal cues 24. Reinforcement d) <u>Management Skills</u> 25. Promoting pupil participation 26. Recognising attendance behaviour 27. Managing the class
IV. Closing Stage	28. Achieving closure 29. Planned repetition 30. Giving assignments 31. Evaluating the student's progress 32. Diagnosing student's learning difficulties and taking remedial measures

7. Some well-known teaching skills

There are some well known teaching skills which we, the teachers, commonly use in classroom situations. Those may be enlisted as in the following:

- Lecture
- Discussion
- Demonstration
- Problem-solving
- Description
- Illustration
- Black board writing
- Speaking
- Reading
- Writing
- Story-telling
- Role playing
- Explanation
- Expression
- Experimentation

8. Conclusion

The challenges and rewards of the teaching profession have never been greater. The range and type of information that students need to know far exceeds that of previous decades, and the academic expectations for all students are increasing in virtually every state and community. The nation's schools are more racially, ethnically and linguistically diverse than any other point in history, and there is much discussion about how all students will meet the emerging subject-matter standards. Most school systems seek to transform their schools to respond to a host of issues, ranging from these increased student expectations to the condition that students must confront in their communities. It is clear that caring and competent teachers are vital to the success of each of these initiatives and equally clear that skilful professional teachers can meet such new challenges. If a modern teacher succeeds in using a variety of teaching skills especially in classroom situations, then he can easily be a competent and effective teacher in all-round way.

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