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# NITTT - Module 3 - Communication Skills Modes & Knowledge Dissemination

By Er. AMANDEEP KAUR | National Institute Of Technical Teachers Training And Research, Chandigarh

The "communication Skills, Modes and Knowledge Dissemination" is a Module developed as a part of AICTE - National level initiative for technical teachers training. As we all know, the class room is a complex communication space. It is meant not only for the provision of information on classified subjects but also to develop all sort of communicative abilities communication makes student teachers relationship more effective and contribute to student learning. It also the well spring for continued academic exchange and mentoring. A teacher who is an effective communicator will be able to express his/ her ideas and views more clearly and with confidence.

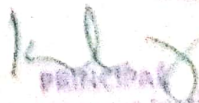
The module aims at providing interactive MOOC learning experience and enabling the teachers to acquire skills in communication i.e., listening, speaking reading and writing, select various active learning strategies to enhance student, select and integrate media in classroom and evolve strategies for obtaining and providing feedback for improving effectiveness of teaching learning.

The objectives of this module will be achieved through video based lectures and handouts along with practice task embedded in it. The additional resources include web links and other references for study



## Communication Skills, Modes and Knowledge Dissemination Intro



Learners enrolled: 1634

  
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## SUMMARY

Course Status :	Completed
Course Type :	Elective
Duration :	8 weeks
Start Date :	01 Sep 2021
End Date :	31 Oct 2021
Exam Date :	
Enrollment Ends :	31 Aug 2021
Category :	
Level :	Continuing Education

## COURSE LAYOUT

### Module outcome

After completing the learning tasks in this module, the learners will be able to:

- Demonstrate effective communication skills i.e., listening, speaking, reading and writing.
- Select active learning strategies to enhance students' engagement.
- Select and integrate media to enhance interaction in classroom.
- Evolve strategies for obtaining and provide feedback for improving effectiveness of teaching and learning.

## MODULE CONTENTS


### Unit 1: Classroom Communication: An Introduction

- Introduction, communication: concept and process stages in classroom communication skills and purposes, principals of effective classroom communication, principles for teachers, Principles for message design, Principles for selection of instructional methods and media, principles for creating conducive learning environment.

### Unit 2: Listening and Speaking

- Listening: Concept, difference between hearing and listening, purpose of listening, process of listening, principles of effective listening, Development of listening among students
- Speaking: Introduction, purpose principles of effective speaking, Improving your speaking skills.

### Unit 3: Reading and Writing

  
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- Reading: Concept, purposes, Types, Steps, Strategies for effective reading, techniques and practices to promote reading in classroom
- Writing: Concept, Purposes, Process of writing in classroom, Principles of effective writing, Different types of writing in classroom, Developing writing in classroom
- Non-Technical Communication: Memorandum, noting and drafting, Meeting procedure

#### UNIT 4: Barriers to Classroom Communication

- Introduction, teacher related barriers, message related barriers, instructional methods and media related barriers, students/learners related barriers, learning environment related barriers

#### Unit 5: Active Learning

- Concept of Active learning, Major Characteristics of Active learning, Elements of active learning, Benefits of active learning, Requirements to create active learning classroom, Active learning techniques to achieve learning objectives at various levels of Blooms' Taxonomy, Classification of Active learning techniques, Barriers to active learning, Overcomes barriers to active learning.

#### Units 6: Role of Media in classroom Communication

- Media: Concept. Types and purposes, Concepts, Types, Advantages and disadvantages of some selected instructional media, purpose served by media
- Digital Media in teaching learning: Introduction, Types of digital media tools, advantages of using digital media in classroom factors to consider while using digital media in the classroom

#### Unit 7: Use of Board (Whiteboard/ Blackboard)

- Concept, Significance of Board – Merits and Demerits, Dos' and Don'ts to be followed while using the board, Different methods of using board.

#### Unit 8: Feedback

- Concept and purpose, Types of Feedback, Four 'W's and one 'H' of feedback, relationship between Assessment and feedback, principles for obtaining and proving feed back

### BOOKS AND REFERENCES

1. "Classroom Communication", Module IV: Instructional Planning & Delivery, December 2014, Department of Education and Educational management, National Institute of Technical Teachers Training and research, Chandigarh -160019.
2. Wharton, Jennifer," Academic Encounters: The Natural World Teacher's Manual: Reading, Study Skills, and Writing",Published by Cambridge University Press, 2009,ISBN 10: 0521715172 / ISBN 13: 9780521715171
3. Dalton , M. et. Al ," Human Relation ", Chapter 9: Communication: The Essential Skill",(2000) South-Western Thompson Learning
4. Michael Molenda , James D. Russell, Sharon E. Smaldino ,Sharon Smaldino ,Robert Heinich ," Instructional Media and Technologies for Learning", 5th Edition, ISBN-13: 978-0023530708 ,ISBN-10: 0023530707
5. Jason Creekmore, Shannon Deaton,"The Active Learning Classroom: Strategies for Practical Educators ",Published by New Forums Press, United States, 2015, ISBN 10: 1581072872 / ISBN 13: 9781581072877

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6. Brunner, Cornelia; Tally, William. **The New Media Literacy Handbook: An Educator's Guide to Bringing New Media into the Classroom** (Swayam), Atlanta, GA (Atlanta, GA, U.S.A.), ISBN 10: 0385496141 / ISBN 13: 9780385496148

7. Peter G. Cole and Lorna K. S. Chan. "Teaching principles and Practices". Published by Prentice Hall (Australia) (1994), ISBN 10: 0724811923 ISBN 13: 9780724811922

### INSTRUCTOR BIO



Er. AMANDEEP KAUR

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Ms. Amandeep Kaur Presently works as an Assistant Professor in the Department of Education and Educational management, NITTTTR, Chandigarh. Her teaching experience is of eight years six months. Her area of research is Educational technology, Educational management and Environmental Engineering.

### COURSE CERTIFICATE



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Department: Mechanical Engineering

2021-22

REPORT

FDP on “Communication Skills Modes & Knowledge Dissemination”

**Date of program:** 01-09-2021 to 31-10-2021

**Resource person:** Er. AMANDEEP KAUR, Assistant Professor, Department of Education and Educational management, NITTTR, Chandigarh.

**About the Program:** Communication Skills Modes & Knowledge Dissemination is part of NITTT Modules by Er. Amandeep Kaur. AICTE has made courses available on SWAYAM on behalf of National Institute of Technical Teachers Training and Research, Chandigarh. This module aims in enhancing the and enabling the teachers in classroom communication. The course delves in detail on listening, speaking, reading and writing aspects of communication. The barriers of communication are discussed. The importance of media, active learning, and feedback is explained.

member

Signature of the Faculty

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