

PAPER – III

MPST13

PROFESSIONAL SKILLS (Common Paper)

10Hours/ 4 Credits

Objectives:

After completing the course, the scholars will be able to

- Develop skills to ICT and apply them in teaching, learning contexts and research.
- Acquire the knowledge of communication skills with special reference to its elements, types, development and styles.
- Understand the terms: Communication technology, Computer Mediated Teaching and develop Multimedia/E-contents in their respective subjects.
- Develop different teaching skills for putting the content across to targeted audience.

Unit I - Computer Application Skills

Fundamentals of Computers and windows, Operating System – **MS – Office** Components; **Word:** Equation editor, Table Manipulation – Formatting Features – organizational Chart. **MS – EXCEL:** Statistical Functions – Number Manipulation – Chart Preparation with various types of graphs. **MS Powerpoint:** Powerpoint presentation with multimedia features. **Internet and its applications:** E-mail and attachments – working with search engines.

Unit II - Communication Skills (English/Tamil/Both)

English: Skills of Communication: Listening, Speaking, reading and Writing – Writing Synopsis, Abstract and proposals. Developing good language abilities – Public speaking – Writing Skills.

Tamil: பயிற்றுவிக்கும் திறன் - பேச்சுத்திறன் - வெளிப்பாட்டுத் திறன் - ஆய்வுத்திட்டம் - ஆய்வுச்சுருக்கம் தயாரித்தல்.

Unit III - Communication Technology

Computer Mediated Teaching: Multimedia, E – Content, Satellite Based Communication – EDUSAT and ETV channels. Web: Internet I Education.

Unit IV - Pedagogical Skills

Micro teaching Skills: Skill of Induction, Skill of Stimulus Variation. Skill of Explaining, Skill of Probing Questions, Skill of Blackboard, Writing and Skill of Closure – Integration of Teaching Skills – Evaluation of Teaching Skills – Research Extension and Consultancy.

Unit V - Industrial Technology

Lecture Techniques: Steps, Planning of a lecture, Lecture Notes, Updating, Delivery of Lecture.

Teaching – Learning Techniques: Team teaching, Group Discussion. Seminar, Workshops,

Symposium and Panel Discussion – Games and Simulations – Web Based Instructions.

References

- Micael D. and William (2000). Integrating Technology into Teaching and Learning: Concepts and Applications, Prentice Hall, New York.
- Information and Communication Technology in Education: A Curriculum for Schools and Programme of Teacher development. Jonathan Anderson
- Pandey S.K.(2005). Teaching communication. Commonwealth publisher, Delhi
- Sharma. R.A.(2006), Fundamentals of education technology, Surya publication, Meerut
- Kum Babu A. and Dandapani S. (2006), Microteaching, Neelkamal Publications, Hyderabad
- Vanaja M and Rajasekhar S. (2006), Computer Education, Neelkamal Publications, Hyderabad
