

**Characteristics of good Instruction and common defects in Instruction**

**Objectives:** At the end of this lesson you shall be able to

- **explain the characteristics of good instruction**
- **state the elements of vocational training**
- **brief the common defects in instructor.**

**Characteristics of Good Instruction:**

Characteristics of effective teaching are the factors which help trainees to learn. Effective teaching can mean different things in different environments. An instructor must prepare to teach in terms of interest, motivation, and ability. Some of the elements which help to plan and process a training programme in a complete and successful way are as follows. These elements are useful for effective teaching-learning process.

- **Need Assessment:** Training programme will be planned and organized only if a particular trade has a demand in the industry or by the people of a particular area. Based on the need, positive learning atmosphere must be made.
- **Planning:** Before teaching, systematic planning must be made based on available resources, raw materials, necessary time for teaching, objectives, etc.
- **Preparation:** Preparation includes both instructor preparation as well as the learner's preparation. The duration of quality time of teaching depends on clearly stated objectives. If the objectives are not clear, the teaching time may exceed more than the allotted time. The learner's participation can be invited by asking introductory questions, and thought provoking questions. Questions may be asked to link the learner's previous knowledge to the present topic.
- **Method:** Suitable method of imparting training must be selected. For theory- lecture, lesson plan methods, for practical, demonstration methods may be adopted.
- **Media:** Suitable media and other teaching aids utilized for the purpose of teaching must be selected well in advance. If media is available in readymade it is good, if it is not available it has to be prepared by the Instructor.
- **Motivation:** Motivation is creating willingness. An instructor must motivate the learners by creating interest and willingness towards learning by telling the purpose of learning with suitable examples.
- **Presentation:** Presentation is very important characteristic of effective teaching. Presenting the information in sequence, simple to complex to be followed. As per the objectives the lesson must be presented. Lesson must be taught by associating the present information with the subject or lesson already

taught and the learners' previous knowledge. The more the stimulus, the more will be the response. Stimulate the learners by giving examples, showing models, and other visual aids. Use visual aids in the appropriate time.

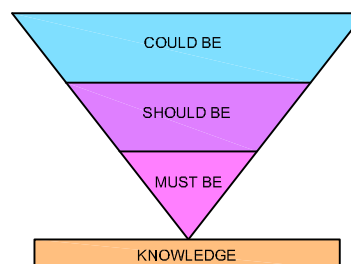
- **Questioning:** Questioning is not only at the end of the teaching process. It can be at all the stages. Ask questions time to time. Through questioning and interaction, an instructor will understand the trainees' response and can get satisfaction that the learners are following what is being taught.
- **Evaluation:** After teaching, evaluation must be done in order to measure to what extent the instructional objectives are achieved. The performance of the trainees, how well they learnt, the success of the training will be known by evaluation.
- **Feedback:** Feedback is essential part of teaching-learning activity. The purpose of getting feedback is to help the learners to solve the unsolved problems. Feedback must be received immediately after presenting the lesson. It will also help the trainer for self evaluation.

**Elements of Vocational Training:**

Important elements of Vocational Training are:

- Knowledge
- Skill
- Attitude and Productivity.
- **Knowledge:** Knowledge is gaining of information. For acquiring skill, one must have thorough knowledge about the skill. Knowledge is classified in to three types. (Fig 1)

Fig 1



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**1 Must know knowledge:** This is essential information or knowledge that is very much necessary to perform the skill, without this it is quite impossible to initiate the work.

**2 Should know knowledge:** This is additional information or knowledge that will enable the trainees to do their work in a better way.

**3 Could know knowledge:** This is some more information but it is required for updating of the individuals. It will also improve the efficiency and productivity.

- **Skill:** Skill is an ability or capacity or expertness to perform a particular job. For performing any operation one must have skill, which is required to be performed in a systematic manner. For example, before stitching of a garment, the cloth should be cut first as per the measurements and then stitched. The skill, which the trainer has, must be transferred to the trainees. Vocational training helps an individual to acquire job related skill. Basic skill comprises of the following factors:

- |                 |                   |
|-----------------|-------------------|
| • Accuracy      | • Economy         |
| • Speed         | • Proper attitude |
| • Workmanship   | • Technique and   |
| • Concentration | • Coordination.   |
| • Method        |                   |

- **Attitude:** It is a way of thinking, doing, and behaving. In educational term 'attitude' is defined as a learned tendency to evaluate things in proper way. Cultivating of positive attitude towards learning among the trainees is one of the important elements of vocational training. Unless the trainees are ready to learn they will lack interest. This state of mind is possible only when the trainees have qualities like initiative, enthusiasm, coordination, punctuality, self-control, willpower, judgment, promptness, speed, understanding, etc. These good qualities of an individual are part of the Attitude. For performing any kind of work, positive attitude towards the work is important.

- **Productivity:** Productivity is the tendency of making products. It is the amount of output per unit of input by means of man, machine, and materials. After training in vocational skills, a trainee must be able to do job in their related trade to get productivity. Higher productivity can be achieved only with the help of the 'skill and will'.

### Common defects in Instruction

The instructor must avoid the following common defects.

- Defects in the personality.
- Inadequate preparation.
- Improper method of presentation.

- Improper evaluation.
- Inadequate human relationship.

### Defects in the personality

- Instructors do unnecessary action while teaching.
- Instructor gets nervous.
- Bad mannerisms.
- Over confidence.
- Lack of interest/ambition.
- Physical defect/lack of mental alertness.
- Lack of manipulation ability.

### Inadequate preparation

- The syllabus may not be analysed properly.
- Not understanding the main objectives of the course.
- Improper planning in preparation and use of training aids.
- Lack of knowledge in the subject.
- Irrelevant written instruction materials.
- Unable to organize the method of learner involvement.

### Improper method of presentation

- Wrong presentation method, starting subject without any introduction motivation etc.
- Wrong method of instruction, the dictation method is the worst for vocational training.
- Not adopting the proper questioning technique.
- Improper use of teaching/training aids.
- Voice such as shouting, murmuring while presenting the subject.
- Irrelevant assignment.

### Improper evaluation

- Improper method of evaluation procedure.
- Unfairness in evaluation.
- Inaccuracy in evaluation.
- Partiality.

### Inadequate human relationship

- Failure to gauge the standard of the trainees.
- Failure to measure their level of competency, grasping power etc.
- Failure to develop friendly atmosphere.