

Information sheet

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

- explain information sheet and its features/elements
- advantages of information sheet/disadvantages of information sheet.

Information sheet

- The materials prepared has to suit specific needs of learners.
- It covers the instruction involved in an information topic.
- It aids good understanding and knowledge of the related information and procedure for learning.
- An information sheet must have six distinct elements viz unit number, title of the unit lesson number, external information and reference to material.

Unit No : This will indicate the number of the units

Title of the unit : The exact title of the unit so that from which trainee will know what would be the major area covered in the unit.

Lesson no : Exact number of the lesson in sequence as per the break down of the syllabus.

General information: Main section body of the sheet - selected points briefly explained in sequence and to be is line with the objectives.

Reference material: If any references are available or necessary, the same may be indicated. It may be a book magazine, or even earlier lessons.

Advantages of a information sheet

- It is well planned
- It is to the point
- It is related to the objectives of the lesson
- It is based on principles of teaching 'must know'- 'should know and could know'.
- It is relevant to the actual requirements of the learners.
- It can be of use for future reference.
- It is very useful for conducting theoretical sessions.

Dis-advantages of a information sheet

- If not prepared properly it leads to negative factor.
- Trainees being spoon fed.
- It is mostly suitable for theoretical sessions only.

Note: A format of information sheet for a topic is enclosed for the development of materials.

INFORMATION SHEET

Trade :

Module :

Lesson :

Time :

Objectives: At the end of this lesson, the trainee shall be able to do

- A.
- B.
- C.
- D.

INFORMATION SHEET

Trade : Machine shop group**Module** : Basic Turner**Lesson** : The lathe bed**Time** : 1 Hour**Objectives:** At the end of this lesson, the trainees shall be able to do

- 1 State the importance of the lathe bed
- 2 Name the types of lathe beds
- 3 Differentiate merits and demerits of each

The lathe bed is one of the most important part of the lathe and it serves two purposes. (i) It holds the fixed units of the lathe in perfect alignment and (ii) It provides ways on which the sliding units can be operated.

The bed is generally made up of close grained grey cast iron. The reasons are:

- 1 This metal is easy to machine.
- 2 The easiness with which it can flow to occupy the complicated parts of the mould, in its molten stage.
- 3 Under load it may break but does not bend.

The lathe bed may have bed shears machined (i) Flat, (ii) Inverted 'vee', and (iii) a combination of "flat" and "vee".

Accordingly the bed is known as flat bed, "V" bed, and combination bed.

The flat bed is generally provided for lathes meant for heavy duty work and 'V' bed ways are provided on lathes meant for precision work. The combination bed is used in lathes for general purpose work.

The lathe bed is generally rough machined and is kept in the open air for several months for "aging" or seasoning so that it undergoes all possible changes due to climatic variations.

The front and rear ways are rigidly supported by cross webs. The lathe bed is carried on legs, the height of which depends on the size of the lathe. The legs are made hollow castings to accommodate coolant motor, main motor, and electrical switch box.

A detachable portion of the bed is fitted at the head stock end. When turning large diameter and short length work, the portion may be removed. After the work is completed it can be reassembled. This is known as the gap bed.

Assignment

- 1 What are the two purposes of lathe bed?
- 2 Name the material out of which the lathe bed is made?
- 3 Give four reasons for the above?

Assignment sheet

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

- explain assignment sheet and its importance
- explain the elements of the assignment sheet.

Assignment sheet

- This is like work sheet.
- In this the instructor gives effective learning devices to the learner.
- This sheet follows factors related to
 - Problem solving
 - Answering questions given in information sheet
- Writing the out comes of the learning after the observation of demonstration or experiments.
- These sheets can be used in class room teaching or shop floor demonstration.
- It provides the learner sufficient learning experiences to consolidate what has been taught in class room.
- The learner attains specific objectives through a series of problems solving activities.
- Assignment sheet are the result of follow up after theory or practical lesson.
- The assignment sheet is particularly helpful in teaching science, calculation drafting etc.
- Instruction regarding all shop activities can be facilitated with this sheet.
- Usually a assignment sheet consists of statement and explanation of the principle to be taught with examples in form of application.

An assignment sheet has the following elements

- Assignment
- Objectives
- Instructions
- Procedure
- Questions

Assignment: It must have are appropriate title indicating what does assignment exactly represents. It should focus on the subject in straight way.

Objectives: This should be given in clear terms so the learner learns from the assignment.

Procedure:

- Clear instructions is given in clear terms, for the learner to learn from the assignment.
- If the instruction is too lengthy it loses its force and effectiveness.
- The method to over come the anticipated difficulties by the learner should be indicated clearly.

Questions:

- A few selected questions, answering of which helps to fix the ideas of learner in his mind.

Reference to material:

- This may be a reference to series of questions from specific reference books (Example page 210- problems nos 11,13,18,25 etc). A simple format is enclosed for reference.

ASSIGNMENT SHEET

Trade Date

Lesson No Time

Syllabus extract..... Name.....

I Preparation

a **Objectives:** At the end of this lesson, the trainee shall be able to

- 1
- 2

b Introduction

c Presentation

d Questions

e Reference