

## **UNIT-IV**

### **LEARNING RESOURCES**

#### **Learning resources**

Learning resources are texts, audio video materials and digital aids that assist you in effective transaction of curricular content. The major learning resource is the text book prepared by central and state governmental educational agencies while a number of other learning resources are also available. These may be manmade, improvised or material available in the nature.

#### **Importance and Use of Learning Resources**

Learning resources serve many purposes. As we know, lecture method is the easiest/common method. Many times, subject contents are not conveyed appropriately to the Learners through the lecturing style. But, the creative intervention of teachers can bring dynamism in the classrooms by employing learning resources in lecture method. The same is true for other teaching methods. Learning resources are imperative in teaching-learning situations due to the following features. These resources:

- Help learners to be involved fully in the learning process as learning resources are powerful tool to gain and sustain motivation.
- Facilitate learners to comprehend subject concepts effectively as they can correlate the verbal instruction with real experience,
- Assist learners to learn effectively and remember concepts for long,
- Helps learners to comprehend concept with clarity and bring vividness in learning
- Reduce verbal communication on the part of teachers, and helps learners to develop inquisitiveness, curiosity and interest in learning.

Apart from the above stated points, learning resources are important because of the fact that learning is enhanced as learners experience hands on training and real practice.

#### **RESOURCES FOR TEACHING**

##### **Resources Centre**

- School
- Lab
- Library

- Display Board
- Catalogue Board

### **Aims & Objectives**

- Encourage Community participation
- Develop a network (or) Establish a network of like minded
- Learning will be child oriented and activity based, so drop out can be reduce
- Involve teachers in the schools in an organized and effective way.
- To improve teaching and children's creativity
- Improve quality of education.

### **II Resource Bank**

Where we collect materials called Resource Bank

1. Reading Resources
2. Writing Resources
3. Language Resources
4. Self-Directed Learning

### **III Resource Island**

- Charts, Map, Dictionary

### **IV Resource Peninsula**

- It includes printed materials, digital or non-digital materials used for learning.

### **Types of Resources**

#### **PRINT RESOURCES**

##### **Newspapers**

Newspaper can assist the teacher in motivating the students by making more relevant skills and concepts learned in the classroom. It is important that teacher takes every opportunity to use current, relevant resource materials available in the newspaper to assist students in learning independently.

- Newspapers are an adult medium and students of all ability levels are inherently proud to be seen reading them.
- Newspapers deal with contemporary issues which are happening here and now and hence provide motivation for reading and discussion.

- Newspapers make learning fun“.
- Newspapers are extremely flexible and adaptable to all curriculum areas
- Newspapers bridge the gap between the classroom and the “real” world.
- Newspapers build good reading habits that will last a lifetime.

A newspaper or magazine that deals with a particular subject or professional activity is called a journal. A journal is a magazine, many magazines have journal as part of their name. In journal we see personal experience and thoughts of eminent personalities, reports on things of special interest to a particular subject on regular basis.

### **Magazines**

Magazine is a periodical publication containing articles and illustrations, often on a particular subject or aimed at a particular readership. Magazines are available in printed form or online form. They are generally published on a regular schedule and contain a variety of content.

### **AUDIO RESOURCES**

#### **Radio Talk**

Radio talks are one-way communication media. Radio talks a very cost effective. It gives only auditory experience. Radio is the device for the transmission and reception of signals by means of electronic waves. Radio listening helps the student to add many information in student’s knowledge bank. It exerts an influence on student’s attitudes, appreciations, social thinking. Radio is an educational aid. It provides valuable auditory experience to the learners. Many specially arranged talks and discussions and information are broadcasted by the radio station in their scheduled institutional or general mass educational programmes. These programmes are very useful for students.

#### **Audio Tapes**

Audio tape is an effective recording device that calls for the use of auditory senses to convey the educational message to the learners. It consists of three parts.

1. Microphone
2. Amplifier
3. Reproducer Advantages

- It is quite helpful in the learning of some special subject like music, dramatics, language etc.

- It helps to avoid poor speech habits and to correct actual speech defects
- It helps to develop the conversation skill, expression power and techniques of effective dramatization.

### **DVDs/CDs**

DVD (“digital versatile disc “or “digital video disc”) is a digital optical disc storage format. It was invented and co-developed by Philips, Sony, Toshiba, and Panasonic in 1995. The medium can store any kind of digital data and is widely used for software and other computer files as well as video programs watched using DVD players. DVDs offer higher storage capacity than compact discs while having the same dimensions. CD video used analog video encoding on optical discs matching the established standard 120mm (4.7 in) size of audio CDs. Video CD (VCD) became one of the first formats for distributing digitally encoded films in this format, in 1993. In the same year, two new optical disc storage formats were being developed. One was the multimedia Compact Disc (MMCD), backed by Philips and Sony, and the other was Super Density (SD) disc, supported by Toshiba, Time Warner, Matsushita Electric, Hitachi, Mitsubishi Electric, Pioneer, Thomson and JVC.

### **VISUAL RESOURCES**

#### **Picture**

Pictures occupy an important place in visual aids; magazine pictures are easily and cheaply available from old magazines, calendars, newspapers, pamphlets and so on. They are more imaginative than the commercially produced wall charts and flash cards. The following points should be remembered while selecting pictures. They are

- Cost
- Clarity
- Suitability (big or small)
- Classifiable from the subject or syllabus point of view
- Limited or a variety of uses.
- A ready-made magazine picture album may be built up, in order that the teacher may not search for them every time he needs them.

## **Charts**

Charts are one of the most commonly used teaching aids in schools. The chart is a systematic arrangement of key facts or ideas in a logical sequence or representing ideas and facts in a pictorial or graphic form. The charts can be used for a variety of purpose such as

- Motivating the students
- Deriving formula and to explain
- Showing important key points in a lesson
- To understand the concepts

## **Posters**

Printed materials convey a message to students. It will be in the form of posters or pamphlets. Posters are aimed towards masses to give information. Pamphlets give and remind messages. Generally, posters and pamphlets are always linked with a school function or meeting. Posters are cheaper and effective to communicate.

### **Key Points to Make a Poster**

1. The theme idea - clearly stated
2. Way of presentation - simple and bold in letters
3. Wording - should be attractive
4. Colour management - use attractive colours

### **Uses of Posters**

- They add visual representation
- They allow for peer-to-peer interaction
- Students can learn from each other's posters
- They develop a wide range of key transferable skills.

## **Photographs**

Photographs can be lively engaging and effective tools for learning in the class room. We live in a varied visual world where images are used in numerous situations to carry messages and communicate ideas. Students are much more comfortable with visual images than with verbal Ones, a combination of visual and verbal images can enhance students' interest and involvement.

## **Flash Cards**

A flash card is a rectangle shaped piece of card in which something is written or some picture is drawn and flashed for a short time. Waste chart, waste greeting and invitation cards may be cut to near sizes usually 3”x10” size. In the first type, questions will be in one side and its answer will on the backside of the same card. In the second type, questions will be on separate cards and answers are also written on separate cards. After completing a lesson, teacher can prepare 15 to 20 flash cards and review the lesson and utilize it as teacher student, student-student form to review the content

### **Uses of the Flash Cards**

- Some questions or steps are written on the flash cards. Students read them and answer the questions.
- It enables the students to recognize concepts etc

## **Models**

Of all the visual aids, models are nearest to live or real experiences. Models are very helpful in making the subject clear to the students and they also give the students an idea of the actual shapes etc. models are three dimensional representation..

## **ICT RESOURCES**

### **Radio**

Radio is an important teaching aid. Though radio is used for the purpose of entertainment, these days it is also used for teaching purposes. A comprehensive course in language can also be presented through radio.

### **Uses**

- A radio is very useful to all the teachers. Because, it brings in expertise in language teaching whose instructions will be quite helpful to the students.
- All India radio broadcasts English and educational programmes and they also give the topic, date and time in advance, which is very helpful.

## **Television**

Television is the most powerful medium of communication. It has revolutionized the method of teaching and learning. Now-a-days, it has become the most recent audio-visual aid for classroom instruction. This is a multi-sensory audio-visual aid, which can be effectively used for language teaching.

## **Educational Television**

The television is called as the “queen of audio-visual aids”. It is one of the means of mass communication. It appeals to both the eye and the ear.

There are three types of educational television programmes.

- Direct teaching enrichment programmes
- Supplementary enrichment programmes
- Demonstration type programmes

There are many educational television programmes in India like:

- Secondary School Television (SSTV) Project
- Delhi Agriculture Television (DATV) Project
- Satellite Instructional Television Experiment (SITE)

There is a recent development in educational television programmes.

They are

- Satellite based communication
- Telephone clubbed with television
- Video tapes and
- Multimedia packages

## **Uses**

- A large number of students can be given information at a time.
- It can help supplement class room oral teaching.
- It develops in them positivity and self-confidence towards the foreign language by listening and seeing the English channels.

## **Disadvantages**

- It is a one-way communication only.
- Slow learners cannot cope up with it.
- Again, there is a dearth for teaching.

No one can explain the students before the programme commences.

## **Internet**

Internet has become a very common word and it has also become very popular because it has made communication easy. When more than one computer is connected to share data among each other, it is called a network. There are three major classifications of networks. They are LAN, MAN and WAN.

**LAN: Local Area Network.** When the computers within the building are connected, then it is called LAN.

**MAN: Metro Area Network.** When the computers within the city are connected together to form a network, then it is called MAN.

**WAN: Wide Area Network.** When two or more LANs and MANs are connected together to form network, then it is called WAN.

## **Advantages of Network**

- Network helps to share data among different computers.
  - Huge amount of information can be exchanged
  - The peripherals like printer, scanner can be shared among the computers
- Multimedia** approach is one of the innovative methods that are aimed at improving the teaching-learning process. Some of the multimedia usages in Teacher Education are as follows

### **Usage of Multimedia in Teacher Education**

#### **1. Power Point Presentation**

We can use the PowerPoint presentation to teach the lessons effectively. It consists of many elements. Some of them are

- Text
- Images
- Pictures
- Links
- After Animation, before etc.

#### **2. CAI Packages**

These packages are instructional techniques using the computer which follows for individual, individually paced and individualized instruction. Since the computers behaviour is dependent upon the responses of the student. In CAI package, the information is presented in a structured form. It can provide a method of instructions designed for self-directive study. It helps in improving skills or achieving objectives at all difficulty levels.



Devices used in CAI

1. Computer
2. Storage devices like; floppy, CD.,
3. Film projector
4. Multimedia projector; LCD
5. Input devices like; light pen, voice synthesizer, microphone, web camera etc.

### **3. Mobile Learning**

Mobile learning is one of the multimedia learning. It motivates to learn latest techniques or knowledge. It provides mobility of learning setting; not restricted to classroom learning. It consists of interactivity of the learning process and we can interact with others. It gives situational aspects of instructional activities. It integrates the instructional content all in one.

#### ➤ **Smart Classroom**

Smart classroom is a new type of classroom which replaced the formal and traditional classroom environments. It focuses on student's intellectual development not mere learning. Requiring Equipment's a smart class is a classroom that has an instructor station equipped with computer and audio-visual components.

Required equipments for smart classroom are as follows.

- Personal computer
- Overhead projector
- Wireless internet Access
- DVD player
- Smart board
- Speakers

#### **Interactive Whiteboard**

Interactive board is an instructional tool that allows computer images to be displayed on to a white board using digital projector. The instructor can manipulate the elements on the board by using his finger on the mouse, items can be dragged, clicked and copied and the lecture can handle notes which can be transformed into text and saved.

#### **Uses of Interactive White Board/Smart Board**

- In most of the schools in UK, interactive white boards replaced traditional blackboards, video, DVD players.
- It is an effective tool for brainstorming
- We can add notes and drawings and then save them

## **ICT NEED, IMPORTANCE AND USE IN LEARNING**

ICT has become an inseparable component of teaching –learning process. What do you mean by ICT? ICT stands for Information and Communication Technology. ICT helps to store, process, disseminate, retrieve and transmit information with the aid of technological medium. The UNESCO defines ICT as “forms of technology that are used to transmit, process, store, create, display, share or exchange information by electronic means. It includes, not only traditional technologies like radio and television, but also modern ones like cellular phones, computer network, hardware and software, satellite systems and so on, as well as the various services and applications associated with them, such as video conferencing”. Thus, ICT includes all technological gadgets that help to store, transmit and communicate information.

Similarly, there are multiple situations in the educational process where you can employ ICT. ICT in educational process is mainly employed in four ways, namely;

- Teaching learning,
- Evaluation,
- Administration and
- Professional development.

Let us briefly discuss these aspects. Generally, teaching is primarily focused on transaction of subject contents through lecture method, but with the emergence of technology, many technological tools are employed for the same. For example, virtual experiments, power point presentation, video conferencing, internet, etc are used during the teaching –learning process. Thus, ICT is widely adopted in teaching-learning processes. Similarly, in the case of assessment and evaluation, multiple tools and software are used. For example, online testing, computer tests, e –portfolios, etc., are used to assess learners’ progress. ICT also finds application in administration and management. Storing learners’ data in excel sheet, management information system (MIS) etc., are some among them. ICT are used in professional development programmes. Some of the latest technologies like, OERs, Massive Open Online Course (MOOC), Free and Open-Source Software (FOSS) assist various stakeholders to professionally update and helps in career development.

### **Need and Importance of ICT**

- The emergence of various learning resources has made the process of learning easy for learners. Apart from that, teacher can succeed in developing interest and motivation among learners with the aid of ICT learning resources. The black boards, charts, models, etc. are the learning resources of pre-digital era. In addition, teachers

can also use digital learning resources. Some of the digital learning resources are Computer, E-books, educational software's, etc. Thus you may employ such digital learning resources to make learning effective for learners.

- The shift in learning styles of learners proves the relevance of ICT in teaching learning. It is common that, learners rely on traditional print text books to comprehend subject knowledge
- ICT access helps learners to obtain latest information/knowledge in different subjects.
- Multiple channels of communication are available that help learners to interact, communicate and share information. Thus, flow of information and knowledge is achievable that consumes less time.
- Learners can access various online repositories, online libraries, online books, etc. Thus, ICT provides opportunity for extra reading and rectifying abstractness of concepts.
- ICT offers various devices and learning sources that support the learning needs of learners with learning disabilities.
- ICT integrated education prepares learners to develop adequate skills and all-round development.
- The efficiency and smartness of learning is enhanced with the use of ICT. Learners learn better, comprehend knowledge with ease, retain the learned contents and easily apply them in practical situations. It helps in development of multiple skills both cognitive and physical.
- ICT helps teachers to present learning contents in multiple forms. The teaching of complex concepts is made easy for learners with the aid of ICTs. The theory of self and independent learning is promoted

## **COMMUNITY RESOURCES**

### **Fieldtrips**

Fieldtrips is an important means of effective learning. Fieldtrips provide the students with opportunities to have direct experience with out of school life. For the fieldtrip to be productive and useful they should be properly planned, executed, supervised, evaluated and followed up. For fieldtrips the students may be taken to places such as post office, banks, railway stations, workshops, agricultural fields, industries etc.,

Advantages of Fieldtrips

- They provide rich and meaningful experiences to the students
- They provide real life experiences in planning, executing, observing, analyzing, interpreting etc.,
- Fieldtrip links the school and community.

## **Exhibition**

Exhibitions can be excellent learning resources for a variety of subjects, including commerce. Here's how exhibitions can contribute to learning in commerce:

1. **Practical Application:** Exhibitions often showcase real products, business models, and market strategies. Students can see firsthand how theoretical concepts taught in commerce classes are applied in actual business contexts.
2. **Industry Insights:** Specialized exhibitions focusing on specific industries or sectors provide insights into the latest trends, innovations, and challenges facing businesses within those fields. This helps students understand industry dynamics and market demands.
3. **Networking Opportunities:** Exhibitions bring together professionals, entrepreneurs, and experts from various sectors. Students can interact with industry insiders, gain industry perspectives, and even explore internship or job opportunities.
4. **Case Studies in Action:** Many exhibitions feature case studies of successful businesses or startups, detailing their growth strategies, marketing campaigns, and innovative approaches. These case studies provide practical examples for students to analyze and learn from.
5. **Technological Advancements:** Exhibitions often highlight technological innovations relevant to commerce, such as new payment systems, digital marketing tools, or supply chain management solutions. Students can learn about emerging technologies shaping the future of commerce.
6. **Global Perspective:** International exhibitions showcase products and services from around the world, offering insights into global markets, international trade practices, and cultural influences on commerce. This broadens students' understanding beyond local contexts.
7. **Interactive Learning:** Many exhibitions incorporate interactive displays, simulations, or workshops where students can engage directly with business concepts, financial models, or market simulations. Hands-on activities deepen understanding and retention of concepts.
8. **Entrepreneurship Inspiration:** Entrepreneurship-focused exhibitions often feature startup showcases, pitch competitions, and success stories of young entrepreneurs. These inspire students to explore entrepreneurial ventures and understand the entrepreneurial mindset.

9. **Government Initiatives and Policies:** Exhibitions related to economic development or industry-specific policies provide insights into government initiatives, regulatory frameworks, and their impact on businesses and commerce.
10. **Critical Thinking and Analysis:** Encouraging students to critically evaluate exhibition content, compare different approaches, and assess business strategies fosters analytical skills essential for commerce professionals.

Incorporating exhibitions into commerce education enriches learning experiences by bridging theory with real-world applications, fostering industry awareness, and nurturing practical skills necessary for future careers in business and commerce.

### **Qualities of a Good Commerce Text Book**

Text books take an important part in teaching learning activities. Text books help student to attain their goal. A good text book not only satisfies the syllabus but also it must be understandable to students. Generally, a text book should have the following three characteristics.

- It should have quality in materials used
- It should be useful to teachers
- It should be useful to students

A good text book should have the following properties. Text books should be student centered. There should not be any hindrance in understanding the subject matter.

- Text book wrappers, quality of paper and size of the letters should create interest in reading the book.
- Content should be written in logical and psychological way. It should be according to syllabus.
- Text book should be without any spelling mistakes.

### **Uses of Text Books to Teachers**

- Text books are written on par with syllabus. This helps the teacher as a guide to teach the content.
- To give class work, homework and assignments as per the student's knowledge, text books are helpful
- To prepare Unit Tests and Achievement Tests, text books are very useful to teachers.
- Text books are very useful in writing lesson plan.
- To create lively classroom activities, text books are useful.

### **Uses of Text Books to Students**

- To recall and read the content done in the class, text books are helpful
- Text books are very helpful to revise and practise.
- It helps for self-learning and to solve problems
- New information, tabular columns and explanations are given in text books. This creates interest in education.
- To read and understand the text according to the learning skill of students, text books are helpful.
- It helps in meaningful learning
- When a student takes leave from school for some reasons text books are used to read the lessons at home.

### **SELECTION AND USE OF APPROPRIATE MEDIA/LEARNING RESOURCE**

According to Romiszowski (1997) the following factors influence the selection of media:

**1) Task Factors:** It refers to the nature of job in hand i.e., what are the learning objectives? What are the behavioural changes that the teacher wishes to develop in learners? What are the pedagogical approaches going to be followed for transacting the curricular content? What time should be devoted to the process? etc.

**2) Learner Factors:** Learner factors include learners' age level, motivational characteristics, personality and individual differences, willingness for learning, etc. Today, inclusion is emphasized in classrooms. In such classrooms, learners with special needs are taught along with normal learners. Thus, while selecting the media/learning resource for teaching, care must be taken to meet the learning demands of both normal and learners with special needs.

### **Qualities of a Good Teacher**

“A teacher can never truly teach unless he is still learning himself. A lamp can never light another lamp unless it continuous to burn its own flame”. –

-Rabindra Nath Tagore

Teaching is one of the essential jobs of a teacher, besides his other involvements with students inside and outside the classroom, laboratory, library, playground etc. he has to be an equalization teacher. “A teacher has to help the bud into full bloom and not to make Paper flowers to satisfy his whim”.

- Sarvapalli Dr. Radhakrishnan

The following qualities are required for a teacher besides his academic and professional requirements.

- Mastery over the subject
- Knowledge of psychology
- Well equipped with methodology of teaching
- Faith in the subject
- Well-equipped in human qualities
- Classroom activities
- Knowledge on various fields
- Fluency in expression
- Adequate general knowledge
- Well-equipped in teacher qualities
- Punctuality
- Professional enrichment

### **Role of Teacher**

In traditional classrooms his role is very simple. He was at the centre and in active mode. But in this digitalized society there is a great shift in his role. Now his role is becoming so complex in nature. They are expected to become technologically oriented. Some important roles of teachers can be listed below:

1. As a facilitator he must help his learners to develop the positive attitudes towards the changes that are taking place in their environs and also make them ready to adjust and adapt these changes.
2. As a knowledge provider his learners must be exposed to unending process of knowledge and make them capable to choose b/w the right and wrong at the same time.
3. As a guide he must enable his learners to get acquainted with new ICT based digital knowledge and advancements.
4. As a trainer his learners must be trained and mastered upon the new technological tools or instruments and make them ready to utilize all these at the maximum.
5. As a capacity builder his learners must be capacitated with all those practicum and life skills that are necessary for living a happy life.
6. As a keen observer his learners must be observed for their activities during the exposition of new and vast world knowledge.
7. As a learner he must update his knowledge to keep pace with global knowledge.
8. As a team member he must work by taking the help of his fellow teachers.