CHAPTER 5: EFFECTIVE LISTENING FOR TEACHING

Objectives:

- Understand and apply active listening strategies in the classroom.
- Comprehend academic discussions and student-teacher dialogues.
- Analyze and reflect on effective listening through model lessons.

Key Concepts and Explanation

1. Active Listening Strategies: Active listening means giving full attention to the speaker, understanding their message, responding thoughtfully, and remembering what was said.

- Eye Contact: Maintains engagement and shows interest in the student's words.
- Nodding and Gestures: Small physical cues (like nodding or leaning forward) show you are following.
- Paraphrasing: Restate what a student said to check your understanding. E.g., "So you're saying the sorting step is unclear, correct?"
- Minimal Encouragers: Use words like "I see", "Go on", or "Hmm" to prompt students to continue speaking.
- Clarification Questions: Ask follow-ups to dig deeper or confirm understanding: "Can you explain what you mean by 'too fast'?"
- Summarizing: End a discussion by summarizing the student's point to show you've heard them clearly.

2. Comprehending Academic Discussions: These involve understanding structured conversations around specific topics:

- Identify keywords and phrases used in the discipline.
- Note transitions: e.g., "Let me elaborate", "In contrast", "This leads to..."
- Track speaker roles (Who is leading? Who is responding?)
- Recognize questions used to elicit participation.

3. Teacher-Student Dialogue Interpretation:

- Recognize student hesitation, confusion, or excitement through tone and body language.
- Respond by scaffolding understanding, e.g., "I noticed you're unsure about loops. Let's revisit that."

Practice

Listening Role-play

- Pairs role-play a teacher and student scenario.
- The student gives critical feedback about a class (e.g., "The pace is too fast.").
- The teacher practices paraphrasing, summarizing, and asking clarification questions.

CHAPTER 6: PUBLIC SPEAKING & CLASSROOM PRESENTATIONS

Objectives

- Learn how to structure a clear and engaging presentation.
- Use body language and voice effectively.
- Deliver a short teaching demonstration.

Key Concepts and Explanation

1. Structuring Presentations:

- Introduction: Greet students, state lesson objectives, and create interest.
- Body: Divide into logical parts (e.g., explanation, examples, mini-activities).
- Conclusion: Summarize key points and provide a transition to the next lesson or activity.

Use transitions like:

- "Let's move on to…"
- "To summarize…"
- "What this means is…"

2. Body Language for Teachers:

- Posture: Keep a confident stance. Avoid closed gestures (arms folded).
- Eye Contact: Move eye contact across the room. Don't just focus on one side.
- Gestures: Emphasize key points with hands.
- Movement: Walk slowly and purposefully; avoid pacing nervously.

3. Vocal Variety:

- Pitch: Use a higher pitch to show enthusiasm.
- Pace: Vary speed to emphasize important content.
- Volume: Speak loudly enough for the back row.

- Pauses: Use intentional silence to let information sink in.

Practice

Activity 1: 2-Minute Mini Lecture

- Students prepare a brief talk on an IT concept.
- Emphasis on structure: intro, content, summary.

Activity 2: Body Language Mirror

- In pairs: One student teaches, the other mirrors their gestures.
- Swap roles. Reflect: What gestures felt natural or distracting?

Activity 3: Voice Drill

- Read a short paragraph using different tones: serious, excited, doubtful, etc.
- Practice intentional pauses between major points.

CHAPTER 7: EXPLAINING TECHNICAL CONCEPTS IN ENGLISH

Objectives

- Simplify complex Informatics topics for beginner students.
- Use examples and visuals to enhance explanation.
- Practice teaching a technical topic using English confidently.

Key Concepts and Explanation

1. Simplifying Technical Language:

- Use analogies: “A database is like a digital filing cabinet.”
- Avoid long definitions. Instead, break into steps.
- Use visuals to support abstract terms.
- Focus on one concept at a time.

2. Using Visual Aids:

- Create labeled diagrams (e.g., flowchart, network layout).
- Use color coding and arrows to show processes.
- Avoid clutter. Keep slides or visuals simple and readable.

3. Teaching Script Example: Topic: "What is an Algorithm?" “An algorithm is a step-by-step instruction to solve a problem. Think about how you make instant noodles: Boil water, add noodles, wait for 3 minutes, and then serve. That’s an algorithm for cooking.”

Activity

Activity 1: Rewriting Definitions

- Students receive 3 textbook-level definitions (e.g., OSI Model, Loop, Variable).
- Rewrite them for a high school audience.

Activity 2: Visual Explanation Poster

- Groups create posters on topics like input-process-output, binary to decimal, etc.

- Present to the class and explain their visuals.

Activity 3: 3-Minute Teaching Demo

- Each student teaches a topic using a whiteboard or digital slide.
- Class gives peer feedback on clarity, language, and visuals.