

# **AN ESSENTIAL OF EFFECTIVE TEACHING SKILL**

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## **Abstract**

Good teaching practise has a significant impact on student learning, which is the desired consequence and primary purpose of higher education. To provide the finest learning experience for their pupils, teachers try to attain the principles of excellent practise. Encouraging effective communication between teachers and learners, encouraging interaction among learners, providing chances for active engagement, timely and suitable reaction and feedback are all critical elements in building exceptional and ideal teaching practise. Putting a premium on task time, By communicating expectations, you may motivate students to learn. Respecting different skills and learning styles, this study article focuses on recommending some practical teaching strategies that will assist teachers in implementing and getting the most out of their efforts.

**Keywords:** Learning Experience, Communication, Motivation, Expectation, Teaching skill.

## **1. Introduction:**

Because teaching is an art, it is not necessarily necessary for a person with sufficient knowledge to have teaching skills; on the other side, even if a person lacks sufficient experience, he or she may have exceptional teaching skills. A teacher with good teaching skills will be able to get the idea over to the audience.

The word "teaching technique" refers to the fundamental ideas, pedagogy, and classroom management tactics that are employed in the classroom. Your teaching technique is determined by your educational philosophy, classroom demographics, subject area(s), and school purpose statement, among other factors. Teaching theories may be divided into four groups based on two fundamental characteristics: teacher-centered vs student-centered approaches, and high-tech versus low-tech material utilisation. The 'seven principles of successful teaching practise,' initially espoused by Chickering and Gamson in 1987, are based on the key given in the abstract. For additional information on their seven principles of excellent practise, check to teaching approaches. Chickering and Ehrmann updated these in

1996 to incorporate guidance for implementing the rules in online learning settings to aid instructors who use technology in the classroom.

It is important to note that good teaching practice also subscribes to Bigg's (2003) principle of 'constructive alignment' which requires that all components of the curriculum aligned for maximum impact on student learning. For example, assessment tools and strategies must align with the learning outcomes. This means that if the desired learning outcome is to produce learners with excellent analytical skills, then the assessment tool must include questions and scenarios that require and test analytical thinking skills. An assessment tool with multiple choice questions will not facilitate the achievement of the desired learning outcome

## **2. Objective:**

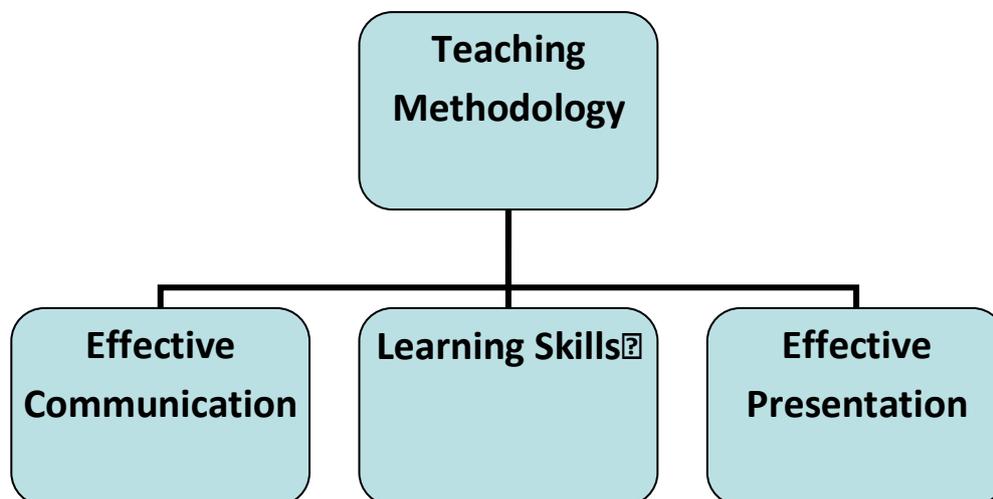
The objective of this research paper is as follows:

- 2.1 To List out the main features of communication skills
- 2.2 To identify the difficulties in teaching.
- 2.3 To find out the practical teaching skills.

## **3. Teaching Methodology:**

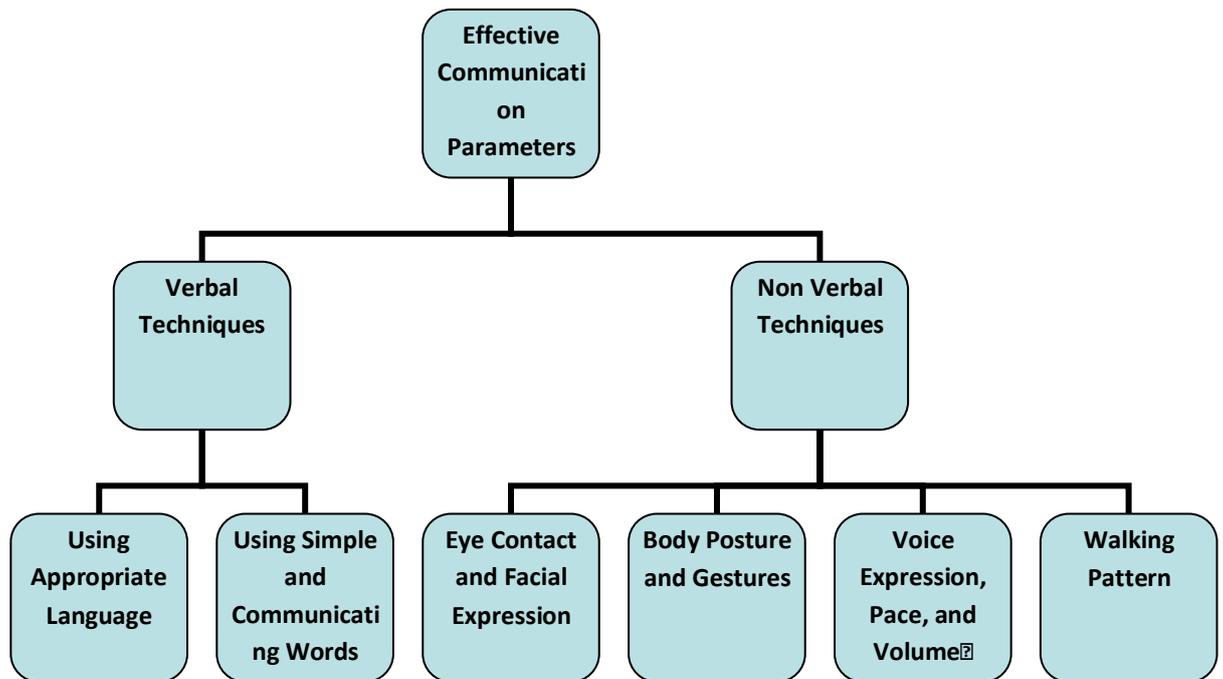
The word "teaching technique" refers to the fundamental ideas, pedagogy, and classroom management tactics that are employed in the classroom. The teaching technique you choose is determined by your personal preferences, educational philosophy, classroom demographics, subject area(s), and school purpose statement.

**Followings are the critical points we have to consider while describing the methodology of teaching:**



### 3.1 Effective Communication :

Effective communication includes those critical parameters, which are required to transfer the encoded message to the receiver, broadly we classify effective communication into following two aspects:



**3.1.1 VERBAL TECHNIQUES:** Speech is used to communicate information between people. Individuals working in a business must be able to communicate successfully using spoken words that are easily understood, as well as ensure that the pronunciation, emphasis, and tone of voice with which the words are presented are suitable.

#### 3.1.1.1 Using Appropriate Language:

While doing a verbal form of communication, it is essential to consider the parameter of Language, it means, we have to use the language in which the audience is comfortable decode the message you are trying to communicate.

#### 3.1.1.2 Using Simple and Communicating Words:

Another important part of verbal techniques is to use natural and recognizing words while doing a verbal communication; this will help the target audience to understand the message quickly and in a lesser time.

3.1.2 **NON VERBAL TECHNIQUES:** According to experts, a substantial portion of our communication is nonverbal. Every day, we respond to number of nonverbal cues and behaviors including postures, facial expression, eye gaze, gestures, and tone of voice. From our handshakes to our hairstyles, nonverbal details reveal who we are and impact how we relate to other people.

### **3.1.2.1 Eye contact and Facial Expression**

People usually communicate with a direct eye to eye contact, such as; you do when talking to a friend. No one can trust a salesperson who does not keep eye contact while speaking to a customer. It means looking them in the eyes. If do you not look them in the eyes, your listeners will not feel involved in this communication process. Another important reason to look at your audience is to pick up signals.

Your notes should be used strictly as reminders and should be written so they can be referred quickly when it is necessary. Write the letters in outlines or numbered format so that you can find the line soon. Write only keywords rather than full sentences during the presentation & do not talk with visuals, the purpose of visuals is to get across information visually. Do not read or point out everything on Visuals – your audience can see for themselves.

If you are initially feeling uncomfortable to look at every member of your audience, pick out a couple of faces that you feel comfortable with and shift your eye back and forth until you can look at entire audience naturally, but do not look continually at one person throughout the talk.

If you are aiming for naturalness in your delivery, observe that people naturally communicate with facial expression as well as words. Experts of communication estimate that we pick up 75 % of the messages we receive through non –verbal communication.

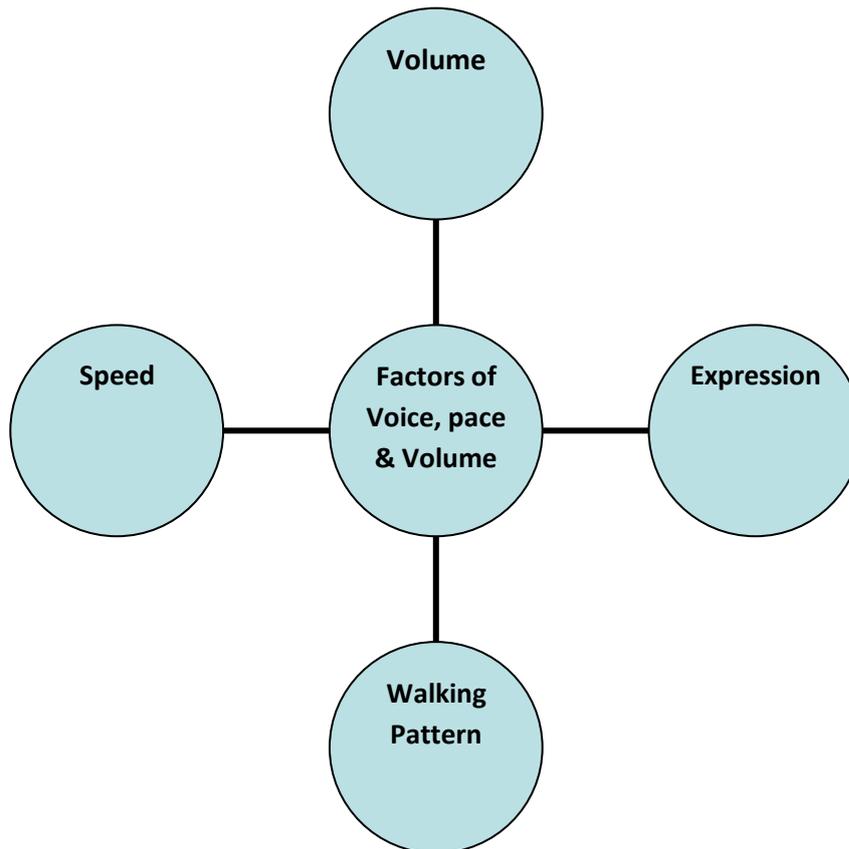
### **3.1.2.2 Body posture and gestures**

When speaking naturally, you send out messages through your position, general body movements, and gestures. Use your hands as an additional visual means of getting across your message. Gestures can visually emphasize points, describe simple ideas, and relay emotions.

Posture also communicates messages and creates impressions. Aim at something between defeated slum and military rigidity. Look alert but relaxed. Change your stance occasionally by shifting your weight or changing arm positions, anything that feels natural without being distracting.

### 3.1.2.3 Voice expression, pace, and volume

Your voice not only communicates verbally with words but non-verbally through:



#### **Volume:**

While doing a non-verbal communication, in the point of Voice control, the amount should be according to the crowd of audience and distance of presenter from the audience. The amount of the speaker also depends, whether presenter was using any audio aids or not, in that case, the speaker has to speak in their average volume.

#### **Speed:**

Another important point which we have to keep in mind while presenting a content is Speed, it makes an impact on the crowd, it should not sound artificial, speed of speaking

should be in normal pace, if it is very high or shallow, this may distract the attention of audience and that communication will become ineffective.

**Expression:**

From the Speaker's point of view, the phrase means a lot, because, whatever we speak will also be understandable by our emotions, so while speaking, our expressions should not be affected by any externalities. And should be according to the content. For example, if we are sharing some proud moments with our audience, our body language and expressions should follow that satisfied feeling.

**Walking Pattern:**

While speaking, the speaker should maintain the conscious about the pattern of Walking; sometimes it happens that in nervousness, the speaker was trying to overcome their anxiety of speaking by walking, an effective speaker should avoid over attempting of walking, yes speaker should have to use walking pattern in a conscious and normal way. On the other hand, the speaker should also not stood at one point, So finally, yes, there should be a walking pattern while speaking but should not lose the attention of the audience.

**3.2 Teaching Skills**

Teaching gives you the opportunity to make a lasting difference in other people's lives. As a teacher, you may assist in the development of a student's topic knowledge, as well as their thinking and overall personality. Teaching is a really gratifying profession, and skilled instructors are required everywhere: in schools and college classes to educate the young, as well as in the workplace and other settings to educate adults and coworkers. Though many speakers are aware of the importance of nonverbal techniques, fewer seem to be mindful of the significance of the language they use in a talk. As we become more educated, move up in our fields and communicate factual information more frequently,

**TRUE- An excellent speaker needs a big vocabulary**

**FALSE- An superb speaker needs to use BIG words and many words**

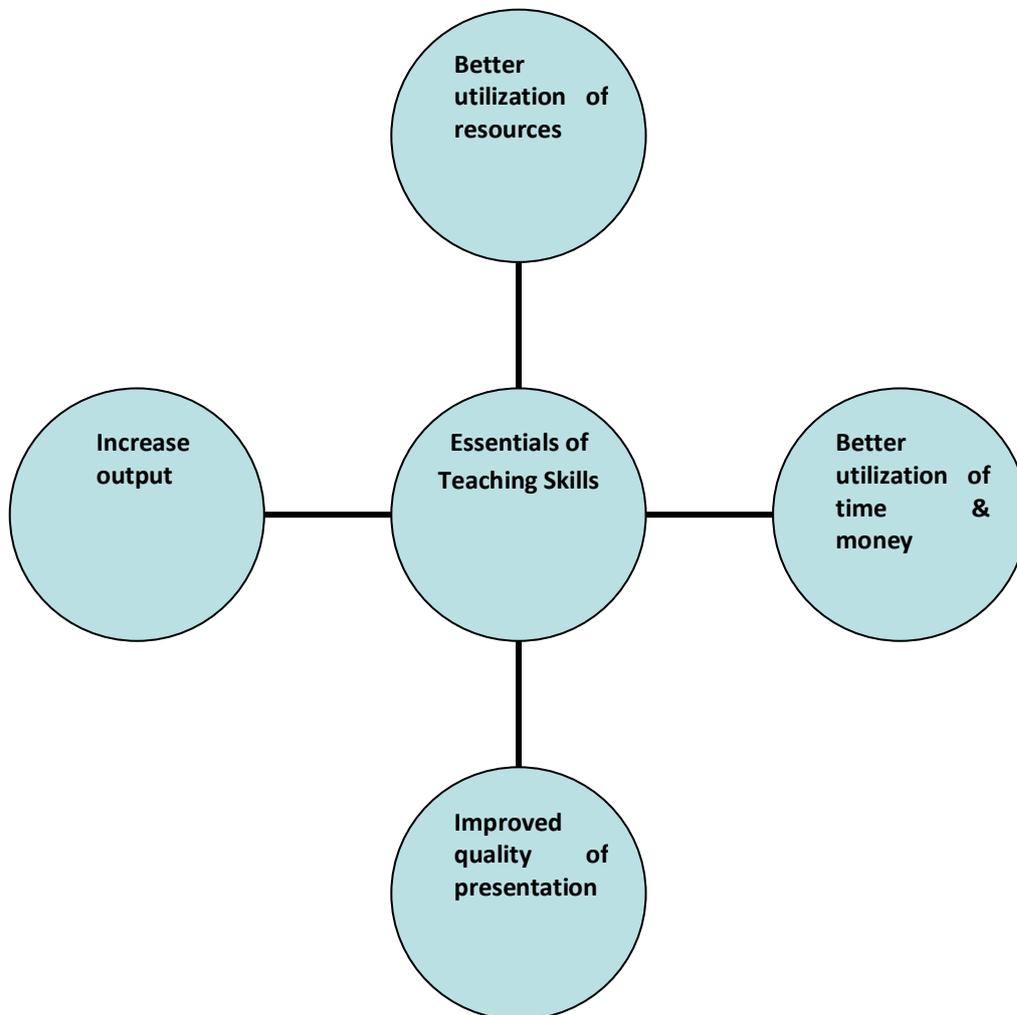
Many professional and technical people feel that, when communicating with their professional peers, they must use big, fancy and many words so that they will sound

important, knowledgeable and impressive. WRONG! Instead, they sound pompous and annoying. Some of the greatest masters of English languages, such as Hemingway and Shakespeare are known for their use of simple, direct words which express much. Always search for the most honest word to convey your exact meaning. *Using Simple and Concise Language*

**SMALL, SIMPLE DIRECT WORDS WORK BETTER**

**FEWER, WORDS WORK BETTER THAN MANY WORDS!**

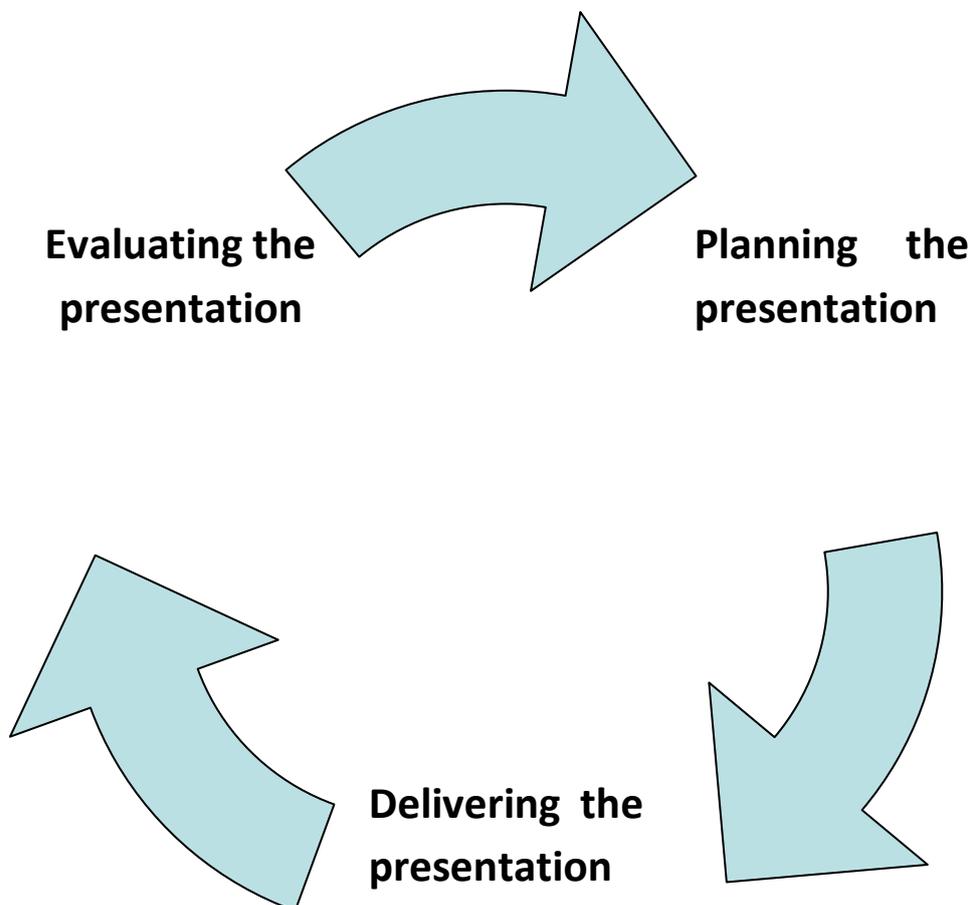
Essentials of teaching skill are shown below:



### 3.3 Effective Presentation

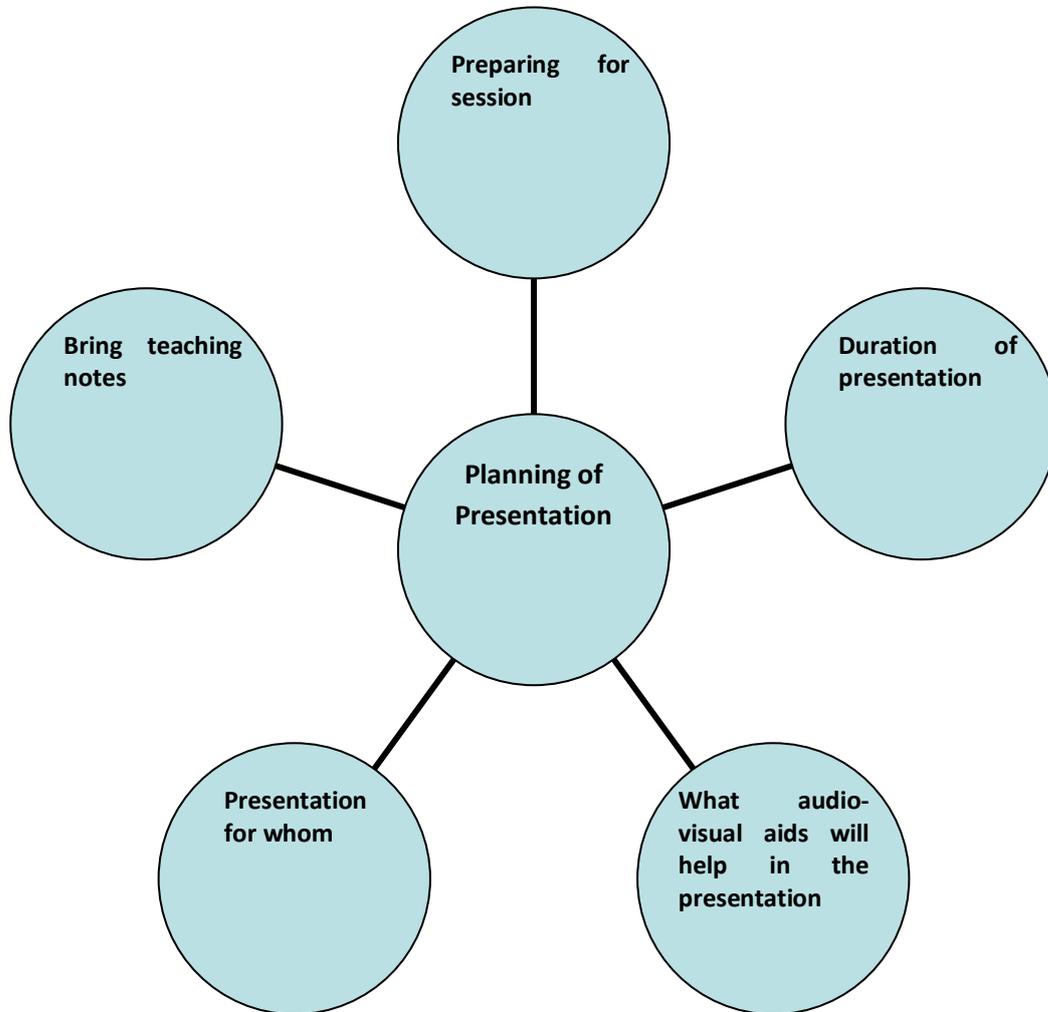
Making an effective presentation requires only one thing: preparation. This is the most important foundation, and you should spend as much time as possible on it, avoiding shortcuts. Good preparation will not only guarantee that you have thoroughly considered the things you want (or need) to convey in your presentation, but it will also enhance your confidence. As you prepare for your presentation, our sections on Boosting Confidence and Time Management may be helpful.

A teacher should consider the following things regarding presentation –



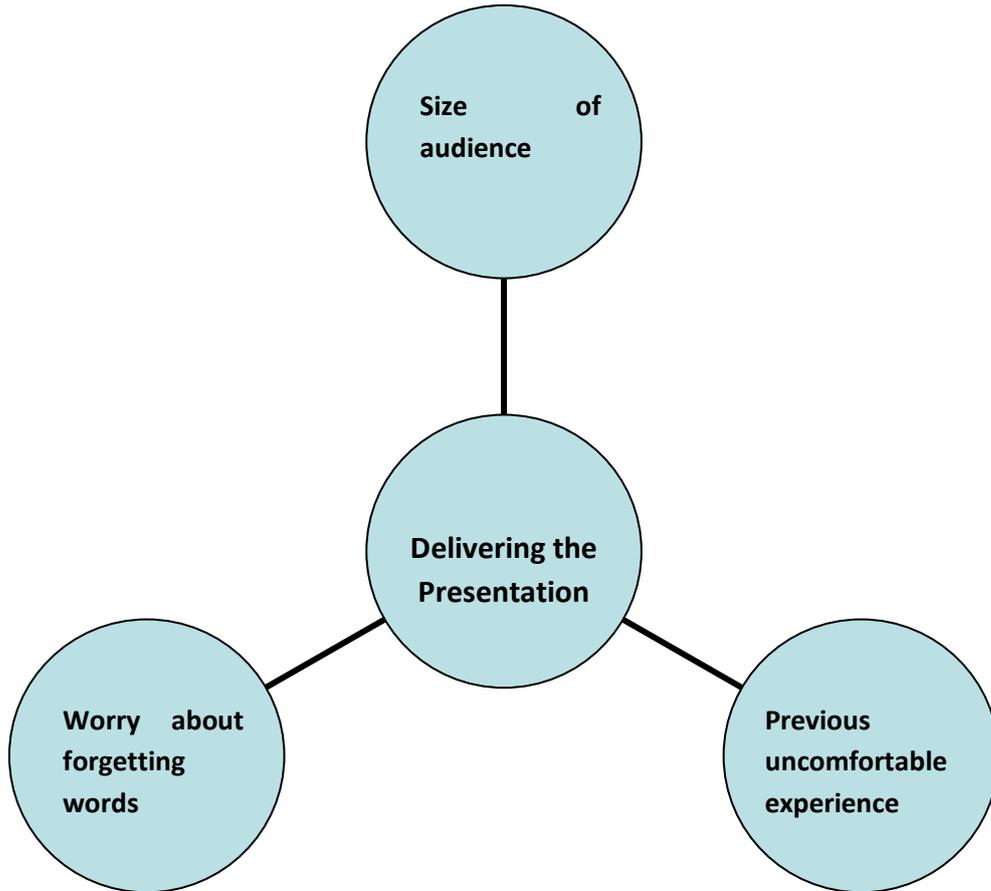
#### 3.3.1 Planning the Presentation

While preparing for the presentation, all presenters should plan about it by considering the Session preparation, duration of performance, use of audio-visual aids, target audience, Bring teaching notes.



### **3.3.2 Delivering the Presentation**

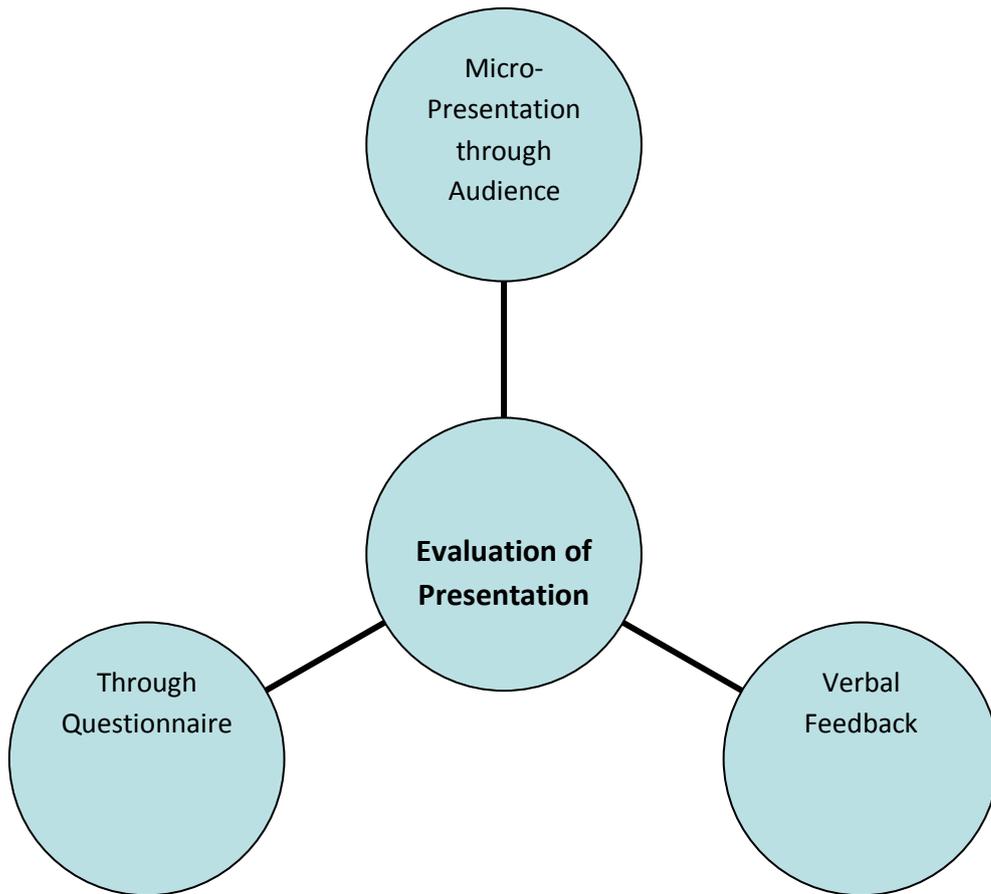
After planning and preparing the presentation, come to the delivery part, but before starting the performance one should examine the fear by considering the following things:



Perhaps one of the common reasons for lack of delivery is that the presenter is not aware of delivery techniques.

### **3.3.3 Evaluating the Presentation**

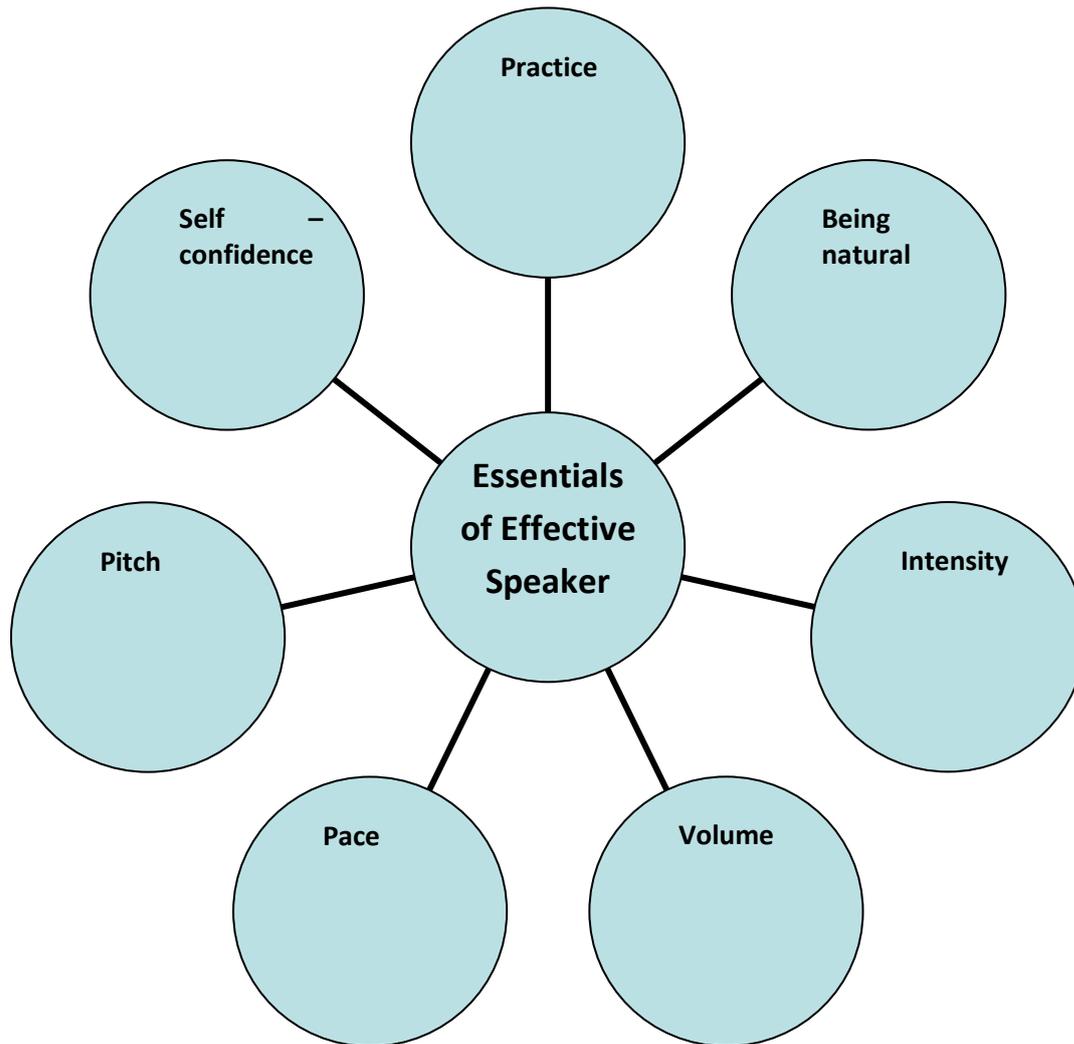
With the help of evaluation of presentation, the presenter would get the feedback, which will help to improve further submissions, Below mentioned are the tools for the assessment of performance:-



#### **4. Essentials Of Effective Speaker**

An active speaker is an individual who is conveying his/her message to the audience with a hundred percent efficiency.

Following are the Essentials of the Effective speaker:



Get attention from your audience. Your opening statement should firmly gain your audience's. This first statement should relate to your topic. Establishing your expertness in the subject by giving some background information about yourself. During the presentation, we also consider that how we can remember more. Following things to be discussed during the presentation

- **Ten %of what we read**
- **20 % of what we hear**
- **30% of what we see**
- **50 % of what we see & hear**

### **5. Do's and Don'ts of Presenter**

<b>Do's</b>	<b>Don'ts</b>
Be There First	Be The Last To Arrive
Check Everything Before Presentation	Fill The Board With Information Before Presentation
Point The Exact Spot	Make Unnecessary Movements With The Pointer
Maintain Eye Contact With The Students	Gaze At The Ceiling Or Back Wall.
Vary Your Posture In A Natural Way	Talk All The Time With Visuals
Rehearse The Screening Before The Presentation	Use Badly Exposed Or Out Of Focus Slide / Videos
Briefly Recapitulate	Introduce Major New Ideas At The End
Use Simple, Small & Common Words	Use Big & Fancy Words
Stand One Side	Show The Back To The Participants
Explain One By One Point	Talk To Them

## **6. Conclusion:**

1. If any teacher would like to become an active speaker, they should follow the basic principles, they are -.Effective Communication, Teaching Skills, and Effective Presentation.
2. If any speaker would like to become an active speaker, then they have to follow the mentioned essentials of a dynamic speaker.
3. If you wish to improve your teaching skills, you have to consider the mentioned do's and don'ts of Presenter.

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