<div align="center">

Core III - (Theory)

PROFESSIONAL SKILLS (Common Paper)

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Objectives:

After completing the course, the scholars will be able to

- Develop skills to ICT and apply them in teaching, learning contexts and research.
- Acquire the knowledge of communication skills with special reference to its elements, types, development and styles.
- Understand the terms: Communication technology, Computer Mediated Teaching and develop Multimedia/E-contents in their respective subjects.
- Develop different teaching skills for putting the content across to targeted audience.

Unit I - Computer Application Skills

Fundamentals of Computers and windows, Operating System – **MS – Office** Components; **Word**: Equation editor, Table Manipulation – Formatting Features – organizational Chart. **MS – EXCEL:** Statistical Functions – Number Manipulation – Chart Preparation with various types of graphs. **MS PowerPoint:** PowerPoint presentation with multimedia features. **Internet and its applications:** E-mail and attachments – working with search engines.

Unit II - Communication Skills (English/Tamil/Both)

English: Skills of Communication: Listening, Speaking, reading and Writing – Writing Synopsis, Abstract and proposals. Developing good language asbilities – Public speaking – Writing Skills.

Tamil: பயிற்றுவிக்கும் திறன் - பேச்சுத்திறன் - வெளிப்பாட்டுத் திறன் - ஆய்வுத்திட்டம் - ஆய்வுச்சுருக்கம் தயாரித்தல்.

Unit III - Communication technology

Computer Mediated Teaching: Multimedia, E – Content, Satellite Based Communication – EDUSAT and ETV channels. Web: Internet I Education.

Unit IV - Pedagogical Skills

Micro teaching Skills: Skill of Induction, Skill of Stimulus Variation. Skill of Explaining, Skill of Probing Questions, Skill of Blackboard, Writing and Skill of Closure –Integration of Teaching Skills – Evaluation of Teaching Skills – Research Extension and Consultancy.

Unit V - Industrial Technology

Lecture Techniques: Steps, Planning of a lecture, Lecture Notes, Updating, Delivery of Lecture. Teaching – Learning Techniques: Team teaching, Group Discussion. Seminar, Workshops, Symposium and Panel Discussion – Games and Simulations – Web Based Instructions.

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- Sharma. R.A.(2006), Fundamentals of education technology, Surya publication, Meerut
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