

St. Joseph's College of Education for Women

Opp. Sambasivapet, 2nd Lane, Naaz Center, GUNTUR, A.P., INDIA.
(Under the Management of Society of Jesus Mary & Joseph)



2.4.3

Competency of Effective Communication – Details of the Activities

CERTIFICATE COURSES / VALUE ADDED COURSES

1. COMMUNICATIVE ENGLISH

121

SYLLABUS FOR

CERTIFICATE COURSES / VALUE ADDED COURSES

1. COMMUNICATIVE ENGLISH

Listening Skills (Activities):

1. Listening to television, English news, Documentaries, Political Conversations, Interviews & Encounters.
2. Making use of all the Audio-Visual aids available, Note taking notes (gist) and developing.
3. Listening to lingua phone (Poems, Narrations) for vocabulary building & acquiring pronunciation.

Speaking Skills (Activities):

1. One minute speech practice.
2. Self-introduction, describing.
3. Describing drawings, photographs, maps, charts, graphs, diagrams, black boards, models, slides, films, records, videos.
4. Anecdotes (Story telling).
5. Extempore speech practice (Box of topics).
6. Presenting vote of thanks, welcoming, anchoring for small events, etc.
7. Facing interviews for the admissions, employment appraisal, etc.
8. Phonetic alphabet, pronunciation (RP), stress pattern, Rhythm and Intonation.
9. Language lab sessions for listening and speaking activities.
10. Describing the routes, addresses, destinations etc.
11. Role play, role model.
12. Using flash cards.
13. Vocabulary building.

Reading Skills:

1. Silent reading and loud reading.
2. Dictionary reference, thesaurus for phonemic transcription, synonyms, part of speech & meaning.
3. Drama enacting, poems, monologues, dialogues.

T. Swamphani

Writing Skills:

1. Story writing with tense maintenance, making positive and negative statements and questions.
2. Writing dialogues and conversations (Simple).
3. Creative writing (Stories, Poems).
4. Writing the preparations of recipes.
5. Precise writing.
6. Report writing.
7. Writing reviews.

The Structural English

1. Word classes - Parts of Speech.
2. Tenses.
3. Speech - Direct and Indirect.
4. Synthesis of Sentences - Simple, Compound Complex Sentences.
5. Degrees of Comparison.
6. Voice - Active and Passive.

Reference Books

1. English Grammar (1976). A Linguistic Study of its Class and Structures, F.S. Scott, University of Auckland.
2. English Grammar and Composition, Wren and Martin.
3. Using English Grammar and Writing Skills, Adrian, B. Sanford.
4. English Vocabulary in Use, Mc Carthy & O'Dell, Cambridge.

2. COMPUTER APPLICATIONS

Unit-1 : Introduction to M.S. Word :

1. Working with a Document - Preparing letter, Cover page, Resume, Time Tables etc.
2. Editing text in a Document - font, Font Style, Page Layout, Mailings.
3. Working with Tables and Borders - Colours, Size, Columns, Background etc.
4. Paragraph formatting - Indent, Spacing, Alignment etc.
5. Creating, Opening and Saving files - Import and Export of Files, Print etc.



T. Swarnal
PRINCIPAL
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4. SOFT SKILLS

Unit-1 : INTRODUCTION TO THE SOFT SKILLS DEVELOPMENT.

- 1.1 Soft skills vs Hard skills.
- 1.2 Range of soft skills
- 1.3 Focus on communication and interacting skills
- 1.4 Individual differences and building effective communication
- 1.5 Role of self awareness and style of interacting with others.

Unit-2 : CONFLICT MANAGEMENT

- 2.1 Concept of conflict management
- 2.2 Types of conflicts: Overt, Covert
- 2.3 Understanding sources of conflict
- 2.4 Personal styles of managing conflicts
- 2.5 Dealing (constructively) with conflicts.

Unit-3 : TIME MANAGEMENT AND MULTI-TASKING

- 3.1 Concept of Time Management
- 3.2 Components of Time Management
- 3.3 Techniques / Strategies for better Time Management
- 3.4 Importance of Multi-tasking and concerns related to it.
- 3.5 How to prioritize work / tasks.

Unit-4 : GOAL SETTING

- 4.1 Concept of goal setting
- 4.2 Why setting goals? (or) Starting to set personal goals.
- 4.3 Types of goals
- 4.4 Effective techniques of goal setting.
- 4.5 Helping students to set and reach their goals.

Unit-5 : COMMUNICATION / INTERACTION SKILLS AND INTER PERSONAL EFFECTIVENESS

- 5.1 Communication skills – Body language and etiquette.
- 5.2 Types of communication and communication barriers.
- 5.3.1 Stimulating creativity
- 5.3.2 Brainstorming interventions
- 5.3.3 Facilitating problem solving



T. Swarna Devi
PRINCIPAL
ST. JOSEPH'S COLLEGE OF EDUCATION
FOR WOMEN
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Workshop on Communicative English



A vibrant snapshot from our Communicative English workshop shows enthusiastic participants actively engaging in conversation exercises, honing their language skills. The lively atmosphere reflects the collective drive to improve and connect through the power of effective communication.



Dr. C. Grace Indira conducted sessions on oral communication during 2022-2023, focusing on correct pronunciation, stress, and speech speed. Students engaged in small group discussions and exercises, enhancing their ability to express thoughts clearly and effectively.



T. Inampati
PRINCIPAL
ST. JOSEPH'S COLLEGE OF EDUCATION
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2. Simulated Sessions for Practicing Communication in Different Situations:

Daily assemblies provide students with a valuable platform to practice and enhance their communication skills. Each assembly is conducted by students and is designed around a central theme. The faculty in charge reviews the content and presentation in advance to ensure proper speed, diction, and delivery. Assemblies can be led by individual students or teams and often include observations of local, national, and global days of significance through special sessions. Activities are frequently integrated into the assemblies, and students may be invited for impromptu speaking, offering them opportunities to practice extempore speaking.



A photo from our daily assembly showcases students confidently addressing their peers, illustrating the assembly's role as a dynamic platform for practicing and enhancing communication skills.



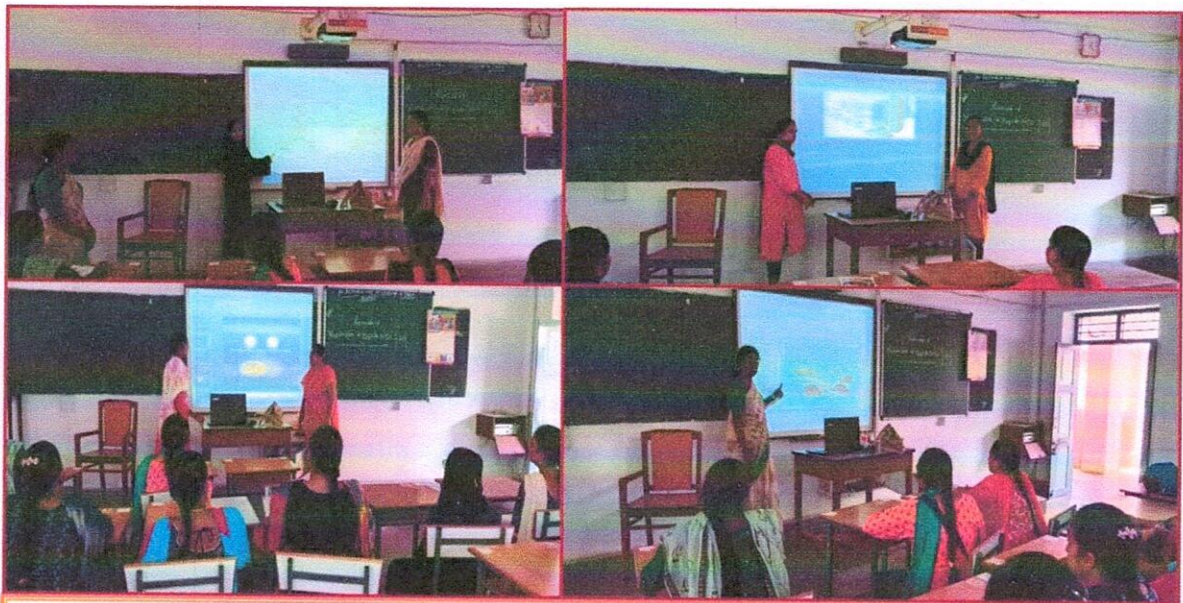
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Paper Presentations:

Paper presentations are organized to build students' confidence in presenting their analysis and understanding of various topics. These presentations can be individual or group-based, providing students with experience in selecting appropriate vocabulary, presenting their analysis to an audience, and responding to queries. Such presentations are held for nearly all courses across all semesters, offering students valuable opportunities to develop and refine their presentation skills.

Research Paper Presentations:

In 2023, students presented the findings of their action research conducted in internship schools during dedicated research paper presentations.



This photo captures a moment from our paper presentations, where students confidently share their analyses, demonstrating a deep understanding of various topics and honing their presentation skills.



T. Swarnapriya
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Workshop on Teaching Skills:

Prior to starting their internship, students attended a workshop on teaching competencies, held from 2022-23. During the workshop, students delivered short-duration lessons in simulated situations within peer groups. Supervisors provided individual feedback, helping students build confidence in managing a class and communicating effectively.

3. Participating in Institutional Activities:

Students engage in various institutional activities as anchors, discussants, or rapporteurs to practice and enhance their communication skills. They are given opportunities to anchor co-curricular activities, allowing them to showcase their creativity and spontaneity. Anchoring roles are assigned to different students for various programs to ensure equal participation. When guest speakers are invited, students introduce the speakers, coordinate the program, and propose the vote of thanks, thereby gaining confidence in public speaking.



Students actively participate as anchors, discussants, and rapporteurs in institutional activities, honing their communication skills. This photo showcases their dedication and growth as they navigate diverse roles.

In events such as group discussions, student-led symposia, and view-sharing sessions, students act as discussants, providing a platform to think critically and articulate their views effectively. Students also maintain reports of all events, practicing written communication skills. This is further supported by a module on written communication in the Value-Added Certificate Course on Communication Skills. During internships, students handle co-curricular events and may anchor assemblies, offering additional practice in communication across different contexts. Placement interviews conducted by the college also prepare students for real-world scenarios.



T. Swarnika
PRINCIPAL
ST. JOSEPH'S COLLEGE OF EDUCATION
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**Students participating in institutional activities as
'anchor'**

St. Joseph's college of Education for Women, Guntur

Awareness Programme on Personal Hygiene

Date: 02/12/2022

- Invocation : K. Eunice (B. Ed 1st yr)
- Introduction to the Program : Sr. M. Leela (B. Ed 2nd Yr)
Ch. Ramya (M. Ed 2nd Yr)
- Chief Guest's Address : Dr. Sr. Gloria
- Special Address : Prof. T. Swarupa Rani (Principal)
- Question hour of the Students : Any Student
- Vote of Thanks : N. Shanthi Jireh Suneela (B.Ed 1st Yr)
- National Anthem



T. Swarupa Rani
PRINCIPAL
ST. JOSEPH'S COLLEGE OF EDUCATION
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St. Joseph's college of Education for Women, Guntur

International Women's Day Celebration

Date: 07/03/2023

Time: 10 AM

Venue: Study Hall

- Prayer : I. Meena, A. Bhargavi (B.Ed 2nd Yr)
- Welcoming the Guest : A. S. Jayasree (B.Ed 2nd Yr)
- President's opening Remarks : Prof. T. Swarupa Rani (Principal)
- Importance of the Day : K. Sankari (M. Ed 2nd Yr)
- Special Address : Sr. Roseline
- Student's Response : Any Student
- President's Closing Remarks : Prof. T. Swarupa Rani (Principal)
- Honoring Women Teaches : Students
- Cultural Programme : B. Ed and M. Ed students
- Vote of Thanks : P. Showry (M. Ed 1st Yr)
- National Anthem



T. Swarupa Rani
PRINCIPAL
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St. Joseph's college of Education for Women, Guntur

TEACHERS DAY CELEBRATION

We request the pleasure of your August presence on the occasion of Teachers Day Celebrations of our college on from 10 AM onwards. All the teachers are our guests, we request each one of you to join us and make this celebration joyous.

Date: 03/09/2022

Time: 9:30 A.M

Venue: SJCE

1st and 2nd year students of B. Ed and M. Ed



T. Sivarajabani
PRINCIPAL
ST. JOSEPH'S COLLEGE OF EDUCATION
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Vote of Thanks : N. Shanthi Jireh Suneela (B.Ed 1st Yr)

National Anthem



T. Swarupa Rani
PRINCIPAL
ST. JOSEPH'S COLLEGE OF EDUCATION
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St. Joseph's college of Education for Women, Guntur

Annual Alumnae Meet Invitation

The Management, Staff and Students of SJCE request your esteemed presence
on the occasion of Annual Alumnae Meet 2023

The function will be chaired by Rev. Dr. Sr. G. Teresamma, Correspondent, SJCE

Presided by : Dr. T. Swarupa Rani, Principal, SJCE

Special Guest : Dr. E. Samuel Reddy, Chairman, Eda Internal
Foundations, Guntur

On Date: 22.11.2023

Time: 10 A.M.

Venue: Study Hall



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Programme

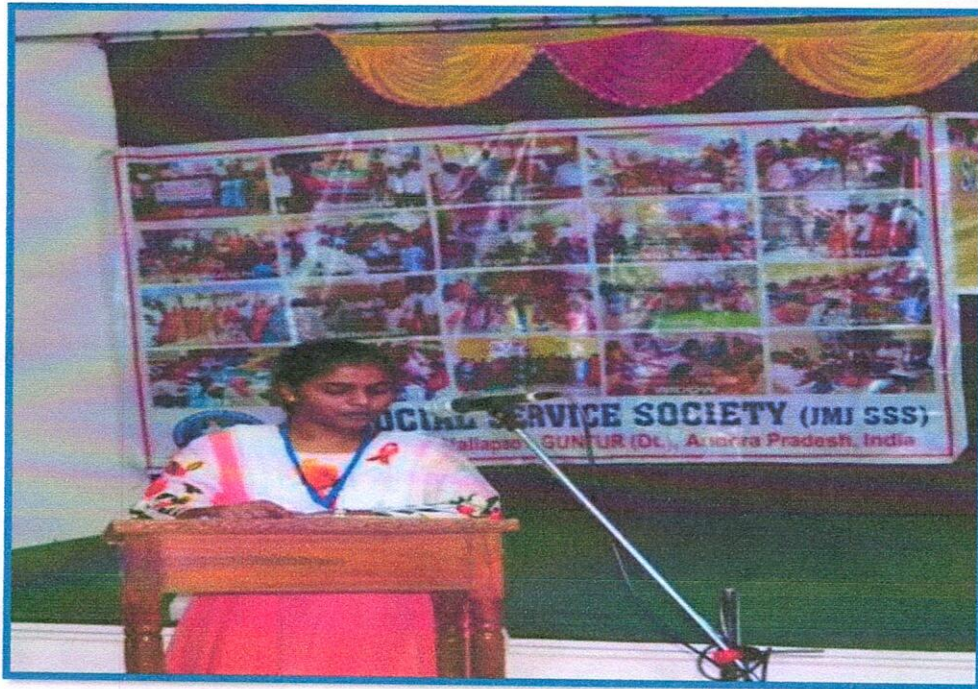
- Welcome : M. Sravani (M.Ed. 2nd Year)
- President's Opening Remarks : Dr. T. Swarupa Rani, Principal, SJCE
- Alumnae Report : Dr. C. Grace Indira, Secretary, Alumnae Association.
- Speech : Dr. E. Samuel Reddy
- Greetings : Dr. Sr. G. Teresamma, Correspondent, SJCE
: Sr. Roselin A. (Administrator, SJCE)
- Impressions of Alumnae :
- Cultural Programmes : B.Ed. and M.Ed. Students
- Vote of Thanks : A. Mounika (M.Ed. 1st Year)



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Participating in institutional activities as 'anchor', 'discussant' or 'rapporteur'

Awareness Program on Personal Hygiene

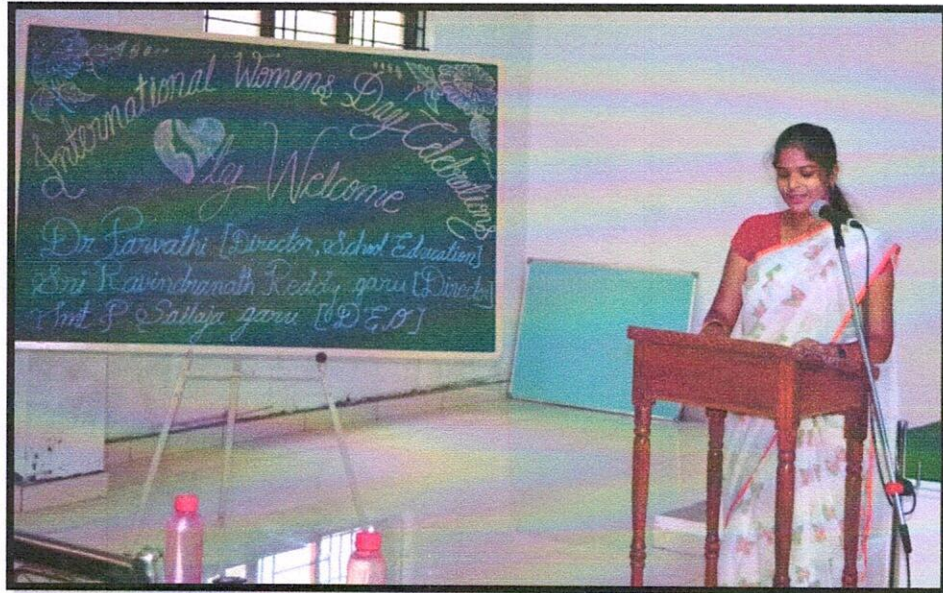


Dr. I. Deepti, Sr. Gloria and Mr. Kishore highlighting about the personal hygiene in an awareness program held on 2/12/2022.



r. Swarnabani
PRINCIPAL
ST. JOSEPH'S COLLEGE OF EDUCATION
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International Women's Day Celebration



T. Swarnal
PRINCIPAL
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T. Swarnal
PRINCIPAL
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The International Women's Day celebration at St. Joseph's College of Education for Women, Guntur, took place on 7th March 2023 in the Study Hall. The event began at 10 AM with a prayer led by B.Ed 2nd-year students, I. Meena and A. Bhargavi. A.S. Jayasree from the same year extended a warm welcome to the guest, followed by the President's opening remarks from the college principal, Prof. T. Swarupa Rani. K. Sankari, an M.Ed 2nd-year student, highlighted the importance of the day, and Sr. Roseline delivered a special address. After a student's response, Prof. Swarupa Rani concluded with her closing remarks. The ceremony included the honoring of women teachers by students and a cultural program performed by B.Ed and M.Ed students. P. Showry from M.Ed 1st year gave the vote of thanks, and the event concluded with the National Anthem.



T. Swarupa Rani
PRINCIPAL
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Annual Alumnae Meet



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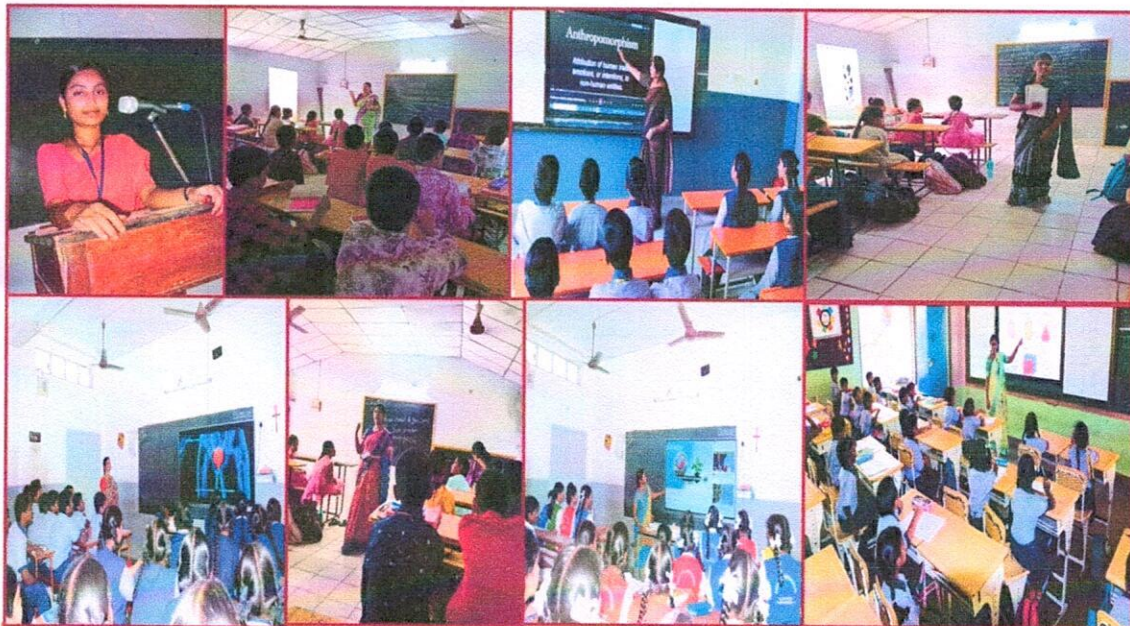
The Annual Alumnae Meet at St. Joseph's College of Education for Women, Guntur, brought together former students for a day of reflection and celebration. The program began with a warm welcome by M. Sravani from M.Ed 2nd year, followed by opening remarks from the college principal, Dr. T. Swarupa Rani. Dr. C. Grace Indira, Secretary of the Alumnae Association, presented the Alumnae Report, while Dr. E. Samuel Reddy delivered a keynote speech. The gathering was greeted by Dr. Sr. G. Teresamma, the Correspondent of SJCE, and Sr. Roselin A., the Administrator of SJCE. Alumnae shared their impressions, followed by cultural performances by current B.Ed and M.Ed students. The event concluded with a vote of thanks by A. Mounika from M.Ed 1st year.



T. Swarupa Rani
PRINCIPAL
ST. JOSEPH'S COLLEGE OF EDUCATION
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4. Classroom Teaching and Learning Situations:

Throughout the two-year B.Ed. program, students plan and conduct 30 lessons, which serve as vital opportunities to develop classroom communication skills. These lessons incorporate various aspects of communication, including listening, speaking, and discussing. Given the diverse backgrounds of their students, interns must use appropriate vocabulary and adapt their communication to suit different levels. Pre-internship workshops focus on key teaching skills such as questioning, rapport building, and effective use of verbal and non-verbal communication. Each lesson is observed, and interns receive multi-rater feedback from teacher-educators, peers, and sometimes school teachers. This comprehensive feedback, which includes a focus on communication skills, helps interns reflect and improve their teaching effectiveness.



This photo captures B.Ed. students delivering one of their 30 planned lessons, essential for developing their classroom communication skills. These sessions emphasize listening, speaking, and discussing, preparing them for effective teaching.



T. Swarnapalani
PRINCIPAL
ST. JOSEPH'S COLLEGE OF EDUCATION
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RECORD OF OBERVATION

Name of the teacher trainee: Syed Roquiyya

Class : VII

Roll No. : Y18E202041

Date : 20/08/18

Subject : English

Time : 2:30 PM - 3:00 PM

Topic : Learn How to climb Trees

THE TEACHER :

- i) Mannerisms of the teacher : Confident,
- ii) Dress and cleanliness : decent,
- iii) Voice : loud and audible
- iv) Pronunciation : clarity of speech. Good fluency of English Speaking
- v) Class room management : disciplined
- vi) Language : English

THE PUPILS :

Participation of the pupils in the teaching - learning process :

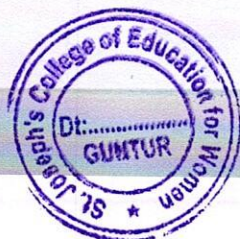
1. The teacher tested the previous knowledge of pupil by questioning
2. The pupil ~~were~~ ^{showed} active participation in all the activities
3. The teacher gave illustrations, used situational approach for motivation of student
- 4.

THE LESSON :

PREPARATION OF THE LESSON :

- i) The objectives planned and achieved : Motivation by interacting with pupil
(Please list out objectives carefully) Meanings of difficult words
Grammmal activities
- ii) Motivational techniques employed : By using pictures.
(Please record the technique employed) questioning - what, how, why

Contd. 2



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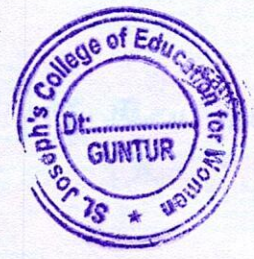
EXPOSITION OF THE LESSON :

- i) Methods and strategies employed : Elicitation, lecture was demonstrate situational approach.
- ii) Language skills attempted : listening, speaking skills
- iii) Logical presentation of concepts / teaching items : Motivation / Pre-reading / post-meanings of keywords / opposites / singular
- iv) Questioning Techniques : How / what / why questioning is used
- v) Teaching - learning materials used : Pictures, charts, puzzles
- vi) Chalk - Board work : used to write meanings, opposites
- vii) Response and effectiveness : The class was effective. Pupil showed active participation in all activities

EVALUATION OF THE LESSON :

- i) Evaluation procedures followed : Questioning, assignment was given.

Remarks :



T. Sureshbabani
PRINCIPAL
ST. JOSEPH'S COLLEGE OF EDUCATION
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Signature of the Su
Date 28-8-2018

RECORD OF OBERVATION

Name of the teacher trainee: N. Sailaja

Class : VII

Roll No. : Y18ED02033

Date : 21/08/18

Subject : English

Time : 2:00 PM - 2:40 PM

Topic : A Hero

THE TEACHER :

- i) Mannerisms of the teacher : Confident, interactive,
- ii) Dress and cleanliness : decent
- iii) Voice : loud, audible
- iv) Pronunciation : clear, no grammatical mistakes
- v) Class room management : effective, interactive, disciplined
- vi) Language : English

THE PUPILS :

Participation of the pupils in the teaching - learning process :

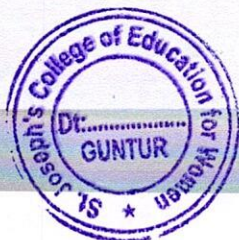
1. The teacher interacted with pupils motivated them by doing an exercise.
2. The pupil actively took part in the activities.
3. answered
4. Sentence formation, singular-plural, opposites were explained.

THE LESSON :

PREPARATION OF THE LESSON :

- i) The objectives planned and achieved :
(Please list out objectives carefully)
Motivation by elicitation
Reading of passage
Answering questions
- ii) Motivational techniques employed :
(Please record the technique employed)
Elicitation
Questioning - How/what/where
Vocabulary building.

Contd. 2



T. Suresh Babu
PRINCIPAL
ST. JOSEPH'S COLLEGE OF EDUCATION,
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used pictures, puzzles⁽²⁾

EXPOSITION OF THE LESSON:

- i) Methods and strategies employed: Elicitation - lecture cum demonstration
- ii) Language skills attempted: Listening - speaking skills
- iii) Logical presentation of concepts / teaching items: Motivation / Pre reading / Post reading / Activities / puzzles / Assign
- iv) Questioning Techniques: How/what/where/why questions are used.
- v) Teaching - learning materials used: Pictures, charts, Blackboard.
- vi) Chalk - Board work: was used to write meanings, opposites
- vii) Response and effectiveness: The class was effective, pupil showed active participation in all activities, teacher was interactive with pupils.

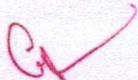
EVALUATION OF THE LESSON:

- i) Evaluation procedures followed: Questioning after post reading of passage, Assignment, in activities - opposites

Remarks: The class was interactive between teacher - pupil.



T. Swamy
PRINCIPAL
ST. JOSEPH'S COLLEGE OF EDUCATION
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Signature of the Super

Date: 21/08/12

Classroom Teaching Learning Situations along with Peer Feedback

RECORD OF OBSERVATION

Name of the Teacher Trainee : SANGEETHA

Class : X

Roll No : —

Date : 10/16/23

Subject : BIOLOGY

Time : 45 min.

Topic : CIRCULATORY SYSTEM [FUNCTION]

THE TEACHER :

- i. Mannerisms of the teacher : The teacher very friendly & affectionate.
- ii. Dress and Cleanliness : The teacher dressed well simple & neat.
- iii. Voice : The teacher voice is clear & audible.
- iv. Pronunciation : The teacher Pronunciation is perfect & correct.
- v. Class room Management : The teacher established clear expectations & and build positive relationships, communicate well.
- vi. Language : The teacher language was perfect with self-control; really a professional.

THE PUPILS :

Participation of the pupils in the teaching-learning Process:

1. The Pupils pay attention in class properly.
2. The Pupils Participation in the teaching and learning process was excellent.
3. The Pupils expressed their interest in class.
4. There were a nice interaction b/w Pupils & teacher.

THE LESSONS:

PREPARATION OF THE LESSON:

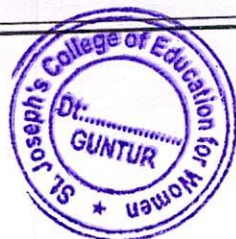
- i. The Objectives Planned and achieved:
(Please List out Objective Carefully)

The teacher has Planned the objectives, listening, speaking, Reading, writing and achieved successfully.

- ii. Motivational Techniques employed : The teacher has tested the knowledge of the Pupils and motivated by asking question as follows :-

- ① what is close and open circulation?
- ② what is auricle and ventricle?

Contd. 2



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PRINCIPAL
ST. JOSEPH'S COLLEGE OF EDUCATION
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3) Which type of blood vessels have pulses?

EXPOSITION OF THE LESSON:

- ii. Language Skills attempted : The teacher used easy language and communicated very well.
- iii. Logical presentation of concepts/teaching items : The teacher present the lessons in a logical way meaningful exposition
3) Comprehensive Reading.
- iv. Questioning Techniques : The teacher asked ^{thought} ~~thought~~ providing questions.
- v. Teaching-learning materials used : The teacher used chalk and teaching aid.
- vi. Chalk-Board work : The blackboard use is neat.
- vii. Response and effectiveness : The pupils responded well and teacher is very effective were satisfied with the lesson.

EVALUATION OF THE LESSON:

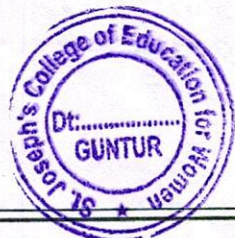
i. Evaluation procedures followed : The pupils were provided with following assignment by the teacher.

- ① Briefly explain the function of circulatory system
- ② What are the purpose of circulatory system.

Remarks

Chaitanya
10/10/23

Signature of the Supervisor



G. Suresh
PRINCIPAL
Date: 10/10/23

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RECORD OF OBSERVATION

Name of the Teacher Trainee : ELISABATH THOMAS

Class : 8

Roll No : —

Date : 10/10/23

Subject : BIOLOGY

Time : 45 min.

Topic : TRANSPORTATION IN PLANTS

THE TEACHER :

- i. Mannerisms of the teacher : The teacher is friendly & effective.
- ii. Dress and Cleanliness : The teacher dress neatly.
- iii. Voice : The teacher voice is audible & clear.
- iv. Pronunciation : The teacher Pronunciation is perfect.
- v. Class room Management : The teacher managed very well and communication was perfect.
- vi. Language : The teacher language was really a professional.

THE PUPILS :

Participation of the pupils in the teaching-learning Process:

1. The pupils are well attentive in class.
2. The pupils participated good in the teaching learning process.
3. The pupils shown their interest in the class.
4. There were nice interaction b/w pupils & teacher.

THE LESSONS:

PREPARATION OF THE LESSON:

- i. The Objectives Planned and achieved:
(Please List out Objective Carefully)

The teacher has planned the objective listing speaking, writing and achieved successfully.

- ii. Motivational Techniques employed :
(Please record the technique employed)

- 1) Different b/w transportation & translocation.
- 2) What are xylem and phloem.

Contd.2



S. Swarnabani
PRINCIPAL
ST. JOSEPH'S COLLEGE OF EDUCATION,
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(2)

3) what is transpiration?

EXPOSITION OF THE LESSON:

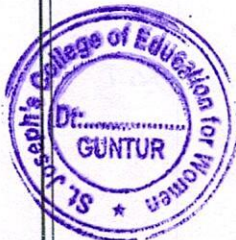
- ii. Language Skills attempted : The teacher used easy language professionally and communicated well.
- iii. Logical presentation of concepts/teaching items : The teacher present the lessons in a logical way 1) meaningful 2) opposition 3) comprehensive learning.
- iv. Questioning Techniques : The teacher asked us though questions.
- v. Teaching-learning materials used : The teacher used chalks and teaching aids.
- vi. Chalk-Board work : Chalk board use was very neat
- vii. Response and effectiveness : Pupils responded well, bcz teaching was very effective were satisfied with the lesson.

EVALUATION OF THE LESSON:

- i. Evaluation procedures followed : Following assignments given to pupils,
 - ① write a short note on photosynthesis & transpiration.
 - ② Draw neat labelled diagram of stomata.

Remarks

Signature of the Supervisor



S. Suresh Babu
PRINCIPAL
ST. JOSEPH'S COLLEGE OF EDUCATION
FOR WOMEN
GUNTUR-522 001., A.P

Date: 10-10-23.