THE LEARNING COURSE SHOULD BE TRANSPARENT

AIM

Presentation of methods and tips for preparing clear and logical lessons, giving and teaching how to give understandable messages.

IMONED consortium

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IMPROVEMENT OF THE KNOWLEDGE, SKILLS AND COMPETENCE OF THE TEACHERS IN ON-LINE AND DISTANCE EDUCATION
PROJECT NO 2020-1-ES01-KA201-082730

TOPIC 2:

The learning course should be transparent

General

Specific topic	The learning course should be transparent
Duration	**3 hours**

Specific Topic

- Principles of effective work of a teacher in remote teaching
- The ability to formulate clear and specific didactic and educational goals
- Structure of a lecture, lesson, course (introduction, development, conclusion)
- Knowledge and ability to formulate clear and logical conclusions
- Principles of constructing clear and logical courses and materials
- Skills of formulating clear and logical verbal messages
- Skills in drafting clear and logical written information
- The principle of **3 x JUST**

Summary

The main purpose of considering this issue is to adapt and optimize the organization and course of remote education. The specificity of distance learning in the context of traditional teaching allows for the design of more effective education, taking into account the individualized needs of students and concretizing the tasks and role of the teacher - mentor. Transparent and clear structure and logical construction of courses affect the process of memorizing and understanding of the transmitted content, the motivation of students and the development of their logical thinking.

Learning Outcomes. After this module attendees will:

1. Know the principles of designing effective lesson plans
2. Know the principles of formulating clear and logical didactic and educational objectives
3. Know the ways to enforce and evaluate student work results
4. Be able to construct in a clear and logical way different forms of courses (e.g. lecture, discussion, exercises)
5. Know the rules of formulating conclusions
6. Be familiar with the **3 x JUST** principle

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7   Be able to apply the **3 x JUST** principle
8   Recognize the need to formulate clear and logical verbal messages
9   Be able to develop students' ability to formulate clear and logical verbal and written messages
10   Know how to write information and instructions in a clear and logical way.
11   Identify students' problems relating to lack of understanding of oral and written information

Guiding Concepts

● Awareness of the differences between distance learning and traditional teaching promotes better, more effective organization of education.
● Limitation or exclusion of direct contact between teachers and students or students with each other causes a change in their relationship - verbal communication is very often replaced by written communication.
● Less intensive relations may foster the undesirable phenomenon of students' social alienation.
● Implementation of the 3 x JUST principles (Just for me, Just in time, Just enough) in distance education supports full individualization and optimization of learning.
● Teachers' development of the ability to design online activities in accordance with the principles of distance learning promotes the construction of clear and logical courses.
● Conducting synchronous and asynchronous online meetings and learning activities serves to establish and maintain communication, collaboration, motivation and exchange of experience.
● Knowledge of asynchronous online platforms allows you to share educational materials in different forms, organize them logically and access them anytime and anywhere.
● Knowledge of objectives (main and detailed - individual stages) - measurable, presented in the form of a description of behavior (action), criteria for its implementation, conditions of presentation and predictable results affects the perception and attention of its participants.
● Division of educational material into lessons/modules or other fragments, determination of the thematic/thematic scope corresponding to each individual lesson/module and determination of the content and accompanying activities within the framework of own work, which takes place between lessons/modules, influences better understanding and remembering of the presented content.
● The logical construction of online activities is facilitated by the separation of the following parts of the lesson/module: multimedia resources, presenting the content of the lesson, interactive resources, giving students the opportunity to practice, consolidate and self-test their knowledge / skills.
● The ability to formulate logical messages reduces misunderstandings and conflicts with students.

Guiding Questions

● Is traditional teaching possible in e-learning?
● What are the principles of effective work of a teacher in e-learning?
● How to formulate clear and specific didactic and educational goals?
● What should be the structure of a lecture, a lesson, a course?
● How to formulate clear and logical conclusions?

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- What are the principles of constructing clear and logical courses and teaching materials?
- How to formulate clear and logical verbal messages?
- How to formulate clear and logical written information?
- How to develop among students the ability to formulate clear and logical oral and written messages?
- How to use the principle of 3 x JUST in the organization and conduct of distance learning?
- How to recognize students' expectations in terms of distance learning?
- How to develop teachers' knowledge and competence in clear and logical designing of lesson/module scenarios?

Glossary

- **Traditional teaching** - way of teaching that uses traditional methods (lecture, discussion, working in a classroom).

- **Online teaching** - way of teaching that does not requires students' presence in a classroom; using online teaching/ learning tools.

- **Lesson structure** - a plan of a lesson that corresponds to the lesson goals and general assumptions of learning.

- **Learning goals** - intended purposes and achievements of a lesson which identify the knowledge and skills.

- **The 3 X JUST Principle** - the principle that define 3 important functions of e-learning: just for me, just in time, just enough.