

APPENDIX 'A'

CENTRE OF ADVANCED STUDY IN EDUCATION
Faculty of Education and Psychology
The M. S. University of Baroda, Baroda.

Dear Sir/Madam,

This is a research venture seeking to identify factors that make a lecture effective. A preliminary review of the literature available helped in constructing a tentative list of factors. This tentative list of factors was referred to methodology experts, and senior and experienced teachers of Arts, Science and Commerce departments of the M.S. University, Baroda, for finalisation of the list of factors that make a lecture effective. Now, we have the pleasure in referring this finalised list to you. This list is quite exhaustive, presumably covering all subjects and all areas. You may feel that some of the factors listed are 'important' and some others 'Unimportant' for teaching your subject area. In view of the nature of your subject area, kindly give your opinion about the importance of the listed factors by putting a tick mark (✓) against each factor.

We value your cooperation very greatly in this regard as we trust that with your cooperation we will be in a position to finalise the list of factors that make a lecture effective at the college level, pertaining to various areas viz., Arts, Science and Commerce.

You may feel free to add any more factors which you may consider as important.

Thanking you,

Dr. D.C. Joshi,
Research Guide.

Yours truly,
Y.F.W. PRASADA RAO
Research Fellow

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PERSONAL DATA SHEET

Instruction: Please put a cross mark (x) on the number provided against each item, whichever is applicable to you.

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|---------------|------------|---|
| 1. Department | : Arts | 1 |
| | : Science | 2 |
| | : Commerce | 3 |
| 2. Status | : Student | 1 |
| | : Staff | 2 |

Tool - I:

FACTOR CATEGORIZING SCHEDULE

(Please put a tick mark (✓) against the factor you consider to be important)

| Sl.No. | F a c t o r s | |
|--------|---|-----|
| 1. | Preparation of lecture note: | () |
| 2. | Setting objectives: | () |
| 3. | Preparation of instructional aids: | () |
| 4. | Preparation of lecture handouts: | () |
| 5. | Setting up demonstration experiments: | () |
| 6. | Relevance of introduction to the topic of the lecture: | () |
| 7. | Securing attention of the students: | () |
| 8. | Presenting subject-matter in logical continuity: | () |
| 9. | Presenting facts and figures accurately: | () |
| 10. | Helping development of attitudes and values of the students: | () |
| 11. | Describing subject-matter in detail: | () |
| 12. | Evaluating (comparing, contrasting and clarifying) concepts of the topic: | () |
| 13. | Providing concrete and coherent examples: | () |
| 14. | Emphasizing important points of the topic: | () |
| 15. | Using pauses at appropriate places in the sequence of the presentation of the subject-matter: | () |

16. Being sensitive to the students' feelings: ()
 17. Using black board adequately: ()
 18. Using relevant instructional aids (graphs, charts, slides, etc.,) ()
 19. Using demonstration experimental kit: ()
 20. Consolidating the major points of the subject-matter presented: ()
 21. Providing exercises to students to enable them to apply the knowledge acquired through the lecture, to a new situation: ()
 22. Using adequate gestures: ()
 23. Demonstrating an adequate sense of humour by making use of it in the course of the lecture at appropriate time: ()
 24. Expressing oneself clearly: ()
 25. Making the tone pleasant: ()
 26. Employing an audible voice: ()
 27. Employing modulations in the tone: ()
 28. Employing adequate speed of delivery: ()
 29. Using intelligible language: ()
 30. Using correct pronunciation: ()
 31. Maintaining good eye contact with the students while giving the lecture: ()
 32. Displaying a smiling disposition: ()
 33. Displaying a relaxed disposition: ()
 34. Manifesting confidence about the knowledge of the subject-matter: ()
 35. Manifesting smartness: ()
 36. Being courteous to all the students of the class: ()
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