1. Elaborate the principles to be followed while using teaching aids? Discuss the problems you face while using teaching aids.

Ans: Audio visual material must be seen in their relationship to teaching as a whole and to the learning process as a whole, until the teacher understands the relationship between audio visual material and teaching learning process.

Audio visual materials are produced, distributed and used as planned components of educational programs. It helps the process of learning that is motivation, classification and stimulation. A.v. aids are multsensorial materials which motivate and stimulate the individual. It makes dynamic learning experience more concrete realistic and clarity. It provides significant gains in thinking and reasoning.

Characteristics of good teaching aids:
- Teaching aids should be
  - Meaningful and purposeful
  - Motivates the learners
  - Accurate in every aspect
  - Simple and cheap
  - Improvised
  - Large in size
  - Up-to-date
  - Easily portable

CLASSIFICATION OF A.V.AIDS:

Various classifications are given for Audio visual aids according to the type of projection by various authors.

I) Audio aids
- Audio materials are those which can be heard. Ex: - radio, tape recorder, walkman, Headphones.

II) Visual aids: these are helpful to visualize the things. Ex:- graphic aids, 3d-aids, display boards, and print material.

III) Audio visual aids: these aids can be heard and seen simultaneously. Ex: - projected aids, TV, films.

I) Simple A.V.Aids: It includes graphic aids, display boards, 3d-aids, print material...etc.

II) Sophisticated A.V.Aids: includes audio-visual aids.

PRINCIPLES TO BE FOLLOWED FOR THE EFFECTIVE USE OF A.V.AIDS:
- Audio visual materials should function as an integral part of the educational program.
- A.v. aids should be centralized, under specialized direction and leadership in educational programs.
- An advisory committee consisting of representative from all areas of curriculum should be appointed to assist in selection and coordination of a.v. materials.
- An education program should be flexible.
- A.v. material should be carefully located to eliminate duplication, easy accessibility and convenient use.
- A.v. material should be available whenever and wherever they needed for effective utilization as an integral part of curriculum.
- Budget appropriations should be made regularly for a.v. education programs.
- Periodic evaluation to be done to assess the function of, utilization and expenditure of the program.

PROJECTED A.V. AIDS:

OVER HEAD PROJECTOR:
The over head projector is the most used in all a.v. aids. It projects transparencies with brilliant screen image, suitable for use in a lighted room. The teacher can write or draw diagrams on the transparency while he teaches; these are projected simultaneously on the screen by the OHP.

During presentation:
- Keep the screen above the heads of the participants.
- Keep the screen in full view of participants
- Make sure you are not blocking any ones view when presenting.
- Darken the room appropriately by blocking out sunshine and dimming nearby.
- Turn the screen off between slides if you are going to talk for more than two.
- Talk to the audience, not to the screen.

Purposes:
- To develop concepts and sequences in a subject matter area.
- To make marginal notes on the transparencies for the use of classmate that can carry with out exposing them to the class.
- To test students performances, while other classmates observe.
- To show relationships by means of transparent overlays in contrasting color.
- To give the illusion of motion in the transparency.

OVER HEAD TRANSPARENCIES:

Transparencies are popular instructional medium. They are simple to prepare and easy to prepare and easy to operate with the over head projector which is light weight.

A 10*10 inches sheet with printed, written or drawn material is placed on the platform of the projector and a large image is projected on a screen behind you.

The projector is used from near to the front of the room with the teacher standing or sitting beside, facing the student.

Guidelines for making effective transparencies:
- Have one main idea an each transparency.
- Include only related figures and diagrams.
- Use simple lettering style in writing.
- Use diagrams in proposition to its lettering.
- Keep the message clear and simple.
- Emphasize the key messages.
- Use color and lettering with discretion.