

MODUN 4

CLASSROOM ARRANGEMENT

Muc tieu

Objective

Completing this module you will be able:
Successfully arrange classroom met different
adult training purposes.

Yeu cau

Pre-requirements

You need to complete Module T3: “Effective using of
Training Equipment and facilities”

Phuong phap

Methods

- Self-study for defining different options of classroom arrangement.
- “Learning by doing” for classroom arrangement
- Self-assessment

Phuong tien-Tai lieu

Teaching aid

- Module T4: “*Classroom Arrangement*”



1. Study suitable options for classroom arrangement.
2. Practice classroom arrangement
3. Self-assessment

1. Classroom requirements



REMEMBER

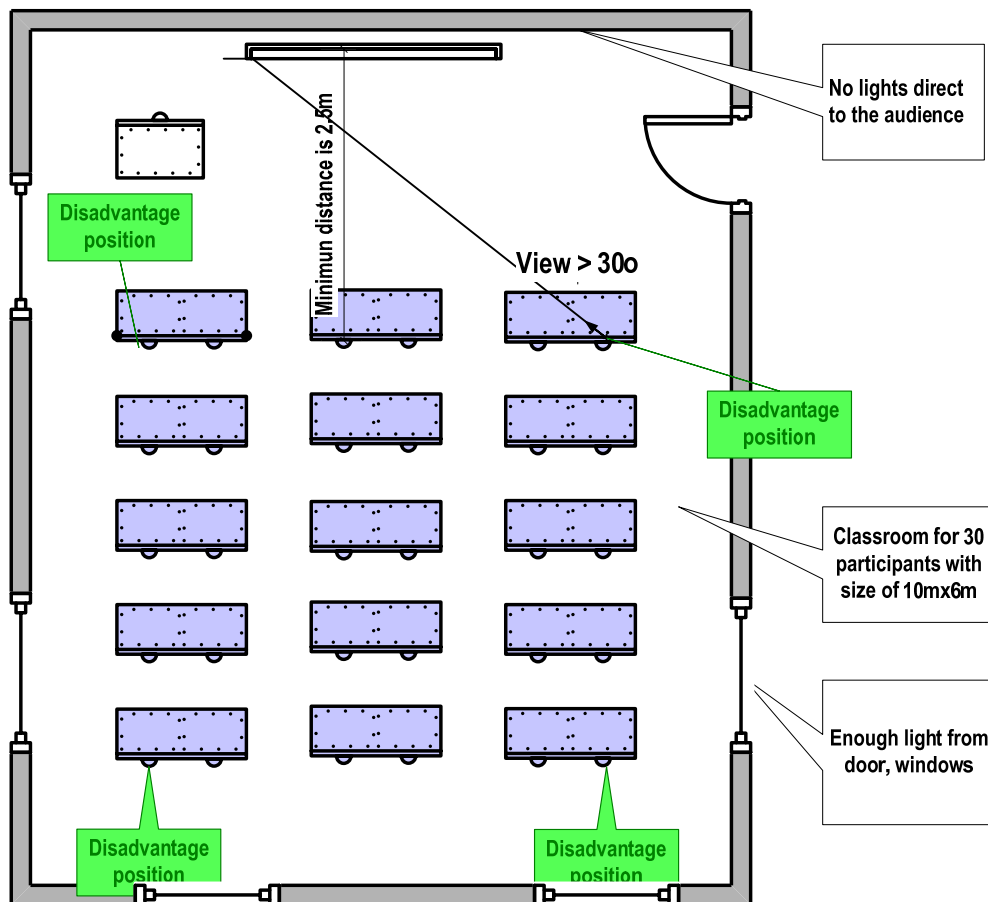
Adults interest in classroom environment and it impacts to them more than to children.

Class is needed to satisfy the minimum but necessary following requirements:


- **Quiet**
- **Enough light (for reading, taking notes and writing on board)**
- **Airy, well-ventilated and clean**
- **Suitable furniture (desks, chairs, boards etc.)**

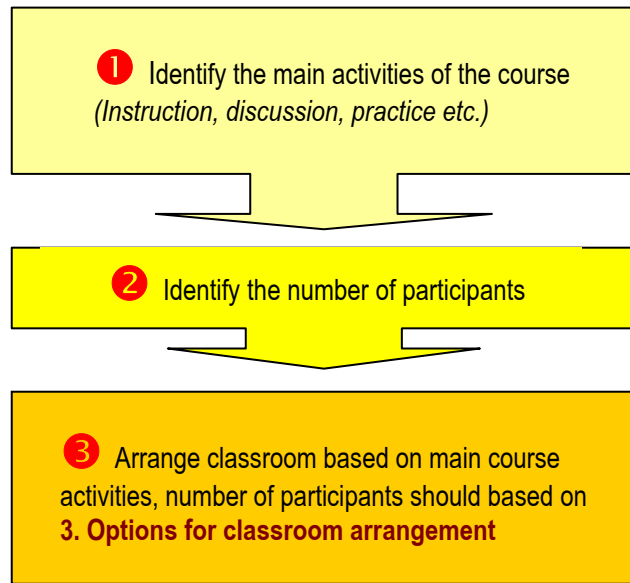


In order to get *idea* and *data* for classroom arrangement, study this following chart and define the appropriate sizes, views, light, number of students of **STANDARD** classroom:




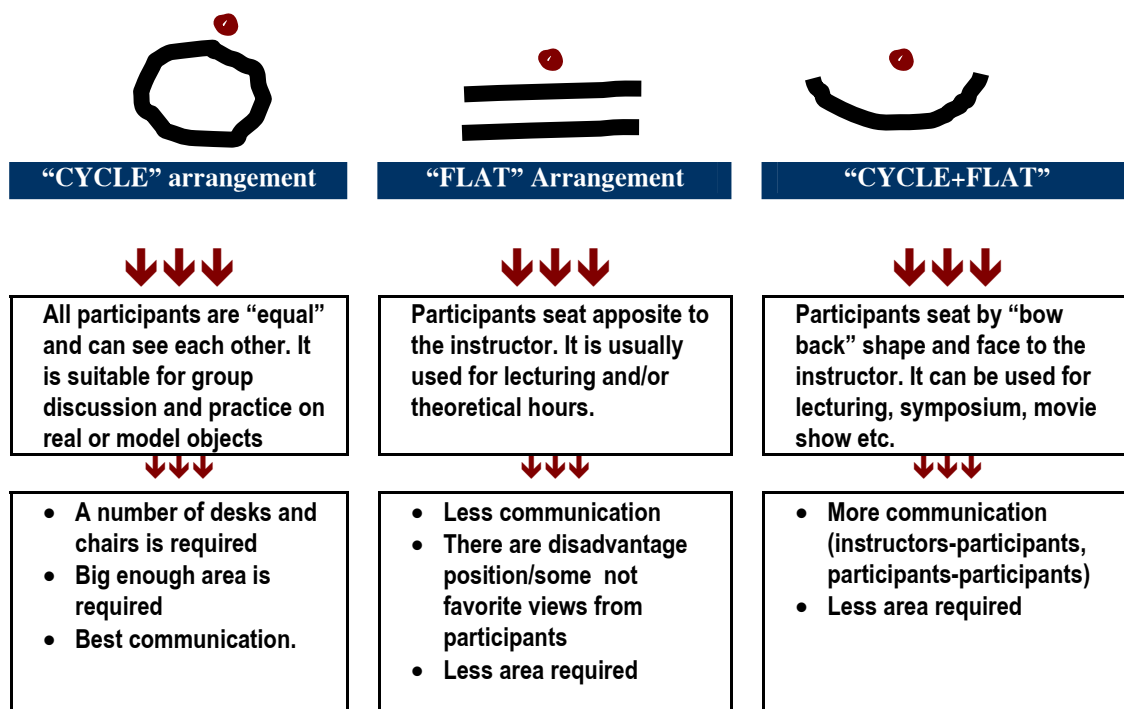
2. Classroom arrangement procedure

 Courses within SEACAP 11 have often been organized in the places like hotels, meeting rooms etc. If you have alternatives, you should undertake some steps:



3. Options for classroom arrangement

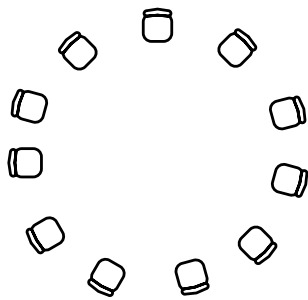
 There is a number of alternatives of classroom arrangement (*the main things you should do are arrange desks and chairs, presentation position etc*). There may be three types of following arrangements (The dot is equivalent to the position of the instructors/facilitator):





Study following classroom arrangements. Pay attention to the desks and chairs arrangements which(s are suitable for the objectives and contents of the course(s).

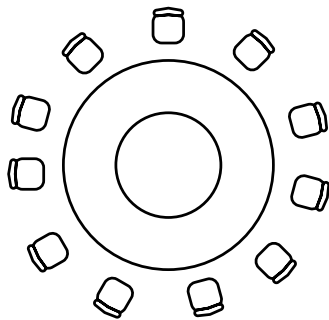
“CYCLE”



- Suitable for discussion of group of 10-12 participants. Taking notes is NOT required.
- Discussion is chaired by group leader. Instructor plays facilitation role. (Fig 1)



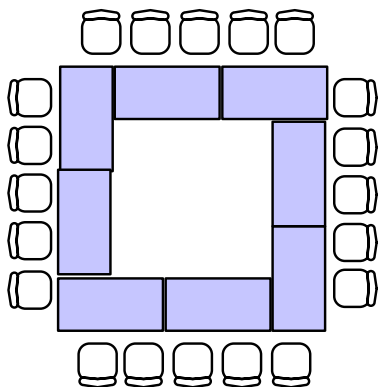
Fig 1: “Cycle” arrangement without desks



- Suitable for discussion of group of 10-12 participants. Taking notes is required.
- Discussion is chaired by group leader. Instructor plays facilitation role. (Fig 2)



Fig 2: “Cycle” arrangement with desks



- “Cycle” desks are replaced by “square” desks which form from some desks. It is used for discussion. (Fig 3)



Hinh 3: “square” arrangement replaces “Cycle”

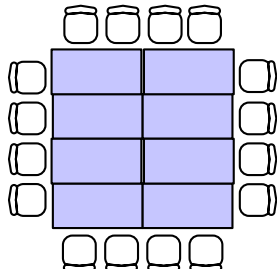
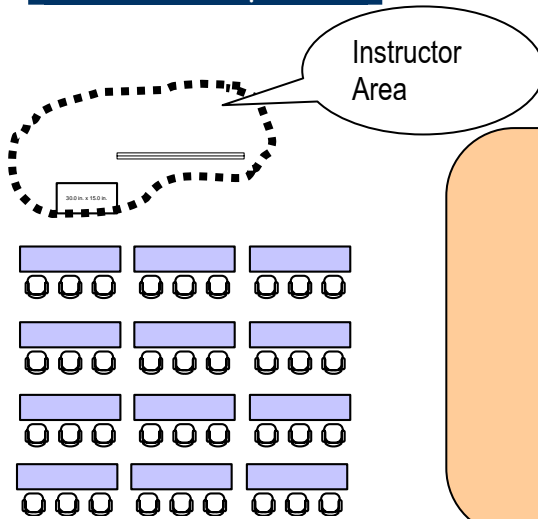


Fig 4: "Square" arrang. with big "joint" desks

- Bàn tròn (Hình 2), bàn vuông (Hình 3) được thay bằng bàn vuông có diện tích lớn hơn thuận tiện cho thảo luận nhóm cần nhiều chỗ ghi chép, vật dụng phương tiện cho đo, kiểm, tham khảo. Bố trí này có thể dùng cho thực hành với vật mẫu.



Bố trí "DET"



- This arrangement is usually used in traditional classrooms for instructing and lecturing activities. Participants face to instructor. Pay attention to the disadvantage positions of the class.



Fig 5: "FLAT" with desks

"CYCLE+FLAT"

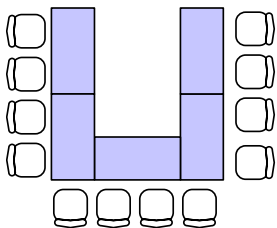


Fig 6: U-Shape arrangement

- Desks are arranged by U-shape. It is good for discussion with facilitator. It can be applied for micro teaching, presentation with small group.



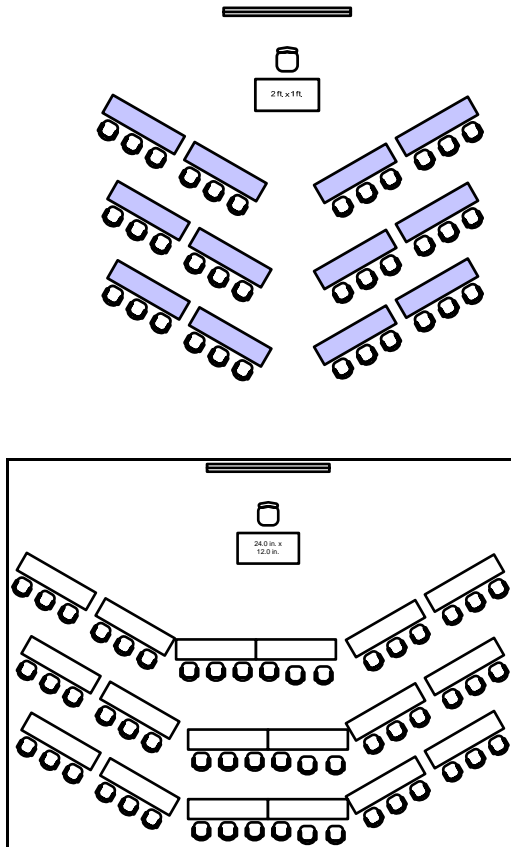


Fig 6: V-Shape arrangement

- Desks are arranged by V-shape. It can be used for theoretical lecturing, presentation with bigger group(s).



Practice

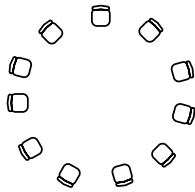
Study you have being SEACAP 11 classroom, number of participants, draw out classroom arrangement which fit to the objective of the course day (*Presentation, Introduction, practice hours discussion, exercises etc.*)

SEACAP 11 classroom

YOUR ARRANGEMENT

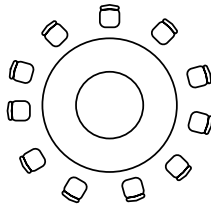


Write into empty boxes the most suitable descriptions fit to the classroom (*desks, chairs, instructor position*) arrangements in the left sides:



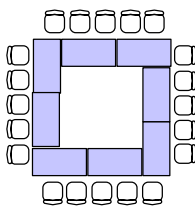
(for example): for discussion, not for writing etc.
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 Passed

 Not passed


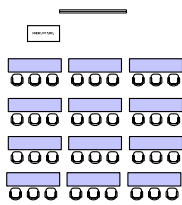
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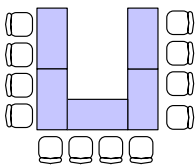
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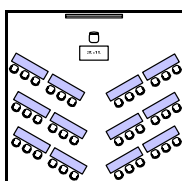
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