

REPORT WRITING THROUGH FLIPPED CLASS ROOM

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Abstract—The Flipped Classroom Instruction implies a reversal of the normal class set up and the switch between class instruction and homework. What happens through a FCI approach is that students acquire the basic information outside of class, constructing their learning, enjoying the freedom of researching online for further learning. Writing is a complex skill. Students in English as a foreign language context will need English writing skills ranging from a simple paragraph and summary skills to the ability to write essays and professional articles. The main intension of presenting this paper to use flipped class room technique for enhancing skills of student in report writing

Index Terms—Flipped Classroom, FCI, Skill

I. INTRODUCTION

As students enter the workforce, they will be asked to convey ideas and information in a very comprehensive manner. If students' writing skill is developed, it will allow the students to graduate with a skill that will benefit for life (1). In fact, good report writing, as Lee (2) states, is a key concern for teachers, researchers, textbook writers, and program designers in the domain of foreign language teaching. It has been found that report writing is one of the most difficult language skills to master (3,4) because one has to analyze, include supporting details, review and edit. Moreover writing is a difficult skill for native and nonnative speakers alike as students should make balance between multiple issues such as content, organization, purpose, audience, vocabulary, punctuation, spelling, and mechanics(5). To overcome the difficulties of writing, flipping is one of the strategy being employed. Many researchers in the field of English language teaching are trying to make learning student-centered instead of teacher-centered learning in order to achieve good learning outcomes(6). Students complete homework assignments by further investigating issues by themselves, encouraging autonomy and giving them responsibility for their own learning—a skill that they will need after graduation from university as they move into their careers (7). The flipped model thus alters the concept of the walled classroom and creates a boundless classroom—an idea which is in line with 21st century learning (8). This paper presents a strategy where the instructor need not spend time in explaining the structure of the report writing. This can be done outside the class room, the student can watch the

power point presentation with video voice and comes to the class with the idea in his mind so that in the presence of the instructor he can write a report with the situation given by the instructor.

1. Flipped Classroom:

'Flipping the class room' or 'inverted teaching' is response to the idea that class time can be used to engage student in learning through active learning techniques, rather than through delivering lecture alone. Flipped class room is the process of replacing traditional lecture with more student central learning strategies. Active learning comes through discussions; problem based learning and other form of group work and peer instruction.

Content delivery is moved outside of the class room e.g. through the videos of pre-class readings. To move lecture outside the class room, the Instructor should prepare videos and power point presentation so that the students watch the videos and before the class. To implement active learning in the class room student are allowed to apply concept in class room. They may also sit in groups and discuss so that they can come with clarification. There the student can explore knowledge and share idea and draw or bring out new way of critical thinking.

Now my main aim is to submit report writing in flipped class room. I would like to prepare videos explaining the processes of preparing report writing in the video now let me explain the report writing procedure and the ways of the implementation.

2. Report Writing:

NATIONAL CONFERENCE ON ICT EMPOWERED TEACHING, LEARNING AND EVALUATION (NCICT-2016)

International Journal of Advanced Scientific Technologies in Engineering and Management Sciences (IJASTEMS-ISSN: 2454-356X) Volume.2,Special Issue.1Dec.2016

In organisation a person low-profile servant in Govt. Organisation or a high profile business manager in a multinational to write report at some point of organisations executive decision making is based almost entirely on them.

A report is a formal document written for a specific audience to meet a specific need. It may contain facts of situation, project or process, events records and conclusions drawn from objective data or suggestions.

Thus report helps in the analysis of a condition, situation or a problem for an effective solution.

Thus report serves several purposes

1. Presenting data.
2. Describing problem and suggesting solutions.
3. Recording events and happenings.
4. Analysis a situation or a condition.
5. Giving feedback, suggestions or recommendations

3. Nature and Significance:

The Power point presentation presents the structure of formal report writing example. When writing a formal report, the choice of format as well as the parts of the report must be carefully planned. The content of the report has to be organised in a logical way so that it helps the logical way so that it helps the higher authorities to understand the message clearly.

The student watch the video before entering the class room and apply the concept and structure of report writing in the classes room where the instructor describe any situation which occurred in the factory. Here student apply the logical skill and follow the structure in writing a report.

II. CONCLUSION

By using this strategy it has been observed that the flipped class room minimises the time and enhances the learning skills of the student. Moreover the participation of the student in learning activity has increased and also reduces the time spent on imparting the knowledge to the student.

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