

# Teaching Active Skills In The Esl Classroom Through Programmed Instruction; An Outlook

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## Abstract

Speaking and Writing are usually known as active skills as they both require some form of language output. In the exercise of establishing a healthy footing for instructing English to speaking of other languages, there are several constituents to deal with, providing a model text; functioning on the conversation skills required to execute the assignment; Language function setting; educating active skills to the students of all age group; theories and methodologies; planning; production and feedback. One of the inevitable part of the procedure is that teaching productive skills to learners of all age group. Even though the teaching strategies for speaking and writing are different, both of them are used for the primary purpose of communication. When people are communicating with each other, they want to convey something through the process. Also, they desire to listen and be able to hear what is being said. Active skills can have instantaneous satisfaction but also be very time-consuming. Precision and fluency are both very important when teaching speaking and writing skills. These skills can be acquired through programmed instruction technique. Productive Language skills are the substantial as they are the perceptible authentication of tongue possession. The more who use the language for speaking and writing will get the progress in the system of language. Since they are the fundamental subsistence skills, in actual being, human beings normally used them for their day today communication. Therefore, the teacher is needed to bring the desire to stimulate the learners to speak and writing properly.

**Keywords:** Active Skills; Programmed instruction ; Model Text; Setting Language function; Methodologies; Production and Feedback.

## I. Introduction

In the changed modern world, English is widely used as the medium of communication in every domain of conversation, both in national and international level. Consequently, the demand for English started increasing everywhere. In India, Pakistan, and other countries are used English as a second language but at the same time Arabian countries, U.A.E, K.S.A etc. are used English as a foreign language. Now it is used for the purpose of academic advancement, career development, travelling abroad and administrative purposes. To confront with the national and international behest for English language, great number of attempt have been made to indian educational system, to assist the learner's English presentation..

Furthermore, the process of learning English in slow and progressive manner should be

strengthened. In the learning teaching process, certain skills should be developed. As reported by general framework, these skills are separated into two, productive and receptive skills. They help the leaners to understand content, text works or documents. Productive skills are comprised of uttering and writing and they are significant owing to the fact that they allow learners to present in conversational features, in particular, like verbal dispensing, drafted study, and describe among others. Consequently, these competency necessary to be developed and study properly.

As far as the educators as well as the foreign language learners are concerned, in the learning teaching process, productive skills are to be found the most difficult one. Even though there are number of dissimilar procedure, and systems are available in order to make easy the teaching and learning procedure of productive skills, in reality

they are not sufficient to cater the needs and necessity of the growing students population. Accordingly, the important motive of this learning is to recognize the method of teaching, especially productive skills in the ESL classroom effectively. This research paper is mainly focused on teaching productive skills mean transference of knowledge that a language user can be used it either spoken or written form. Speaking and writing cannot be existed beyond the assistance of receptive skills or passive skills (listening and reading). Passive knowledge like listening and reading represents an active implementation of syntactical structure. From the above mentioned things, it is clear that each and every sort of skills are indivisible or inalienable. One cannot exist without the other. While learning a second language reading and listening skills generally comes first and followed by speaking and writing skills. In the learning procedure, if there is not available any one of them, the final outcome will not be completed. In various cases of second language learning receptive skills are appealed to be as the first skills to be understood and comprehend. Very often, second language learners mastering in a contemporary language by way of noticing reading and gathering language occurrence. But at the same time, receptive language skills do not compel learners to make anything earnestly the aims of this paper are to convince the learned people, and educators about the significance of programmed instruction through which language skills can be taught successfully through the systematic method of programmed instruction. Most of the active users of second language are known, that speaking and writing are in correlative. Doubtlessly, syntactical structures, terms and their real application, and to a limited extent of precision is necessary to be admired. Hence, for teaching productive skills, through programmed instruction, receptive skills also have to be considered.

Like receptive skills, active skills, (speaking and writing) are important mainly because they are the perceptible proof of language accession and basic life skills. In practical life, generally people may need to inform, persuade or share ideas. Productive skill can be defined as the creation of good or practical things in language abundance or to do anything competently or kind of functionality

that you study through training and uninterrupted exercise.

For writing, firstly we should make our ideas clear in our own mind, then write down in a clear and lively way. Handwriting should be clean and tidy, spelling should be correct to avoid misunderstanding as well as the right use of punctuation and encouraging them to dare to peak. Speaking demand to learner to exhibit fluency in English language when speaking, the person will not have time to plan an appropriate response but can have an incorrect response corrected immediately.

Both productive and receptive skills they complement each and every one in every way from a thought which is necessary to be written, for a speech that necessary to be heard. Hence, productive skills are predominant for learning owing to the fact that, without these skills, we can't make sentences or meet up our comprehension of a specific subject. Students are required to expand their language skills especially academic English too.

In order to develop learner's condition in the classroom. Educators should be given necessary information and practice about the English language teaching technique and attitude accurately. Different types of teaching methods and master plan to allow students to write on one's own contemporary writing exercises should be designed by the teachers for the class. To such an extent that learners can be better involved in the learning procedure and speaking activities that will assist them to upgrade with the goal spoken language. Consequently, English has become a universal medium of conversation and it is the language for the citizens of the world to have as a survival tool. Either it can be understood completely or it is admissible in almost all country. At present, it has become a common language of conversation and a mandatory language to learn in the 21<sup>st</sup> century. Nevertheless, bonafide organization, application and observation can make it feasible to attain a learner's language competency in all master skills concomitantly To develop a learner's condition of productive skills in the classroom, educators should be given the knowledge and training of the philosophy of English teaching methods and approach properly,

The teachers should adopt different teaching techniques and strategies to let learners write independently. Teachers should try to design some innovative writing activities for the class. So that the students can be more involved in the learning process and speaking exercises that will enable them to improve with the target spoken language. In conclusion as a universal medium of communication, English has become the only language for the world citizen to have as a survival tool. English can be understood fully or to an acceptable extent in almost every country. It is the common language of communication and a necessary language to learn in the 21<sup>st</sup> century. However, proper planning, implementation, and monitoring can make it possible to achieve a learner's language proficiency in all master skills simultaneously.

## 2. Method of Programmed Instruction

Programmed education or teaching is a research based system which assists the learners to work vigorously. This method is directed by applied psychologists and faculties. A kind of textbook or computer oriented programme is used as a study material, through which subject matters are presented in a graded sequence of small-steps. Learners can work themselves according to their own pace. Immediately after each step their comprehension will be tested by asking examination question or by giving a task related to them. The learner has to answer the questions properly in order to move to the next step or subsequence steps.

Programmed instruction has certain steps to be followed to implement it effectively.

**Topic Selection:** The programmer should select the most familiar topic; unless otherwise, he may be compelled to take the help of a subject expert. Prepare an outline for the topic. Set the objectives of teaching, entry skill, presentation of the material, learner participation, final behavior and revision.

As a result of that there are three types of programming, they are Linear Programming, Branching Programming and Mathetic Programming. Programmed instructions are functioned based on the subsequence principles.

Principles of small step, active responding, immediate confirmation, self-pacing, student testing, which are its features

Obviously, it has some characteristics too. The main aspects of this method is that it is focused on individualized instruction with logically sequenced small steps named frames are used for teaching subject-matters, appropriate attention is given to the primary behavior of the learner. Immediately after each step, feedbacks of the are collected from the learners. Learner's interaction with learning aterial is given importance and the learners can learn the subject matter in self-pacing manner.

In fact, Programmed instruction gives main emphasis on personal differences and learner's involvement. Here learners can learn the subject matter at their own pace. Learners are disclosed only for appropriate reactions. Hence, probability to do mistakes and reduced. It is based on Skinner's operant conditioning that is a behaviourist theory saying that learning is changed according to behavior due to the stimuli. Behaviour of the individual can be controlled by rewarding the right stimulus-response design. Accordingly, any language skills, especially productive skills can be learnt through this systematic method of programmed instruction.

## 3. Reasons to Learn Active Skills

Speaking and Writing are generally considered as Productive Skills because learners doing these need to produce language, words, phrases, sentences and paragraphs. The best way to practice grammar, develop new vocabulary and study English pronunciation rules also through writing exercise. It also stimulate learner's self-reliance, when they are asked to write regularly. Assignment or project writing that they can carry out at home itself. By teaching means possessing of knowledge or ideas from one person to another or group, exceptionally, about science, religion, and society. The efficiency to apply the language is called linguistic skills or language proficiency. While we study a language we have to practice four skills, in order to communicate effectively in that language. Usually, listening comes first, then speaking, reading and finally writing the sequence of language skills. Speaking and writing can be

explained as the production of good or useful things in language. Abundance or to do something well or kind of functionality that you study through instruction and constant practice.

Another reasons learners have to write for incorporating the things. It is an effective way for strengthening, what the learners have already studied, seen, from a new or unfamiliar language in written form Also, it is a good way to practice, grammar, vocabulary, and pronunciation. Learners should give sufficient opportunity to practice each language skills inside and outside the classroom to use English language in a variety of situation, purpose, exceptionally overall development or progress of their conversational competency. As Pengoy and Boyle expresses in the book 'Reading, writing, and listening in the in the ESL (2011:p236).Four master skills (L.S. R..W) are occurred naturally together in learning events both school and college level.

. Writing is an effective way of reinforcing what they have already been studying and they benefit greatly from seeing new or unfamiliar language in written form. It encourages learner's autonomy when they are asked to keep journals or turn in regular writing assignments that they carry out at home.

Four master skills of a language are supplemented each other in every way from a thought. Learners should be able to use the English language in different situations. Not to focus on one specific skill and anticipated to use that particular competency in a variety of situations. And also these skills are necessary for completing the communication process. Productive skills are very necessary to learn without which sentences or expressions cannot be made or communicate the things. Student should develop the language competency and particularly academic English too.

- i) Study material should be used very effectively and comprehensible manner.
- ii) According to the subject, language and vocabulary should be specialized.
- iii) Explain task question, and select applicable and suitable reactions.
- iv) Write a well arranged reasonably dispensed assignment without any literary thefts.

v) Learners should communicate their own needs with their educators, and do the things co-operate with other students.

To improve a learner's conditions of creative skills in the classroom, concerned tutor should give the information and practice of the philosophy of English teaching methods and procedure allowing the learners to write independently. Educators should try to design some new and innovative writing exercise for the class. Hence, the learners can be more engaged in the learning, teaching process and speaking activities that will support them to enrich their speaking competency.

#### 4. Active Skills

In Language, speaking and writing are known as productive skills. They are very significant since students necessary to utter those words and compose to construct language. Students receives language by listening to conversation, music, vedio, audio-books, and also by personal understanding, and it can be developed through newspaper reading, poems, and books etc. Productive skills are crucial, since they permit learners to practice actual life exercise in the classrooms and can assist transmission, particularly in a foreign land or overseas, at least one should have the fundamental information of sentence building, particularly in second language to have an easier time for conversation. In a classroom, productive skills can be used as a weatherglass to exam how far the learners have studied.

Productive Skills and Speaking and Writingg. These skills are very important because learners need to articulate words and write to produce language. Learners receives language by listening to conversation, music, video, audio-books, and also by reading comprehension. Newspapers, poems, books etc. Speaking and Writing Skills are crucial as they allow students to practice real life activities in the classrooms and can help with day to day communication, especially in a foreign country, one has to at least have the basic knowledge of sentence construction in of the particular foreign language to have an easier time communicating. In a classroom, these two skills

can be used as a barometer to check how much the learners have learned

Speaking is vital unless someone is learning English purely for academic reasons and does not intend to communicate in English which is quite rare. Good command on speaking skills develops a sense of progress among learners and boosts their confidence inside and outside the classroom. Teaching writing skills is equally important because written communication is a basic life skill that can also come in handy for students or people in general with a speaking disability or speech impairment. Student may need to take notes, fill in forms, write letters, reports stories etc. Many need to fill in detailed questionnaires relating to health, education, and employment.

### 5. Teaching Active Skills through Programmed Instruction

A Programmed Instruction is a method of self-instruction that enlists machines or specially prepared books to teach information. It is used to manage human learning under controlled conditions by providing the material in small pieces. For teaching productive skills the following steps can be employed.

- a) Provide a Model Text: Usually it is used as a common tool by teachers to assist the learners to deal with new, unfamiliar genres. It provide a concrete example for learners to understand what is to be expected as a finished product and to process the rhetorical structures, conventions, and organizational features within the text by using programmed instruction
- b) Practical Exercise on language: Work on the language needed to perform the task. Learners are getting practical exercise in the method of teaching, logically graded sequence of small steps. Practical exercise are given importance in this techniques of teaching
- c) Task setting: is a configuration of cognitive process that is actively maintained for subsequent task performance
- d) Planning: Different form of the lesson plan of receptive skills, productive skills lesson focus at assisting learners produce suitable and coherent messages, either in spoken or written forms. In order to make sense or being able to process the

ability to convey information convince or share ideas and feelings should be included in the productive lesson plan. In it the succeeding or subsequent points are taken into consideration.

- a) The lesson aims to help the learners to communicate
- b) It will not be beneficial to the learners by simply giving a topic and ask them to write or speak
- c) Sufficient preparation should be taken before setting the task.
- d) The topic should be familiar to the learners.
- e) At first should equip the learners, before asking them to produce language.
- f) When learners are facing problem, they should be able to use specific communication strategies.
- g) Productions: Preparing for the spoken task going through the process of drafting revising and editing.
- h) Feedback: Self-peer regulated feedback using a checklist or teacher regulated

Teaching productive skill are important because written and spoken communication are basic life skill. In real life, people generally may need to inform, convince or share ideas. They are often used for taking notes, fill in forms, and write e-mails, letters, reports or stories.

### 6. Rules for improving Speaking Skills

Practicing Speaking is one of the most fun and rewarding parts of learning English. Once you can earn the ability to speak even a little English, there are number of ways for improving your productive skills quickly while having tons of fun. Be confident and speak as often as possible to as many people. As much as you practice, the better and more confident you will become in your pronunciation and vocabulary. Keep in mind, speaking skill is like learning a musical instrument or new sport. The only way to acquire the language skill is to put into practice the same.

Though there are number of favourite for improving speaking skills. Some of them are given below.

- a) **Practising speaking:** is the only way to make better speaking, there is no any other magical formula for it.

**b) Echo your conversation:** Two main techniques of reflecting are mirroring, and para phrasing. Mirroring is a simple form of reflecting and involves repeating almost exactly what the speaker says. Paraphrasing involves using other words to reflect what the speaker has said. Paraphrasing shows not only that you are listening but that you are attempting to understand what the speaker is saying

**c) Seeing cinema and watching television:** Listen to T.V news programme and watching cinema will enable you to listen to the pronunciation of words. Also, you can learn new words and expression this way. The more you pay attention to listening, the more you can learn. Try to practice the pronunciation and learn which words in a sentence are stressed.

**d) Record your voice:** The need for good communication skill in English has become a demand that continues to increase. One frustration is that they have spent years for studying English but they still cannot speak it. Therefore in this case, it is necessary to know what are the things that influence willingness of the students to speak English in the language class. The present study has investigated student teacher's perception on factor influencing willingness to speak English in the language classroom. The factor included motivation, self-belief, and object discussion

**e) Learn and Study Phrases:** Usually, students are learning vocabulary and try to put many words together to create proper sentences. It is amazing, learners cannot learn too many words and they cannot create a proper sentence. The reason is that they didn't study phrases. Children when they learn language, they are studied both words and phrases together. Likewise, learners need to study and learn phrases.

**f) Inundate yourself:** Being able to speak a language is not related to how smart you are. This is a proven fact by everyone in the world is able to speak one language. A person who can speak English, if he had an environment where they can be around English speaking people constantly. As per this system, learners don't have to go anywhere

to become a fluent English speaker. You only need to surround yourself with English. Programmed instruction rules that will assist you achieve your good of speaking English fluently.

## 7. Rules for improving writing skill

Variety of strategies can be used for improving writing skills. There are number of steps which helps you make dramatic improvement to the quality of your writing in short order. Becoming a better writer takes practice. Writing skills are an important part of communication. Good writing skills allow you to communicate your message with clarity and easy to a far larger audience than through face to face or telephone conversations.

**7.1 Prepare an outline:** Even in a very simple piece of writing, you have to keep some kind of an organization to convey the message you want in a clear orderly way.

**7.2 Using Active Voice:** The writer should prefer the active voice in making a sentence to the passive voice. Active voice produces stronger and livelier writing. It emphasizes the action and it usually saves words.

**7.3 Adapting Language:** By adaption means fitting the communication according to the level of readers. While writing the writer must keep in mind that all the readers do not have the same level of understanding. Their level of understanding vocabulary, knowledge, mentality will be different.

**7.4 Using familiar Words:** Using familiar words means using the words that most of us use in everyday conversation. These words can convey sharp and clear meaning in the mind. Complex and difficult words and the words that do not communicate precisely or quickly should be avoided.

**7.5 Habitualize Reading:** As saying that listening is closely related to speaking, reading is associated to writing. Hence, the first tip for improving English writing would be to read as much as you can. This will help you improve the learner's

vocabulary, grammar, sentence structure, and this will help you that there are many different ways to communicate idea

**7.6 Revise your Grammar:** Even if, there is no need to study grammar too much, your writing will improve a lot if you work on grammar exercise. Keep in mind that syntax is more important when you write than when you speak because it is usually more formal and more structured.

**7.7 Make writing a routine activity:** Turn writing into a routine activity. Besides, you are writing to yourself which can make you feel liberated and satisfied. No need to write elaborate sentences, instead you keep them as simple as you want

**7.8 Organize a Paragraph:** As part of improving your writing skills, is to commence your paragraph with a topic sentence that is, a sentence that explains what you are going to write about. Carry on with supporting sentences: A sentence that provide more information about the topic. Complete with a concluding sentence. It generally gives a summary of the ideas developed in the body of the paragraph. And learn how to make transition between paragraphs to signal relationships between ideas, so as to create a fluent body of text.

**7.8 Writing Prompts:** Through prompt writing task, can be directed the learners to write about specific topics in different way. They are arranged to incorporated learner's imagination and inventiveness into guided writing practice. Since our educational awareness has improved, prompts writing came into existence, as a way to corral student's natural curiosity for the world around them. Concrete expression are those that shape sharp and understandable meaning in the mind. Concrete terms stand for things that the reader can see, feel, taste or smell.

**7.9 Check your spelling:** Immediately after writing something, spelling must be checked. defective spelling can blemish even an interesting piece of information, Generally, we use to write for other people to read.

**7.10 Keep Sentence Unification:** Unity of sentences is essential for making paragraph. By unity means all aspects of a sentences should concern one thought. Particularly, all the objects put in a sentence should have fair reason for being co-operatively. Consequently, the composer should ensure that all the particulars in a sentence belongs together. Unity of sentences can be kept by obliterating extravagant features incorporating just correlated ideas and keeping away from irrational creations.

**Conclusion:** From the above mentioned things, it is clear that extensive victory of resources in any teaching learning system is facilitated to improve the two fundamental skills namely speaking and writing. Mainly, it is because the productive skills can easily modifying in a variety of occasion and circumstances of teaching English as a second language exercise. Hence, the classroom will not go monotonous.

Productive skill can also provide learners at various stages of language and literary advancement, and extensive range of written and speaking products. It helps learners to escalate active meet up and contrasted speech with writing.

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