

## DETAILED LESSON PLAN OUTLINE

PROGRAMME: TRAINING FOR INSTRUCTORS

UNIT: 8 Audio-Visual Equipment

SUGGESTED TIME: 2 hours

TRAINING AIDS NEEDED: Overhead projector, accessories, screen, tool kit., video player and monitor, tapes, video camera and cables.

OBJECTIVE(S): Upon completion of this unit you will be able to do the following with two commonly used items of audio-visual equipment:

1. Prepare for use and operate.
2. List six essential auxiliary items.
3. Perform preventive maintenance and trouble shoot the three most common problems.

**UNIT OVERVIEW**

*Purpose:* To give the participants the skills to use and maintain the audio-visual equipment used to support training.

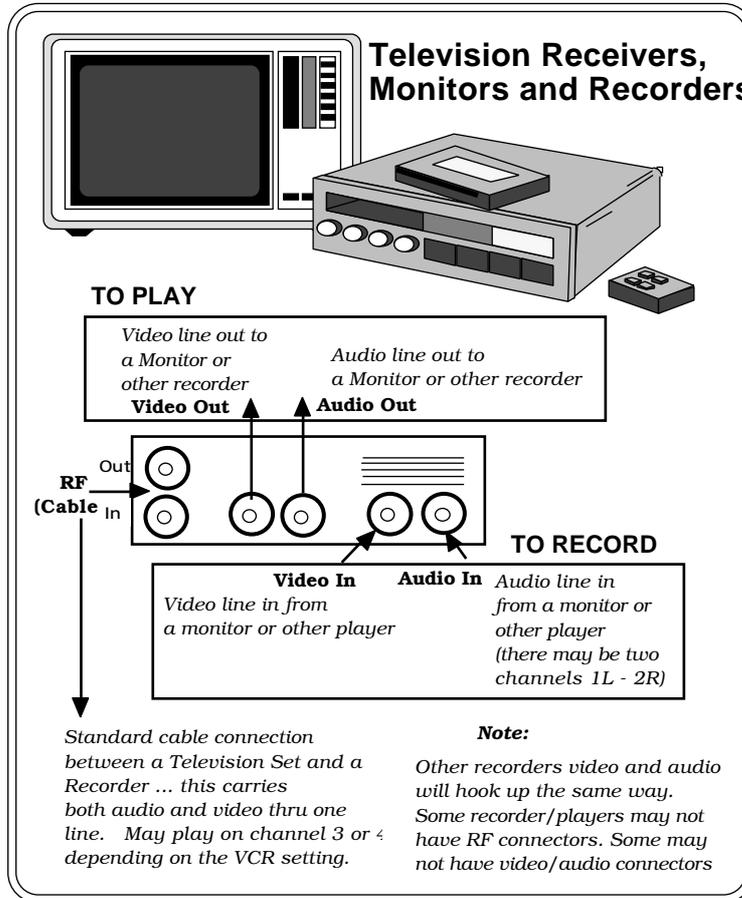
*General Guidance:* This unit requires a lot of preparation and practise with the equipment. Try to determine what equipment is most readily available to the participants and emphasise that equipment.

*Cautions:* Be careful not to get into something you have not prepared for and practised. Use maximum caution to avoid damage or injury. Be prepared for unexpected problems. If you don't bring the equipment with you, anything is possible.

A/V AIDS	OUTLINE	NOTES
<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px; width: fit-content;">WB 8-1</div> <div style="border: 1px solid black; border-radius: 10px; padding: 5px; width: fit-content;">TR 8-1</div>	<p><b>1. Introduction</b></p> <p>1.1 Introduce self and assistant. 1.2. Present unit Objectives.</p> <div style="border: 2px solid black; border-radius: 15px; padding: 10px; margin: 10px 0;"> <p><b>Upon completion of this unit you will be able to do the following with two commonly used items of audio-visual equipment:</b></p> <ol style="list-style-type: none"> <li><b>1. Prepare for use and operate.</b></li> <li><b>2. List six essential auxiliary items.</b></li> <li><b>3. Perform preventive maintenance and trouble shoot the three most common problems.</b></li> </ol> </div> <p>1.3. Importance of A/V equipment. As we discussed in the unit on communicative visuals, audio-visual aids are an important component of effective training. Most training courses contain some sort of visual aids. Note there will be a unit test.</p>	

A/V AIDS	OUTLINE	NOTES
<div data-bbox="229 696 347 824" style="border: 1px solid black; padding: 5px; margin-bottom: 100px;">WB 8-2</div> <div data-bbox="229 1469 347 1597" style="border: 1px solid black; padding: 5px;">WB 8-2</div>	<p>As a student, if a piece of audio-visual equipment fails or the instructor doesn't know how to run it, you feel your time is wasted and you are "turned off" by the training.</p> <p>There are a number of things we can do to help make our audio-visual presentations successful. Making the equipment work is one of them. This unit is about the preparation and use of A/V equipment.</p> <p><b>2. Presentation/Demonstration</b></p> <p>2.1 Accessories</p> <p>2.1.1. Electrical</p> <ul style="list-style-type: none"> <li>• Extension cords - The outlets are usually not where they are needed.</li> <li>• Adaptors - 3 prong for plugs, voltage conversion and transformers.</li> </ul> <p>2.1.2. Projection</p> <ul style="list-style-type: none"> <li>• Spare bulbs - As many different bulbs as there are projectors. You should have 1 for each projector you use.</li> </ul> <p>2.1.3. Tool kit</p> <ul style="list-style-type: none"> <li>• Adaptors for audio and video - BNC to RCA, RCA to Mini-plug, etc.</li> <li>• Tools for minor repairs - Screw drivers, pliers, allen wrench.</li> <li>• Tape - Masking for OH's, duct for cables, and electrical for repairs.</li> </ul> <p>2.2. Equipment</p> <p>2.2.1 Overhead Projector</p> <ul style="list-style-type: none"> <li>• Setup-On low stand, centre of screen, cord location, levelling, focus, image adjustment up and down, keystone correction.</li> <li>• Operation-switches, on-off technique</li> <li>• Preventive maintenance - Cleaning stage, lenses and mirror. Tightening head.</li> <li>• Problems <ul style="list-style-type: none"> <li>Bulb changing.</li> <li>Switches - on-off, hi-lo &amp; bulb change.</li> <li>Moisture in fresnel distorts image.</li> <li>Tape on stage is bad.</li> </ul> </li> </ul>	<p>OK to turn off and on.</p>

A/V AIDS	OUTLINE	NOTES
	<p>2.2.2. Screens</p> <ul style="list-style-type: none"> <li>• Types-Beaded movie screen and matte (Daylight)</li> <li>• Considerations-Mounted or portable. A beaded screen is poor for portables.</li> <li>• Discuss the use of keystone adaptor on screen.</li> </ul>	
	<div data-bbox="544 510 995 936" data-label="Diagram"> </div> <ul style="list-style-type: none"> <li>• <math>2xW</math> (Width of screen) =closest to screen. <math>6xW</math>=farthest from screen</li> </ul>	
	<p>2.2.3 Video</p> <ul style="list-style-type: none"> <li>• Tape sizes and formats. <ul style="list-style-type: none"> <li>- 1/2" VHS = video home system</li> <li>- 8mm video cassette</li> <li>- 3/4" industrial or broadcast</li> <li>- BETA commercial</li> <li>- Digital Video</li> </ul> </li> <li>• Recorders <ul style="list-style-type: none"> <li>- All recorders are similar but different NTSC-PAL-SECAM-Digital formats.</li> <li>- Cables and connectors-differences</li> <li>- Commercial vs Industrial quality</li> </ul> </li> <li>• Setup-Use diagram to explain hook-up. Use the concept of video in and video out to explain cabling. Check with a known good tape.</li> <li>• Operation-Switches...on-off, start-stop, pausing, searching.</li> <li>• Preventive maintenance <ul style="list-style-type: none"> <li>- Care and storing of tapes-Stand on edge</li> <li>- Clean heads only if you know how</li> <li>- Keep deck clean and covered</li> </ul> </li> <li>• Problems - trouble shooting guide <ul style="list-style-type: none"> <li>No picture /no sound- check cables and switches.</li> <li>Check TV with broadcast signal.</li> <li>Tracking noise - adjust tracking.</li> <li>Dew light - dry out VCR.</li> <li>Stuck tape - disassemble deck or take to repairman.</li> </ul> </li> </ul>	
		
		
		



WB 8-6

2.2.5. Slide projector (Optional)

- Setup - Demonstrate levellers, hidden cords, lens changing and focusing. Dark slide in projector.
- Operation - ON and OFF switch. Use of controls, focusing.
- Preventive maintenance - Cleaning of tray track and mechanism. Cleaning of lens.
- Problem solving - Bulb changing. Stuck slide/tray.

WB 8-7

2.2. Checklist -Review the A/V checklist.

WB 8-8

3. Evaluation

Give unit test here.

4. Practical Exercise

See 8PE-1

## DETAILED LESSON PLAN OUTLINE

PROGRAMME: TRAINING FOR INSTRUCTORS

UNIT: 8 Audio-Visual Equipment-exercise

SUGGESTED TIME: 1/2 hours

TRAINING AIDS NEEDED: Overhead projectors, accessories, screens, tool kit., video players and monitors, tapes, video cameras and cables.

OBJECTIVE(S): Upon completion of this exercise the participant will be able to do the following:

1. Change bulbs on a slide projector and an overhead projector.
2. Perform basic maintenance of a slide projector and an overhead projector.
3. Set up and operate a slide projector and an overhead projector.
4. Connect a video player to a monitor for playing a video tape.

A/V AIDS	OUTLINE	NOTES
	<p>Exercise Set-Up:</p> <p>The general concept is to collect all of the equipment used for the course and distribute it at work stations in the classroom so that the participants can have a hands-on experience under the guidance of an instructor.</p> <p>Set-up the room during the refreshment break. Have everything ready so you can just put it into position.</p> <p>If the groups have been assigned (Should have been done on Wednesday) then use them as the hands-on groups. The presentation break-out groups can also be used.</p> <p>Have the participants go through changing bulbs and setting up the equipment. Instructors supervise and assist.</p> <p><b>CAUTIONS:</b> Do not attempt to conduct this exercise without practising with the equipment. Make sure all of the instructors are skilled in each of the activities you plan to have the participants do.</p>	