

# Table of contents

<b>1.</b>	<b>Initiation</b>	<b>8</b>
1.1	Basic principles for the organisation of lesson plans	8
1.2	Primary objectives of the practical lesson	12
1.3	Vocational knowledge and vocational skills	13
1.4	Methods for the practical lesson	16
1.5	Equipment and media	19
1.5.1	Significance of equipment and media	19
1.5.2	General non-specialist media	19
1.5.3	Equipment	21
1.6	Exercises and questions for review and reinforcement	23
<b>2.</b>	<b>Conditions and decisions for the organisation of learning</b>	<b>25</b>
2.1	Interrelation between didactics and methodology	25
2.2	Social settings and seating arrangements	28
2.3	Independence and self-direction for vocational learning	32
2.4	Selection of methods and procedures	34
2.5	Exercises and questions for review and reinforcement	37
<b>3.</b>	<b>Methods of practical training</b>	<b>38</b>
3.1	Apprenticeship	38
3.1.1	Basic principles	38
3.1.2	Sample lesson: apprenticeship in the subject of "woodworking"	41
3.2	Four-step method	44
3.2.1	Basic principles	44
3.2.2	Sample lesson: four-step method in the subject of "automotive technology"	47
3.3	Practical short lecture	51
3.3.1	Basic principles	51
3.3.2	Sample lesson: short lecture in the subject of "electrical technology"	55
3.4	Practical discussion	56
3.4.1	Basic principles	56
3.4.2	Sample lesson: practical discussion in the subject of "machine technology"	59
3.5	Practical demonstration	62
3.5.1	Basic principles	62
3.5.2	Sample lesson: demonstration in the subject of "woodworking"	64

3.6	Work order processing	67
3.6.1	Basic principles	67
3.6.2	Sample lesson: work order processing in the subject of “plumbing”	70
3.7	Practical experiment	74
3.7.1	Basic principles	74
3.7.2	Sample lesson: practical experiment in the subject of “metalwork”	77
3.8	Training course	83
3.8.1	Basic principles	83
3.8.2	Sample lesson: training course in the subject of “machine technology”	87
3.9	Learning guidelines method	99
3.9.1	Basic principles	99
3.9.2	Sample lesson: learning guidelines method in the subject of “electrical technology”	100
3.10	Work assignment	107
3.10.1	Basic principles	107
3.10.2	Sample lesson: work assignment in the subject of “automotive technology”	109
3.11	Practical project	112
3.11.1	Basic principles	112
3.11.2	Sample lesson: practical project in the subject of “woodworking”	116
3.12	Exercises and questions for review and reinforcement	119
<b>4.</b>	<b>Learning progress checks in practical lessons</b>	<b>121</b>
4.1	Learning progress check of a “single work sample”	121
4.1.1	Basic principles	121
4.1.2	Sample lesson: work sample in the subject of “metalwork”	125
4.2	Learning progress check of an “integrated component”	127
4.2.1	Basic principles	127
4.2.2	Sample lesson: integrated component in the subject of “machine technology”	130
4.3	Exercises and questions for review and reinforcement	139
<b>5.</b>	<b>Practical didactics and methodology in an overall context</b>	<b>140</b>
5.1	The practical context of vocational teaching and learning	140
5.2	Exercises and questions for review and reinforcement	143
	<b>Glossary</b>	<b>144</b>
	<b>Index</b>	<b>166</b>
	<b>List of Illustrations</b>	<b>171</b>