

Pt 3, pt2, pt1. Questions and answers.

1. Apart from teaching lightload, supervising teachers, learners and coordinating school activities, The headteacher perform other activities, name 4.
 - a. Organising school activities
 - b. Planning activities of the school
 - c. Delegating responsibilities to teacher
 - d. Interpreting ministry policies
 - e. Settling disputes
 - f. Submitting returns to the DEM and PEA
 - g. Advising the SMC and PTA
2. Teachers are expected to be resourceful, mention 4 ways in which they can fulfill this.
 - a. Using resourceful persons
 - b. Borrowing books from other schools and libraries.
 - c. Improvisation
 - d. assign responsibilities to learners
3. Mention 4 administrative records a headteacher compile.
 - a. Admission book b. Log book c. Visitors book
 - d. Time book e. Punishment book
4. How can you assist slow learners in your class?
 - a. give them individual help or work b. Put them under clever/ fast learners.
 - c. Give them remedial work d. Praise them.
5. Give 4 reasons for which a learner can be suspended from school.
 - a. smoking b. Teasing c. Drinking beer d. Theft e. Use of obscene language
6. Give any 4 factors to consider as the headteacher in allocating teaching loads and specific duties to the teachers

a. Interest of the teacher b. Ability and capability c. qualification d. Age of the teacher

7. Mention 4 teaching records a teacher must have.

a. Schemes of work b. Lesson plan c. attendance register d. Stock book e. profile f. Assessment book g. Class duty roster h. Portfolio

8. Why do teachers write schemes and records of work.

a. It act as a guide b. To help teacher to know how much have been covered c. assist in time of handover. d. It help the teacher to change methods when taking the same class.

9. To minimise indiscipline in the classroom before and after teaching.

a. Be well prepared b. Be well dressed. c. Use pastpatory methods d. Vary teaching method e. Praise the learners f. Use teaching learning resources

10. Which 4 factors hinder effective teaching and learning beyond a teacher' s control.

a. Lack of teaching and learning resources b. Shortage of teachers c. Lack of school building d. Overcrowding of learners. d. Shortage of trained teachers e. Delay of teachers salaries

11. The head teacher liase with PTA and SMC on matters affecting the running of the school. Mention 4 bodies he liases with.

a. Deputy headteacher b. Teachers c. Learners d. Ministry officials DEM and PEA c. Party leaders f. Clergies g. Chiefs h. NGOs

12. In absence of teaching and learning resources, how can a teacher achieve effective teaching.

a group methods b. Improvisation c. Demonstration methods d. Use TALULAR

13. How does the headteacher furnish the DEM with information from his school. Give 4

a. Through staff returns b. Through equipment returns c. Through enrolment returns. d. Through farmal letters. e Through personal contact f. Through meetings with the DEM/ PEA g. Infrastructure returns h. OVC returns

14. One of the duties of headteacher is to interpret the ministry's policy, to whom does he interpret?

a. Deputy headteacher b. Teachers d. SMS e. PTA

15. Give 4 reasons why PEAs visit schools?
- a. Care and tuition of learners b. Checking the condition of service of staffs. c. Check condition of buildings. d. Check the records e. Qualification of staff f. Check how the school is managed. g. Check if the curriculum is followed.
16. Name 4 records books where learners should be registered.
- a. Class attendance register b. Temporary register c. Performance register d. Stock book e. Progress book.
17. How can you ensure effective teaching in large class with very few resources
- a. Group methods b. Improvisation c. Demonstration methods d. Use attractive diagrams
18. Suppose you are the headteacher at school, what can you do to motivate teachers that they work happily
- a. Have enough text books for teachers and learners b. Solving matters fairly c. Being transparency. c. Listening to teachers' problems and assist them. d. Praising teachers for job well done. e. Conducting meetings e. Delegating to teachers some responsibilities.
19. Which book in Malawi public Service governs the teachers regulations only?
- a. Book six
20. Which book in Malawi public service governs all civil servants regulations?
- a. Book one
21. Mention 4 stakeholders at school
- a. Parents b. Learners c. Teachers d. PTA, e. SMC f. Party leaders g. Chiefs h. NGOs
22. Why is delegation sometimes bad. Give 4
- a. It makes work poorly done if there is no supervision.
 - b. It gives more work to subordinates if he/she has other duties already.
 - c. If the person is used most times may lead to some misunderstanding.
23. List 4 advantages of delegation
- a. It helps the work going when someone is going away.

b. It trains others some responsibilities. c. It help in times of handover d. It strengthens relationship. d. It help one feel considered when delegated.

24. Suppose you are too busy and you want to delegate, what can you do to ensure good work?

a. Call the person you want to delegate and tell him/ her how you want the job to be done.

b. Let him/ her do the job and monitor it.

25. What information can you get from class attendance register.

Full name of the learners, age, sex, guardian/ parent, repeaters, village, first entry of school, orphans, disability, dropouts

26. Apart from class attendance register, which other register can a headteacher open for learners.

a. Admission register b. School progress book c. Sick and death record book d. Nominal roll register

27. When we say a teacher is playing truancy, what do we mean?

- the teacher is telling lies.

28. Suppose one of your teacher is found of absenteeism himself from duty, what can you do to help him.

a. Counseling b. Verbal warning c. Written warning in the log book d. Report to higher authorities

29. Mention 4 types of time tables

a. Master time table b. Class time table c. Extra curriculum time table d. Examination time table. e. Extra teaching time table.

30. What factors to consider when making a time table.

a. Length of a school b. Number of periods per subject per day. c. Distance to and from learners travel. c. Time of rest or recreation d. School calendar

31. What is the importance of the time table?

a. Tells when subject start and end b. Show subject and duration c. Help in lesson planning d. Help the teacher to teach all subjects. e. Teaching the subject at right time

f. Help the PEAs to supervise properly. F. It helps teachers and learners to prepare examinations.

32. What is a meeting?

- it is the coming together of people at a centre place to discussions.

33. Why is it good to have a meeting?

- means of communication among staff and other parties

-it promotes unity among people

- its for decision making

- to solve problems

34. Name 4 types of staff meetings?

a. Full staff meeting b. Emergency staff meeting

c. Committee staff meeting d. Departmental staff meeting e. Heads of committee staff meeting

35. List 5 misconduct of a teacher

a. Unmarried female teacher found pregnant b. Teaching while drunk

c. Absent from duty d. Theft e. Making false claims to the government f. Negligence of duties

g. Disobeying instructions given by authorities h. Displaying insubordination by either word or conduct.

36. Who is the secretary of PTA at school.

- Headteacher

37. What role does the headteacher play in the school management committee.

- as an advisor

38. What corrective/ punitive measures can a public servant face if found guilty of an offence?

a. Interdiction b. Dismissal c. Compulsory retirement d. Stoppage of increment e. Severe reprimand (a written warning) f. Reduction of rank or grade

39. Malawi Social Action Fund (MASAF) and European Union (EU) are responsible for development projects in schools. Name 4 others.

a. World Vision International b. Save the children fund c. Action aid d. World bank e. Germany Technical co-operation GTZ d. Canadian International Agency CIDA e. Christian Service committee f. Development Aid from people to people DAPP

40. Mention 3 committees that may help in the development at the school.

PTA, SMC, MASAF, school feeding committee

41. What is the school?

-it is an institution where not less than 10 people receive regular instructions.

42. List 4 types of school?

a. Assisted school b. Unassisted schools c. Grant aided schools d. Designated schools

43. List any 4 duties of the school management committee.

a. Initiating self help project at school. b. Assists the proprietor in school management.

c. Maintaining school buildings, provide furniture and equipment to the school.

c. Advising the LEA and ministry about school progress. d. Checking punctuality of teachers and learners. e. Employing non teaching staffs like watchmen f. Serve as a bridge of communication between the school and community. g. Settling disputes. h. Paying non teaching staffs.

44. What is the number one duty of the headteacher at the school?

- ensuring that there is teaching and learning at school.

45. List 2 types of syllabuses

a. Teaching syllabus b. Examination syllabus

46. Mention all components of a lesson plan.

-preamble, success criteria, TL and assessment resources, TL and assessment methods, Teacher and learners activities, lesson evaluation.

47. Name 4 organisation that assist the government in education matters.

MIE, MANEB, TDU (Teacher Development Unit), university of Malawi, CRECCOM, chichewa board, Malawi national library service, TUM, Centre for Education Research

and training (CERT)

48. List 4 types of leadership

- a. Democratic (employee centred) b. Laissez- fair (do what you like)
- c. Autocratic (dictatorship) d. Situational leadership

49. When a teacher prepares a lesson pla, which 4 factors must he/ she must thinks of.

- learners previous experience -TL and assessment resources - place for the lesson
- duration of the lesson - learners participation in the lesson - class ability

50. Give 2 types of questions and an example

- a. Low order questions (what, who, when, where)
- b. Higher order questions (why, how, explain)

51. How can a school send messages to the community.

Through Learners , letters , churches or mosques, radios, Television, phones, chiefs.

52. There is general outcry that education standards have gone down in Malawi.
Mention any 4 possible causes.

- a. Learners themselves have negative attitude towards learning
- b. Learners have lost concentration in studies but social activities.
- c. Shortage of secondary schools d. Shortage of teaching and learning resources
- d. Lack of interest by parents e. Unqualified teachers f. Low salaries g. Lack of teachers promotion h.shortage of teachers accommodation. I. Little or no supervision in schools

53. What is a lesson plan?

- it is a memory guide a teacher prepares to use in his/ her teaching.

54. Why is it good to have a lesson plan?

- a. It acts as a reminder when teaching b. Help a teacher to teach in logical order.
- c. It helps someone who may take over the lesson. d.assist PEAs during inspection or supervision. e. Assist the teacher when to use TL and assessment resources. F. It help teachers which topic to revise.

55. Why is it important to ask questions?

- a. To motivate the learners taking part in the lesson.
- b. To make learners think
- c. To arouse learners interest
- d. To move together with learners in the lesson.
- f. To assess whether there has been teaching and learning.
- g. To give learners practice on how examination questions may be asked to them.

56. What is the recommended ratio of toilets for boys and girls at school.

- boys = 1 : 25
- girls = 1 : 10

57. Why is it important to observe a syllabus.

- for government to control education provided in schools.
- to guide teachers to prepare good schemes of work.
- to ensure all learners get the same instruction.
- for heads and PEAs to check if the desired standards are met.
- to assist in the formation of examinations.
- for uniformity.

58. List down the informations found on the school calendar.

- opening days , sports days, departmental meetings, holidays, educational visits days.

59. How to maintain discipline at the school.

- announce school regulations to learners and teachers.
- appoint monitors and prefects at school.
- follow the school calendar
- have good relationship of teachers and learners.
- have daily duty rosters
- have time book.

60. List duties of pt3 teacher

- general supervision of teachers, learners and school.
- plan and coordinate school activities
- general organization of the school
- allocate teachers, teaching loads and assign specific duties.
- liaise with teachers and parent bodies on matters affecting the school.
- interpret the ministry' s policies to members of staff, parents and learners.
- compile school returns the DEM.

61. What type of punishments given to learners when they are late.

- let them a piece of work after classes.
- let them sweep around the school premises after class
- let them run around the school blocks or the ground for a short time.
- let him / her stand with one leg for a short time.

62. Mention ministry's policies introduced in 1993

- free primary education policy
- the 1 : 60 teacher learners ratio
- teachers should not behave immorally with learners under their charge.
- teachers should have a lesson plan when they are teaching
- school uniform is not a compulsory
- re- admission policy (girls should return to school after delivery)
- learners should not drink beer.

63. Why do teachers write schemes of work every year?

- teachers teach different learners every year.
- to allow improvement of the previous year's work

64. Give some human rights that are linked to children.

- rights to education, rights to associate freely, rights to be protected, right to life, right to have a home.

65. List common teaching participatory methods.

- individual help/ work, pair work, group work, discussion, future's wheel, role play, dramatisation, brainstorming, debate, field trip, values clarification.

66. Name lesson plans that teachers prepare.

- development, drill/ spoon feeding, revisio/ review/ remedial lessons.

67. Name 4 functions of PTA

- work hand in hand with SMC in issues concerning development projects.

- fasten relationship between the school and parents.

- discuss learners success or failures in the meeting.

- ensures that teachers are to participate in the community affairs.

- notify to teachers the problems faced by parents with the learners or vice versa.

68. Name 4 records kept in file.

- inspection files, duty roster, school calendar, learners responsibility records, class allocation, time tables, letters from the DEM/ ministry.

69. Name 4 types of leave.

- maternity leave, sick leave, leave for posting, unpaid personal leave, unpaid sick leave, leave for participation in sports activities.

70. Name 4 types of allowances.

- disturbance allowances, housing allowances, subsistence allowance, responsibility allowances, professional allowances, hospitality allowances.

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