MASTER OF ARTS IN DISTANCE EDUCATION (MADE)

Term-End Examination

December, 2018

MDE-413 : LEARNER SUPPORT SYSTEMS AND SERVICES

Time : 3 hours   *Maximum Weightage : 75%*

Note : (i)   *Attempt* **all the three** *questions.*

(ii) **All three** *questions carry* **equal** *weightage.*

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1.   Answer **any one** of the following questions in about **1200** words :

(a)   Critically analyse the problems associated with the learners in Open and Distance Learning (ODL) institutions. What kind of support services do you suggest to meet these problems ?

(b)   Explain the importance of academic counselling in distance education. How will you organise a counselling session for distance learners on a topic of your choice ?

2.   Answer **any four** of the following questions in about **300** words each :

(a)   What is 'Flexi study' ? Discuss briefly its purpose in distance education.

(b)   Explain the role and importance of study skills in distance learning.

(c) Do all learners seek counselling ? What are the factors that dissuade some learners from seeking counselling ?

(d) What is a study centre ? Describe its major functions.

(e) Discuss different measures to reduce student's attrition in distance education system.

(f) Write a short note on global tutor comments with appropriate examples.

3. Answer **any one** of the following :

(a) What is assessment ? Discuss different types of assessment in the context of open and distance learning system in about **1200** words.

(b) The following is an excerpt from an actual assignment response (see Appendix - I). Write your marginal comments in the margin provided and global comments on the assessment sheet enclosed. Award a grade on the assignment response on five-point scale, using letter grade A, B, C, D and E. The national correlates of these letter grades respectively are Excellent, Very Good, Good, Satisfactory and Unsatisfactory. After evaluation attach the evaluated script and the 'Assessment sheet' with your examination answer sheet. Award a grade in the box provided and also write the global comments on the assessment sheet.

Your Roll No. :	Grade :

APPENDIX I

MDE-413 : Learner Support Services and Systems

Space for Comments	Assignment - Response

Question :

Discuss the major steps involved in script writing process for a video programme.

Ans :

The script is the most important part of the audio and video production process. It is the blue print for carrying out the production. It is also the medium for transmitting the message. Script writing is a highly skillful activity. It is in fact the creative process of putting

thoughts into visuals. Script writing is largely a co-operative activity. We can see as a sort of dialogue between the script writer, producer and other members of the production team. This begins with the final programme idea which is collaborative in nature. Hence, video scripts are evolved step by step. Creativity, imagination and co-operative efforts are some of the key features in script writing. Script writing for television has gone through certain steps which may or may not be sequential from one another. These steps or stages sometimes overlapped. By knowingly or unknowingly the script writers follow some steps. To be specific it can be said that the basic structure of script writing remains always same.

The different stages and steps in script writing are as follows :

Programme Idea

One need to have an idea which suits the media selection criteria, whatever idea is reflected should be compatible with the appropriate media format available. If it is so then it can be finalized and accepted.

Programme Brief/Outline

Programme brief is the first written statement which forms the basis of a script. The programme idea should be developed into a programme brief or programme outline through a synopsis. A programme brief contains the objectives, time duration, title, target audience and content outline. Hear research is on target audience and topic. One needs to gather the maximum information available on the topic. Various appropriate visuals and other support materials. Important journals, books, government reports and other literature can be studied for more clarity.

Selection of Materials

In the development of a script, programme objectives are most important. The materials of relevant resources should be located or collected. Which can fulfill the objectives to the optimum ? The extra content which is less important or which can be eliminated should be removed. Keeping the length of the programme in mind, sufficient content should be prepared to make the final programme.

Programme Design Strategy/Message Planning

Message planning is the most decisive and creative steps of programme development. Programme design and presentation strategies are quite essential. The interests of the audience should be given priority and the programme should be designed accordingly. To fulfill the programme objectives the visual possibility or the audio sound should be placed in such a way which the available medium can offer. Certain features like presentation

format, program style, pace and approach, information size and emphasis, media possibilities, visual analogies, attention getting devices, humour, repetition of key ideas, use of graphics, animation and other production resources should be considered while developing a script.

Programme Structure and Visual Treatment

This stage basically deals with shaping of the programme. There should be a sequence in the presentation. The beginning should be made interesting, which can create anxiety or eagerness in the viewers mind. Keeping the objectives and time frame in the mind, the content should be presented in a logistic manner with the help of appropriate visual and audio aids. There should be an interlinkage in the themes and continuity should be maintained. At the same time, the ending of a script is equally important. It should come up with a summary or clear message which can reflect the programme objectives.

Story Board Making

Story board means a detailed, shot by shot description of the programme on a sheet of a paper divided into two vertical columns. The rectangular boxes (3 : 4) in the left hand columns are used for drawing pictures/sketches with shot size described on each and the right hand column is used for writing supporting words, sound effects and music. Some important advantages of story board making are that, it is easily possible to study the overall development and progression of the script with use of the story boards. It is possible and advisable to make script changes, if any by adding, deleting, shifting or reshaping of thoughts and sequences.

Along with the above-mentioned steps, there are three stages of script development.

Draft Script

It is a full length script with complete description, visuals, music, dialogue and other components. The script should be discussed with other team members to get their reaction and criticisms. So that, the draft script can be improved further by incorporating the new ideas evolved.

Final Script

After the incorporation of new ideas and suggestions, the final script is prepared. In this stages it goes to the producers. A producer has to work out the camera script and he should begin the production. During the process there will be a close co-operation and exchange of views will be there between the producers and the script writers.

Camera Script

This is the crucial and critical phase of script development. The final script is developed into a camera script for the use of producer and his team members. Camera script represents the interrelationship of all programme elements and resources including music, effect and dialogue.

Testing of the Script

The last stage of script development is the testing of its effectiveness. After taking the feedback from the target audience, necessary changes can be made to make the programme more effective. Finally it can be said that the script testing is a formative evaluation which helps to develop a qualitative and useful script.

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ASSESSMENT SHEET

(To be filled in Duplicate)*

Enrolment No. _____   Programme _____   Assessment

Student's Name _____   Course _____   Grade

Assignment No. _____

Study Centre Code No. _____

Evaluator's Comments

If the space is not sufficient, please use back paper.

Please tick ✓ in the relevant box below

CONTENT		STRUCTURE AND PRESENTATION	
Accurate Information ☐☐☐☐☐ Inaccurate Information		Well Planned ☐☐☐☐☐ Inadequately Planned	
Adequate Coverage ☐☐☐☐☐ Inadequate Coverage		Concise ☐☐☐☐☐ Too long or Too short	
Good Conceptual Analysis ☐☐☐☐☐ Poor Conceptual Analysis		Clearly Expressed ☐☐☐☐☐ Not Clearly Expressed	

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