

***GUIDANCE AND COUNSELLING, 2ND YEAR, COURSE-11(D), UNIT -02,  
TECHNIQUES AND PROCEDURES OF GUIDANCE, -----BY RAJU KUMAR  
(LECTURE SERIES NO.- 27)***

## **2.6 LET US SUM UP**

The aim of all guidance is to assist the learners to acquire sufficient understanding of themselves and of their environment to be able to utilize most intelligently the educational opportunities offered by the school and the community.

Guidance is the assistance given to individual in making intelligent choices and adjustments in their lives. The ability to make wise choices is not innate; it must be developed.

The fundamental purpose of guidance is to develop in each individual up to the limit of his/her capacity the ability to solve his/her own problems and to make his/her own adjustments. The techniques which are generally employed by guidance worker for collecting basic data about the individual are either standardized or non-standardized. The non-standardized techniques include interview, ratings, questionnaire, observation, sociometry, biography, cumulative record, anecdotal records. The standardized techniques are tools of measuring interests, intelligence, aptitudes and personality traits.

## **2.7 UNIT-END EXERCISES**

- 1) Administer a questionnaire on a subject suitable for secondary students, to 10 students of secondary levels. Go through their responses. Write a report highlighting the need and importance of questionnaire in school education.
- 2) Discuss in detail the use of achievement and aptitude test in classroom teaching. Give suitable examples.