**My Internship Report**

**On**

**My Internship Experience at Sohagpur Achiya Safiuddin Adarsha Madhyamik School**


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**Transmittal Letter**

Date: 25- 11-2025

Mohammad Mustafizur Rahman

Assistant professor Department of English

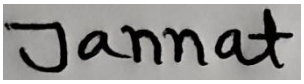
Daffodil International University

Subject: prayer for accepting my internship paper.

Dear Sir,

With due respect, I am pleased to submit my internship report titled "My Internship Experience at Sohagpur Achiya Safiuddin Adarsha Madhyamik School." This report is a required part of my degree. I worked hard during my internship and learned many new things about teaching. I also tried my best to write clearly about my work, learning, and experiences during the internship.

I hope you will kindly accept my report and give your valuable feedback.




Digital signature of the intern

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## Certification of the Supervisor

This is to certify that Jannat Begum, ID: 221-10-839, has successfully completed her internship at Sohagpur Achiya Safiuddin Adarsh Madhyamik School, Brahmanbaria . The title of her work is "My Internship  Experience at Sohagpur Achiya Safiuddin Adarsha Madhyamik School." She worked responsibly and followed all instructions. She is allowed to submit her report for academic evaluation.

Supervisor

Mohammad Mustafizur Rahman

Assistant Professor

Department of English

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**Acknowledgement**

I am very grateful to my supervisor, Mohammad Mustafizur Rahman, for his support, kind advice and guidance throughout my internship.

I am also thankful to Khairul Kabir English Teacher at Sohagpur Achiya Safiuddin Adarsha Madhyamik School, and the Head Teacher, Farrukhuzzaman for allowing me to work in their school and helping me whenever I needed support. I am grateful to all the students for their cooperation.

Finally, I thank my mother for her love and encouragement. Because without her,this journey would not be possible.

Jannat Begum

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**Abstract**

This report is about my internship experience at Sohagpur Achiya Safiuddin Adarsha Madhyamik School, a Bangla-medium school in Brahmanbaria. During my internship, I worked as an assistant English teacher. I observed many classes, taught lessons, and learned how teachers manage classroom. This report explains my daily work, teaching experience, problems I faced, and important lessons I learned from this internship.

Keywords: internship, teaching, English class, observation, classroom skills.


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# Chapter -1

## 1.Introduction

My name is Jannat Begum, a student of the English Department of Daffodil International University. To complete my bachelor's degree, I did an internship at Sohagpur Achiya Safiuddin Adarsha Madhyamik School, located in Ashuganj, Brahmanbaria. This internship helped me understand how a real school works. I observed teachers, taught English lessons, checked homework, and learned how to handle students in different situations. This experience improved my confidence and helped me learn new teaching skills.

This report gives an overview of everything I experienced during my internship.

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# Chapter -2

## 2. Objectives

This internship has several objectives. Here are my internship goals:

1. To gain real classroom teaching experience and learn how English lessons are taught in a school setting.

2. To understand student–teacher communication and see how teachers manage different types of learners.

3. To improve my teaching skills by watching senior teachers and using their methods in my own classes.

4. To find out my strengths and weaknesses as a new teacher and work on improving them.

5. To suggest improvements for better teaching and learning.

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# Chapter – 3

## 3.Methodology

### 3.1 Observationl Learning :

During my internship, I followed several steps to learn, observe, and improve my teaching skills. I saw the senior teachers very closely, especially Khairul Kabir. I would sit in different classes and watch carefully how teachers explained lessons, used the board, asked questions, and handled noisy or distracted students. I also noticed how they started a class, how they made students interested, and how they checked homework. By watching these daily activities, I understood what good teaching looks like in a real classroom.

### 3.2 Daily notes and feedback :

During my internship, I wrote notes every day about what I did, what I learned, and what problems I faced. I also asked for feedback from the teachers, and the teachers also gave feedback on my teaching, which helped me improve. This mix of observation, practice, and receiving feedback made my internship an effective and meaningful learning experience.

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## Chapter – 4

### 4. Institution Details

| | |
|---|---|
| **Institution Name** | **Sohagpur Achiya Safiuddin Adarsha Madhyamik School** |
| **Location** | **Upazila: Ashugonj, District: Brahmanbaria** |
| **Year of Establishment** | **1992 AD** |
| **Number of Teachers** | **18** |
| **Number of Students** | **1000** |
| **Shift** | **Day** |
| **Teacher Qualifications** | **Master's** |
| **Ownership** | **Government** |
| **Security** | **Yes** |
| **Teacher's Room** | **Yes** |
| **Library** | **Yes** |
| **Playground** | **Yes** |

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| | |
|---|---|
| **Computer Lab** | **Yes** |
| **Transportation** | **No** |
| **Garden** | **No** |
| **Cultural Activities** | **Yes** |
| **Sports Activities** | **Yes** |
| **Staffs Room** | **Yes** |
| **Guardian Room** | **No** |
| **Canteen** | **Yes** |

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# Chapter -5

## 5.Class Observation

### 5.1 Class observation, day – 1

Date: 02- 09- 2025

Time: 12.00 am – 1.00 pm

Class: Seven

Topic: Adjectives

**Teacher: Khairul Kabir**

Assistant teacher

Class Observer: Jannat Begum

**Description**: As part of my internship at Sohagpur Achiya Safiuddin Adarsha Madhyamik School, I conducted my first-class observation in Class Seven under the guidance of Khairul Kabir . I entered the class with the teacher. The students were sitting quietly but looked curious about me. The teacher introduced me, and then he started the lesson.

He explained adjectives in very simple words. She asked the students if they had heard this word before. A few students raised their hands and tried to answer, but most of them seemed unsure.

The teacher then explained that an adjective is a word that describes a noun. He used simple examples like “a big bag,” “a small cat,” and “a red flower” to show how adjectives give more information about a noun. To make the lesson more interesting, he pointed at different objects in the classroom and asked students to describe them. Students eagerly answered by saying words like “big window,” “clean classroom,” “long bench,” and “blue pen.” The teacher smiled and encouraged each answer, which made the students feel confident. After that, he wrote a short paragraph on the board and asked students to underline the adjectives. Students came one by one to the board and marked the correct words. When someone made a mistake, he corrected them gently and explained why the answer was wrong. Throughout the whole class, the teacher kept

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His explanation slow and clear. The students were active and interested and the lesson progressed smoothly without any problems.

**Observation :** During this class, I learned that using simple examples helps students understand grammar topics quickly. The teacher used everyday examples such as “big elephant " and “happy girl,” which made it easy for the students to relate to the topic. I also observed that the teacher always spoke politely, so students were not afraid to answer or ask questions. From this class, I realized that making grammar lessons friendly and simple is the best way to keep students active and interested.

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## Chapter -5

### 5.2 Class observation day – 2

Date: 03- 09- 2025

Time: 11.00 am – 12.00 am

Class: Six

Topic: Punctuation

**Teacher: Habibur Rahman**

Assistant teacher

Class Observer: Jannat Begum

**Description** : On the second day of my internship, I observed a Class Six English session conducted by Habibur Rahman on the topic of punctuation. He explained four basic punctuation marks: full stop (.), comma (,), question mark (?), and exclamation mark (!) and explaining that punctuation marks help us understand written sentences.For each mark he gave a clear rule and a simple example. For the full stop he wrote, “I like apples.” and said it ends normal statements. For the question mark he wrote, “Where are you?” and said it ends a question. For the comma he showed a short list: “I have an apple, a pen, and a book.” and explained that commas separate items. For the exclamation mark he wrote, “What a surprise!” and explained it shows strong feeling. Then he wrote simple sentences on the board and asked students to add the correct punctuation marks. Examples include “How are you,” “I am happy,” and “Wow, what a big house.” Students were asked to rewrite these sentences with the correct punctuation marks. Students first worked in pairs for five minutes to discuss. I noticed that he used a friendly tone, which made students confident to answer.

The class was calm, and most students understood the lesson well. Some students were slow, so he repeated the examples for them. I learned that repeating and explaining slowly helps weak students. Moreover, The teacher walked around to check each student’s notebook. I understood how movement in class keeps students alert.

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**Observation :** From this class, I understood that teaching punctuation becomes easier when the teacher uses short and simple sentences. The teacher used examples from real life, which helped students connect with the lesson. Morover, Pair work was very useful because students talked about their ideas before writing, and this reduced mistakes. I also saw that the teacher patiently repeated information for students who were slow to understand, which created a comfortable learning environment. I learned that giving small writing tasks is a very good way to check whether students truly understand the topic.

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**Chapter -5**

**5.3 Class observation day – 3**

Date: 08- 09- 2025

Time: 10.00 am – 11.00 am

Class: Eight

Topic: Story

**Teacher: Khairul Kabir**

Assistant teacher

Class Observer: Jannat Begum

Description : On the third day of my internship, I observed a Class Eight English session conducted by Khairul Kabir on the topic of story. The teacher read the story "The Honest Woodcutter." He began by introducing the main character, a poor but honest woodcutter who worked hard every day cutting wood near a river. To help students understand the story better, he gave a short summary before reading. Then he opened the book and read the story aloud slowly, stopping after each paragraph to explain the meaning of difficult words like "honest," "reward," and "accident."

After reading the full story, the teacher asked students to summarize the story in their own words. A few students shared short summaries, and the teacher praised their effort. Then he wrote the moral of the story on the board: "Honesty is the best policy."

Then the teacher asked the students questions such as:

"Why was the woodcutter sad?"

"Who came out of the river?"

"What did the woodcutter choose?"

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Students raised their hands and answered.The teacher praised correct answers and corrected wrong ones politely. Some students read aloud from the book. The teacher corrected their pronunciation.

This made the class fun and interactive. The students enjoyed the story and understood the moral lesson at the end.

**Observation** : From this story lesson, I learned that storytelling is one of the most effective ways to keep students interested and focused. The teacher used expressions, gestures, and different tones while reading, which made the story come alive for the students. I noticed that stopping after each paragraph to explain difficult words helped students understand the meaning clearly. I found that reading in small chunks makes it easier for students to understand the story. The teacher's friendly behavior encouraged even shy students to share their thoughts. I also noticed that students enjoy answering when the teacher praises their efforts. The story method helps students improve their reading, speaking, and thinking skills simultaneously. I realized that story-based classes become more effective when the teacher explains the meaning and asks questions regularly.

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## Chapter -5

### 5.4 Class observation day – 4

Date: 10- 09- 2025

Time: 11.00 am – 12.00 am

Class: Six

Topic: Noun

**Teacher: Habibur Rahman**

Assistant teacher

Class Observer: Jannat Begum

**Description:** In this class, The teacher started the class by writing the topic “Noun” on the board. He explained that a noun is the name of a person, place, thing, or animal. To make it easy, he gave simple examples such as “Rahim,” “school,” “book,” and “dog.” After explaining, he asked the students to identify nouns from objects they could see around the classroom. The students became very active and gave answers like “chair,” “fan,” “teacher,” and “window.” After that, the teacher wrote five simple sentences on the board and asked the students to underline the noun words. Such as,

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Rahim went to the market.

The teacher gave us a lesson.

The school has a big playground.

My mother cooked rice for dinner.

I saw a bird on the tree.

Several students came to the board and underlined the correct words. When they made mistakes, the teacher gently explained them and encouraged the students to try again. The lesson was taught slowly and the students remained attentive throughout the class.

**My Observation**: From this class, I observed that students understand grammar better when the teacher uses easy examples from their daily life. The teacher's explanation was clear, and he used everyday words that students already knew. I noticed that students were more focused when they were asked to identify nouns from real objects in the classroom. This helped them connect the lesson with their surroundings. I also saw that board activities helped students practice the topic more confidently. The teacher's friendly behavior and slow explanation made the students feel comfortable to participate. This class taught me that using simple examples,  and short activities can make grammar lessons more effective and enjoyable for young learners.

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# Chapter - 6

## 6.Teaching Experience

6.1 Teaching Experience, day -1
Date: 05- 11- 2025
Time: 12.00 am-1.00 am
Class: Six

Topic: Article
Teacher: Jannat Begum

| **Lesson** | **Duration** |
|---|---|
| **Taking attendance** | **10 minutes** |
| **Discussing with the topic** | **10 minutes** |
| **Explain the full passage** | **30 minutes** |
| **Taking questions from students** | **8 minutes** |
| **Ending** | **2 minutes** |

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**Description** : On the first day of my teaching experience, I entered the classroom feeling a little nervous but excited. At first I greeted the students and wrote the topic “Articles (a, an, the)” on the board. Then I started the lesson by asking them if they had ever heard these small words before. Some students raised their hands, and some remained silent. I explained that articles are small words used before nouns. I gave easy examples like “a cat,” “an apple,” and “the sun.” The students listened carefully, so I wrote more examples on the board and asked them to repeat after me. Then, I showed them how “a” is used before words starting with consonant sounds, “an” before vowel sounds, and “the” for specific things. I gave them a short exercise where they chose the correct article in each sentence. I walked around the room helping students who were confused.During this class, I noticed that most students understood better when I used simple examples.I realized that speaking slowly and giving repeated examples is very important when teaching grammar. At the end, I asked a few questions and students answered confidently. It made me feel happy and more confident as a new teacher.

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## Chapter -6

### 6.2 Teaching experience, day – 2

Date: 06 -11- 2025

Time: 10.00.a.m -11.00 a.m

Class: Eight

Topic: paragraph, “My Best Friend”

Teacher: Jannat Begum

Lesson plan

| Lesson | Duration |
|---|---|
| **Taking attendance** | 10 minutes |
| **Discussing with the topic** | 10 minutes |
| **Explain the full passage** | 30 minutes |
| **Taking questions from students** | 8 minutes |
| Ending | 2 minutes |

Description : On my second day of teaching, I felt more confident as I entered Class Seven. The class began with a 10-minute attendance session, creating a welcoming environment for the students. I greeted the students warmly and wrote the topic ” My Best Friend” on the board.

I started the lesson by asking students who their best friends were, and many happily shared names. This helped create a friendly and warm atmosphere in the class. Then I told them that when writing about a best friend, we can mention his or her name, qualities,

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habits, and why we like that person. To make it easier, I gave a simple example: “My best friend’s name is  Sadia. She is beautiful, intelligent, honest, kind, and helpful.” After this, I wrote important points on the board, such as Name, Class, Qualities, Good habits, Why he/she is my best friend, and What we do together. I asked students to think quietly about their own best friend for a minute. Then I encouraged them to write about their best friend. After that, I moved around the classroom to help students who were struggling. Some students had difficulty choosing the right words, so I gave simple examples and corrected their sentences gently.

At the end of the lesson, I asked two students to read their paragraphs aloud and praised their effort to inspire others. While teaching this lesson, I observed that students enjoy writing more when the topic is personally meaningful. This teaching experience helped me improve my own confidence.

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## Chapter -6

### 6.2 Teaching experience, day – 3

Date: 11 -11- 2025

Time: e: 12.00 am – 1.00 pm

Class: Seven

Topic: Voice Change”

Teacher: Jannat Begum

Lesson plan

| Lesson | Duration |
|---|---|
| **Taking attendance** | 10 minutes |
| **Discussing with the topic** | 10 minutes |
| **Explain the full passage** | 30 minutes |
| **Taking questions from students** | 8 minutes |
| Ending | 2 minutes |

Description : The class began with a 10-minute attendance session, during which I greeted the students warmly and created a welcoming atmosphere. I walked into the classroom feeling a little nervous because voice change is sometimes difficult for students. However, I prepared myself with simple examples to make the lesson easy. After greeting the students, I wrote the title “Voice: Active and Passive” on the board.At the beginning, I asked the students if they had ever noticed that a sentence can be written in two different ways but still give the same meaning. Then I gave them a simple example. I wrote “The

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girl sings a song" on the board and told them this is active voice because the subject is doing the action. Then I wrote "A song is sung by the girl" and explained that this is passive voice because the focus is on the action, not on who is doing it.

I explained slowly that in active voice, the subject acts, and in passive voice, the subject receives the action. I used very simple words so they could understand without feeling stressed. Then I showed them the basic structure of passive voice: Object + helping verb + past participle + by + subject. After that, I gave more examples, such as

Active: He writes a letter

Passive: "A letter is written by him."

I underlined "He" in the active sentence and explained that he is doing the action. Then I underlined " a letter" in the passive sentence and explained that in passive voice, the object comes first.

Next, I gave students a small exercise. I wrote five active sentences on the board and told them to change them into passive voice. I encouraged them to discuss with their partners before writing the answers. I walked around the classroom to check their work. Before finishing the class, I repeated the rules again and gave them homework to change ten active sentences into passive voice.

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## Chapter – 7
## 7. Skills I used

1.**Communication Skills**: During my internship, I used simple and clear language to explain lessons to the students. I tried to speak slowly so everyone could understand. I also encouraged the students to ask questions whenever they felt confused. I listened to their problems and answered them politely. This helped me build a good connection with the students and made the class more comfortable.

2.**Lesson Planning and Time Management :** Before entering any class, I made a small lesson plan. I decided what I would teach, how I would teach it, and how much time each part would take. This made my teaching more organized. I divided the class time into small parts like introduction, explanation, question time, and ending. This helped me finish the lesson on time without rushing.

3.**Classroom Management :** Classroom management was an important skill I used. I tried to keep the class calm and focused. When students became noisy, I used a soft voice to get their attention again. I also walked around the classroom to make sure everyone was working. I encouraged students with kind words, which helped them behave better and stay active in the lesson.

4.**Interpersonal Skills** : I worked with teachers, students, and staff in a friendly and respectful way. I built a good relationship with the students by listening to them and helping them when they needed support. I have also worked with teachers and learned how to make teamwork easier.

5.**Adaptability** : I learned to adjust myself to different situations in the classroom. Some classes were big, some were noisy, and some students were very weak. I changed my teaching style depending on the situation. If the class was slow, I explained the lesson again. If the class was shy, I used small examples to make them talk. Being flexible helped me teach better.

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6.**Confidence and Public Speaking** : Teaching many students every day helped me improve my confidence. At the beginning, I was nervous, but slowly I became more comfortable. I learned how to speak in front of a class clearly and without fear. This confidence will help me in my future teaching career.

7.**Writing and Checking Skills :** When checking classwork, I used my writing and checking skills. I looked carefully at grammar, spelling, and sentence structure. I identified mistakes and explained students' correct answers. This also improved my own grammar knowledge.

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## Chapter – 8
## 8.Limitations

**During my internship, I faced some limitations that made my work a** little difficult. These challenges helped me understand what areas need improvement. Here are these limitations.

1. **Short Class Duration** : Each class had a short amount of time, so I could not explain some lessons as deeply as I wanted. Some students needed more time to understand, but the class ended quickly, which made it hard to complete every part of the topic comfortably.

2. **Mixed Learning Abilities** : The students in each class had different levels of understanding. Some students learned very fast, while others needed more explanation. Because of this, it was challenging to keep the whole class learning at the same speed.

3. **Not Enough Teaching Materials :** Many classrooms did not have multimedia or extra learning tools. I had to teach using only the board and books. This made it difficult to make the lessons more interesting or visual for the students.

4. **Large Number of Students :** Some classes had many students, making it difficult to give everyone equal attention. It was also difficult to control the noise and keep everyone focused during group activities or reading.

5.**Limited Training and Experience :** As an intern, I was still learning. I did not have advanced training in dealing with difficult students or handling sudden classroom problems. Sometimes I felt unsure about the best way to manage certain situations.

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## Chapter – 9

## 9. Learning from My Internship

My internship at Sohagpur Achiya Safiuddin Adarsha Madhyamik School, gave me many new experiences that helped me grow both personally and professionally. It was the first time I worked inside a real classroom, and every day taught me something new. The main things I learned during my internship are described below.

1.**Better Understanding of Teaching Methods :** I learned how to explain lessons in a simple and clear way so that students can understand easily. I also saw different teaching methods used by senior teachers, such as using examples, asking questions, and giving short activities. This helped me understand that a good teacher must use different techniques depending on the topic and the students' needs.

2. **Improved Communication Skills :** My communication skills improved because I had to speak in front of many students every day. I learned to speak slowly, use simple words, and explain difficult ideas in an easy way. I also learned how to listen carefully to students and respond politely when they asked questions.

3.**Understanding Student Behavior and Needs** : During the internship, One of the biggest things I learned is that every student learns differently. Some understand quickly, while others need more time and more examples. I learned to be patient and give extra support to slow learners. I also learned how to encourage shy students to talk and how to keep active students focused. This helped me understand the importance of being flexible in teaching.

4.**Learning Classroom Management :** Managing the classroom was a very important learning point for me. I learned how to maintain discipline without being rude, how to control noise, and how to keep the class focused on the lesson. I also learned that moving around the class, making eye contact, and giving students small tasks helps keep them active and attentive.

5.**Building Confidence and Responsibility :** At the beginning of my internship, I felt nervous because everything was new. But gradually I became more confident. I learned how to handle responsibilities like taking attendance, checking homework, conducting activities, and helping the teacher. These tasks made me feel responsible and showed me that I can manage work independently if I stay calm and organized.

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# Chapter – 10
# 10. Recommendations

During my internship, I closely observed the classrooms, teaching methods, student behavior, and the overall school environment. I noticed many positive things, but I also found several areas where improvements could help students learn better and make teaching easier for the teachers. Based on my personal experience and daily observations, I would like to share some recommendations that can help improve the school's academic and learning atmosphere.

1.Many students understand better when they see pictures, charts, or videos. Using posters, flashcards, and simple multimedia slides can make lessons more interesting and help slow learners follow the topic more easily.

2.Some students need more practice to understand lessons. The school can arrange additional help classes, group activities, or extra worksheets for these students. This will help them gain confidence and improve their results.

3.Activities like reading competitions, debates, group projects, drawing, and storytelling can help students develop confidence, creativity, and communication skills. These activities also make learning enjoyable and motivate students to participate more.

4.The school can create a simple feedback system where students and teachers can share their opinions about classes, teaching methods, or school facilities. This will help the school understand what is working well and what needs improvement, leading to better decisions.

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## Chapter – 11
## 11. Conclusion of my Internship

My internship at the school was a very meaningful and eye-opening experience for me. It was the first time I worked with real students and real classroom situations. Through this experience, I learned how teaching actually works beyond books and theories. I observed teachers, taught several lessons, managed different types of students. All of these tasks helped me understand the real responsibilities of a teacher.

My internship also showed me some challenges inside the school environment, such as large class sizes, limited time in each period, and lack of classroom resources. These challenges helped me think more deeply about how teaching can be improved. That is why my recommendations—such as adding more teaching tools, giving weak students extra help, creating more student activities, and improving the classroom environment—are based on real situations I observed. I believe these suggestions can help make the school more effective and enjoyable for both teachers and students.

Overall, my internship was a memorable journey that gave me practical knowledge, confidence and motivation to become a better teacher. Most importantly, I learned to be patient, flexible, responsible and respectful in every situation. I am truly grateful for the guidance of the teachers and the cooperation of the students. This internship will always be an important part of my learning experience and future career path

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## Chapter – 12
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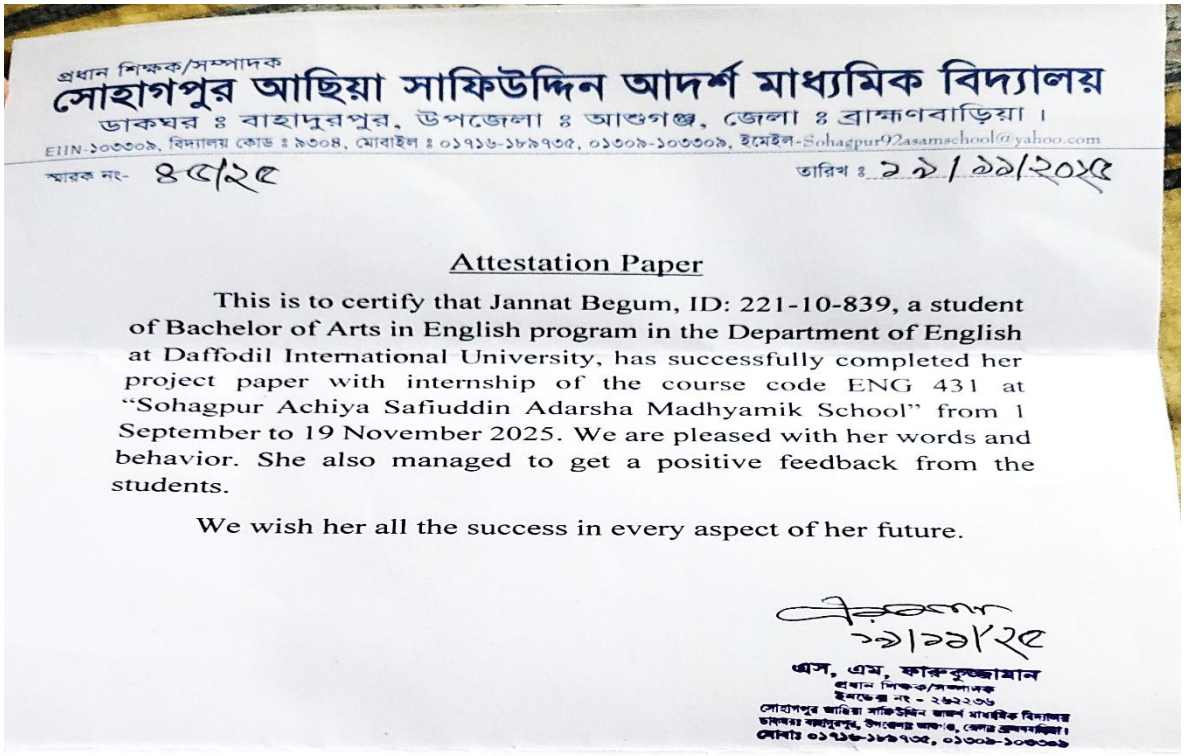
# Chapter – 13

## 13.Appendix

### 13.1 Certificate of the internship



প্রধান শিক্ষক/সম্পাদক

সোহাগপুর আছিয়া সাফিউদ্দিন আদর্শ মাধ্যমিক বিদ্যালয়

ডাকঘর ঃ বাহাদুরপুর, উপজেলা ঃ আশুগঞ্জ, জেলা ঃ ব্রাহ্মণবাড়িয়া।

EIIN:১০৩৩০৯, বিদ্যালয় কোড ঃ ৯৩০৪, মোবাইল ঃ ০১৭১৬-১৮৯৭৩৫, ০১৩০৯-১০৩৩০৯, ইমেইল-Sohagpur92asamschool@yahoo.com

স্মারক নং- ৪৫/২৫ তারিখ ঃ ১৯/১১/২০২৫

**Attestation Paper**

This is to certify that Jannat Begum, ID: 221-10-839, a student of Bachelor of Arts in English program in the Department of English at Daffodil International University, has successfully completed her project paper with internship of the course code ENG 431 at "Sohagpur Achiya Safiuddin Adarsha Madhyamik School" from 1 September to 19 November 2025. We are pleased with her words and behavior. She also managed to get a positive feedback from the students.

We wish her all the success in every aspect of her future.

১৯/১১/২৫

এস, এম, ফারুকুজ্জামান

প্রধান শিক্ষক/সম্পাদক

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## Chapter – 13
## 13.2 My internship pictures

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**Jannat 29**

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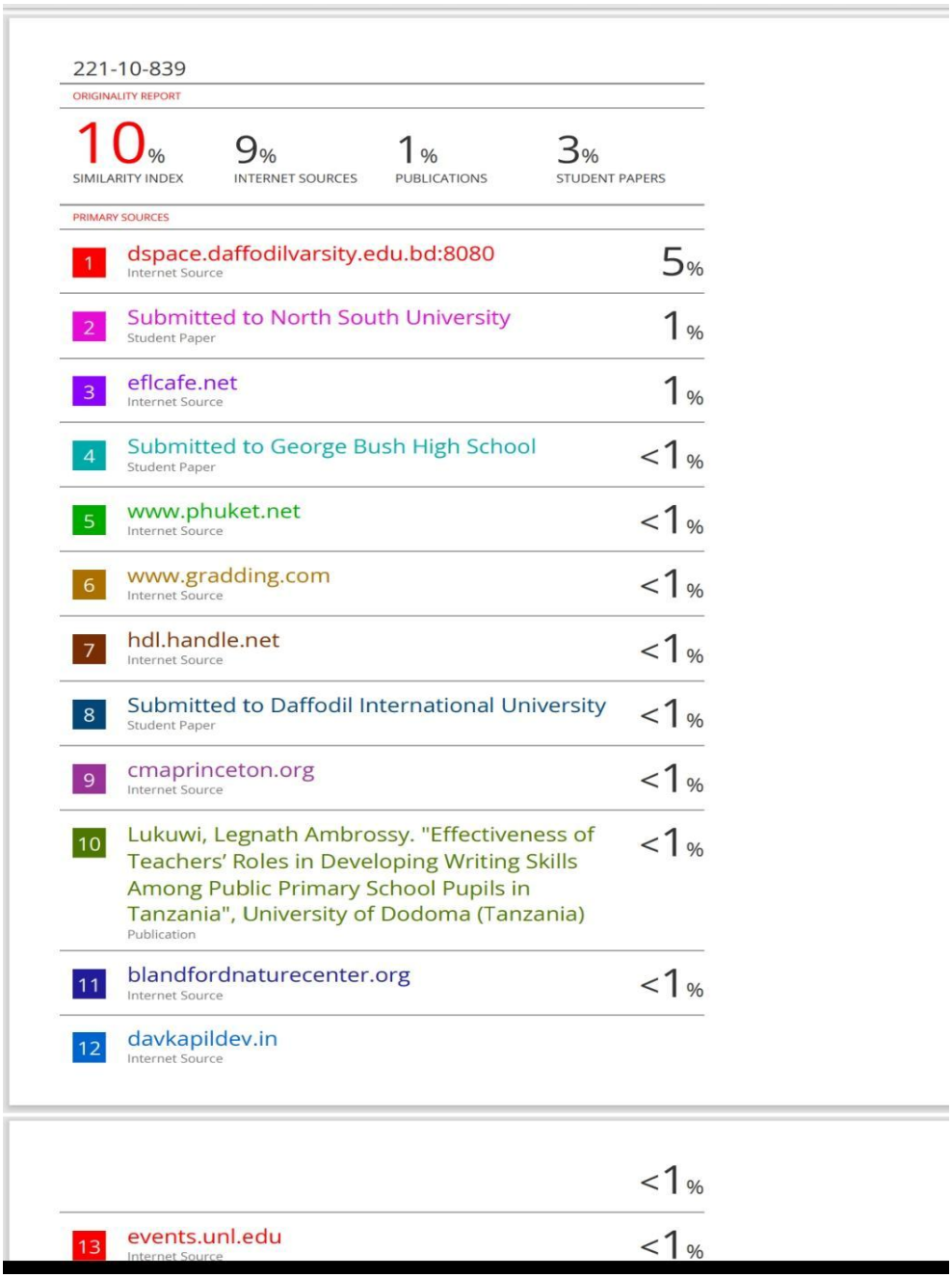
# Chapter 13

## 13.3 Plagiarism Checking



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