

**An Internship Report  
On  
Conduction and Observation of The Classes at Shaheen School and College, Savar; A  
Report**

**Prepared by:**

**Sarker Marufa Ferdaous**

ID: 192-10-445

14<sup>th</sup> Batch

Semester: Spring 2023

Course Title: Project Paper with Internship

Course Code: ENG 431

**Supervised by:**

**Md. Abdul Momen Sarker**

Assistant Professor

Department of English

Faculty of Humanities and Social Science

Daffodil International University



**Daffodil International University**

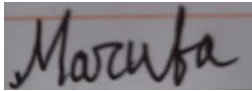
**Date of Submission:**

---

This Internship Report is submitted to the Department of English, Daffodil International University, for the partial fulfillment of Bachelor of Arts (BA) in English Degree.

## Declaration

I, Sarker Marufa Ferdaous, ID: 192-10-445, 14<sup>th</sup> Batch, hereby, announce that this Internship Report on “**Conduction and Observation of The Classes at Shaheen School and College, Savar; A Report**” submitted to Department of English of Daffodil International University is a genuine effort to complete the course “ENG 431: Project Paper with Internship” in B.A. (Hons.) in English. I have completed my report under the supervision of Md. Abdul Momen Sarker Assistant Professor, Department of English, Daffodil International University. I can also assure that this project paper has never been submitted in any university or institution for any award or certificate.

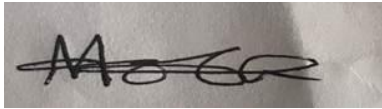


.....  
Sarker Marufa Ferdaous  
B.A. (Hons.) in English  
ID: 192-10-445  
14<sup>th</sup> Batch  
Department of English  
Daffodil International University

## Certification

This is to certify that Sarker Marufa Ferdaous, ID: 192-10-445, 14<sup>th</sup> Batch, Department of English, Daffodil International University, has successfully completed her Project Paper on **“Conduction and Observation of The Classes at Shaheen School and College, Savar; A Report”** under my supervision in Spring 2023. She has completed her Project Paper with hard work and dedication. All necessary information and facts that she has presented in the project paper is genuine.

I wish her all the happiness in her future life.



Md. Abdul Momen Sarker

Assistant Professor

Department of English

Daffodil International University

## **Acknowledgement**

First of all, I would like to thank the Almighty Allah for his grace in completing my internship report timely and for other blessings that He has blessed me with.

I would like to express my gratitude to my department, the Department of English, for creating this opportunity of tasting the flavor of work with interest through this internship. I would like to thank my respected supervisor Md. Abdul Momen Sarker who guided me with valuable suggestions and required information.

I am also thankful from the core of my heart to Md. Habibur Rahman Obayed, Branch Director, Shaheen School and college, Savar for permitting me to complete my internship at his institution from the core of my heart. He has also provided me with all the necessary information about the school. I sincerely thank Md. Jakaria Hossain who is one of the English teachers of this school. He has allowed me to observe his classes and advised me to conduct the classes. I would like to thank all the teachers of this school for their kind support, guidance and constructive supervision, instruction and advice and for motivating me to do my internship smoothly. It was a wonderful journey as a teacher which gave me the chance to learn a lot of things.

At the end, I would really grateful to my parents for their support and love throughout my internship.

## **Abstract**

This internship report is based on the techniques of English learning and teaching methods in general Bangladeshi schools. The aim of the internship is to find out the answer of the question “why is English still just a subject to pass out more than a language?”. As a part of this I joined Shaheen School as an English teacher and focused on the method of teaching, style of learning, evaluation and feedback. This report also shows the uses of teaching tools while observing and teaching in the classes throughout long three months. The report has also imbued with it the strengths and weaknesses looked into during applying teaching-learning methods in classes.

Keyword: Internship report; Teaching; Learning; Observation: Conduction.

## Table of Contents

<b>Contents</b>	<b>Page No</b>
Declaration by the student	ii
Certification	iii
Acknowledgement	iv
Abstract	v
Tables of Contents	vi
Chapter-01: Introduction	2
Chapter-02: Objectives	4
Chapter- 03: Methodology	6
Chapter- 04: Institution Details	8-11
Chapter-05: Class Observation Report	13-15
Chapter- 06: Teaching Experience	17-19
Chapter- 07: Findings	21-22
Chapter- 08: Limitations	24
Chapter-09: Recommendation	26
Chapter-10: Conclusion	28
Chapter-11: Appendices	30
<b>Appendices</b>	
Appendix- 1: Class observation checklist	30-37
Appendix- 2: lesson plan	38-39
Appendix- 3: Internship Certificate	40
Appendix- 4: Photographs	41-44

# **Chapter - 01**

## **Introduction**

English is an international language and most commonly used all over the world. In this globalized modern world English is very essential too. It's become almost impossible to get a successful career without English fluency and accuracy.

As English is considered as the most dominating language of the world, Bangladesh also considers English as her second language. But the English learning system is very poor there. Though English is a very major part of our education curriculum from the pre-schooling to undergraduate level, most of the students fail to write and speak properly. Our school-going students know most of the grammar rules properly but fail to make sentences and speak on their own. They have to memorize all the time. They obtained good marks in examinations and English became a subject of memorization and passing the exam. The main reason behind this scenario is the traditional techniques of our English language teaching.

The main purpose of this report is to find out what methods and techniques teachers are still using in class and how they evaluate their English language.

To complete my internship, I joined Shaheen School and College, Savar as an assistant teacher. I worked there from 17<sup>th</sup> January 2023 to 16<sup>th</sup> April 2023. Here, I observed and conducted several classes. I learnt about the teaching method and evaluation system of Shaheen School.

Following the instructions, I observed two classes and conducted two classes as well. So, I have conducted my class successfully, I have given my whole concentration during observing two classes so that I can be able to portray my project paper more educative and informative. Special thanks to our valuable supervisor Md. Abdul Momen Sarker for his great assistance and guidance through providing such brilliant ideas and techniques for working on my project paper. Therefore, I have successfully done my course curriculum.



# **Chapter – 02**

## **Objectives of the Internship**

### **Objectives:**

- To get a real scenario of English language teaching in a Bangladeshi School
- To gather experience as a teacher
- To understand the relationship between teachers and students
- To see how teachers use various techniques and methods and how to make the lesson effective and interesting
- To observe the teachers and students' behavior in the classroom
- To discover the percentage of students who attend classes regularly
- To evaluate the understanding level of the students while they are in the class
- To know the evaluation system

# **Chapter – 03**

## **Methodology**

### **Selecting an Institute:**

In order to complete my internship, I joined “Shaheen School and college, Savar”. It is a branch of the very renowned boarding school “Shaheen cadet school and college, Tangail”. It has achieved the first position four times in all over Bangladesh in the cadet admission test. I was also a student of this school's Uttara branch.

When I started this semester of internship, I was searching for a good institution and then I thought about this school. Then I met the principal and talked about my agenda. He initially agreed to give me the permission.

### **Guideline from supervisor:**

First of all, I met my supervisor Md. Abdul Momen Sarker and received the required guidelines. He told me about a daily checklist and lesson plan and gave me a sample of these. Then I collect the forwarding letter from the Department Office.

After that I went to the school, met the principal and submitted my forwarding letter. He permitted me to join and I joined on 17<sup>th</sup> January 2023.

### **Observation and Conduction Classes:**

I observed and conducted classes in six to ten.in this school there is a weekly reading chart for all of its branches around Bangladesh.so I had to make my lesson plan according to this. I try to communicate with my students very friendly and use both English and Bangla for communication. I observe two classes, one examination, and conduct two classes. I noticed their behavior during the class and examination. I made an observation checklist. The observation was on the lesson plan, teaching technique, class management, language, presentation skill, teaching materials etc. Evaluate some of their exam papers with the help of the class teacher. I collected the feedback about my teaching from the students and teacher.

# **Chapter – 04**

## Institution Details

<b>Name</b>	<b>Shaheen school and College</b>
<b>Location</b>	18/8, Dogotmora Savar, Dhaka
<b>Founded</b>	2012
<b>EMIS Code</b>	134411
<b>Number of Students</b>	350
<b>Number of Teachers</b>	30
<b>Class</b>	Play - Ten
<b>Time</b>	8 am-12 am primary section,10 am -3.30 am high section
<b>Dress Code</b>	White and green; white shirt and green pants for boys' ties and monogram mandatory.
<b>Student ID card</b>	yes
<b>Cultural activities</b>	yes
<b>Boarding</b>	Yes (boys only)
<b>Parents meeting</b>	yes
<b>Security</b>	yes
<b>CCTV Camera</b>	yes
<b>Transport</b>	yes
<b>Laboratory</b>	yes
<b>Teachers room</b>	Yes
<b>Lift</b>	no
<b>Computer lab</b>	no
<b>Prayer room</b>	no
<b>library</b>	no

**Environment:** The school is pretty good; it is well decorated. The school area is always very calm. but seems a little bit exhausted to be .it is just a 5 storied building, there is a lack of free space. There is just a small playground on the ground floor. Overall, it is good.

**Result:** The overall result of the students is very good which is bringing enough reputation of this school in our locality.

**Economic Condition:** It is a branch of a very renowned private school of Bangladesh. All the expenses of the school are mostly run from the admission fees, examination fees, monthly tuition fees including school development fees and other co-curricular activities fees. Sometimes it gets some financial support from the trustee. The school runs different aid or scholarships among the students.

**Social Status:** The majority of the students at this belong to middle-class backgrounds and instructors working in the school also come from middle-class families.

**Cultural activities:** All the cultural events are arranged there. They celebrated all national days, festive like: Victory Day, Independent day, Pohela Boishakh. Besides, they often arranged some inter school competitions such as recitation, story writing.

### **Evaluation System in Shaheen School:**

#### **English 1<sup>st</sup> paper**

Every week there is a Tutorial exam from the week chart, Monthly Tutorial and 3 semester examinations. Total mark 300.10% of Tutorial mark added in the final grade.

#### **1. Weekly Tutorial:**

**Time: 3 hours (for all subject)**

Part A: Unseen Passage/seen passage: 10

a) Information Transfer = 05

b) True/ False = 05

Part B: Composition: 10

a) Paragraph/ Dialogue = 10

Total = 20

#### **2. Semester Examination:**

**Time: 3 hours**

**Total Marks = 100**

Part A: Reading Test

Seen Passage

MCQ = 07

Answering Question = 10

Fill in the blank = 5

Unseen Passage

a) Completing Information = 05

b) Summary = 10

- c) Column matching =05
- d) Completing story in correct order = 08

Total = 50

Part B: Writing Test

- a) Paragraph = 10
- b) Graph/chart = 10
- c) Dialogue = 10
- d) Completing stories = 10
- e) Informal letter = 10

Total = 50

### **English 2<sup>nd</sup> paper**

Every week there is a Tutorial exam from the week chart, Monthly Tutorial and 3 semester examinations. Total mark 300. 10% of the Tutorial mark is added in the final grade.

#### **1.Weekly Tutorial:**

**Time: 3 hours (for all subject)**

Grammar /writing part =10

#### **2.Semester Examination:**

**Time:3 hours**

**Total Marks = 100**

**Grammar =60**

Fill the blank with word from box (10) =5

Fill the blank with suitable word (10) =5

Make sentence=5

- a) Right form of verb (10) =5
- b) Narrative=5
- c) Changing sentence= 10
- d) Completing sentences. =5



- e) Completing text with suffixes prefixes (10) =5
- f) Tag question = 5
- g) Connectors=5
- h) Punctuations=5

**Writing =40**

- a) writing CV with cover page. =8
- b) letter / application=10
- c) Paragraph=10
- d) Composition=12

# **Chapter-5**

## Class Observation Report

I have observed two classes and one examination in the school. One class in class eight and one is in class ten. Md. Jakaria Hossain was the class conductor. The teacher was very dedicated and supportive of the students. He took more care of the students, who did not understand the lessons easily. I had to use a checklist provided by the Department of English while observing classes and looked into whether teachers were taking classes according to the requirement of the check list or not.

When I entered the class, I found all the students in uniform, some of them were wearing masks. The classrooms were well-equipped with whiteboards, markers, and textbooks. But there was no multi-media system in the classrooms. The ventilation of the classrooms was not so good. There are no sufficient windows and doors, that's why natural air and light cannot properly enter the room.

In the students, I noticed a lacking of concentration, they made noise sometimes but it was under control of the class teacher. I saw that students always remember the written part.

In those observation classes I tried to understand the students' psychology and behavior which helped me later to make my own lesson plan. I learnt about the basic teaching techniques and syllabus of the following classes

### Class Observation 01

On 17th January 2023, it was my first day at Shaheen School and Collage I observed a class. A senior Assistant teacher Parvin Akhter brought me to class and introduced me to students and talked about my purpose for coming. It was a 35-minute class that started at 11.05 am and ended at 11.40 am. It was the second class of the day. It was the English 2<sup>nd</sup> paper class of class Eight. The class teacher was Md. Jakaria Hossain. The class topic of the day was 'Adjectives and their classification'. He started with the definition of Adjective. Then he discusses the role of an Adjective in a sentence and how students can identify an Adjective from the sentences. He used a whiteboard and marker to discuss. He used both English and Bangla to communicate. Through her teaching method, it was clear to me that she was conducting the whole class applying the Grammar **Translation Method (GTM)** as she used a mix language- Bangla &

English for better understanding of all students. Then they wrote some sentences as examples and asked students' them. Then he assigned students to make some examples themselves. Some of the students were weather, they understood or not. Some students did not understand and he explained again to active in doing the task and showed it to the teacher. Many students did not submit the task timely. Later, the teacher asked them about their previous homework and took it. He ended the class with greetings.

### **Strengths of Instructor**

- The instructor was friendly and energetic.
- He had a loud and enough clear voice to understand her speech.
- He easily involved the students with the study.
- He gave real life experience related to study.
- He seemed knowledgeable about the topic.

### **Weaknesses of Instructor**

- The instructor followed the traditional way of teaching English Language as I did not find any effort in his to bring changes in the English Language teaching system.
- I felt he was not very good at speaking English. He used mostly Bangla in the class.

## **Class Observation 02**

18<sup>th</sup> January 2023 was my second-class observation day. That day I observed a class in class Ten. It was the first class of the day. The class started at 10.30 am and ended at 11.05 am. The class attended. It was an English 2<sup>nd</sup> paper class. The topic was 'Right form of verb'. He started to discuss this topic tense-wise. First, he discussed the rules of present tense then past tense.

As it is a large topic, he did not cover it all in a day. He used a whiteboard and marker to discuss. He used both English and Bangla to communicate. It was the **Grammar Translation Method (GTM)** of language teaching. He wrote some sentences as an example and asked students' weather; they understood or not. Then he checks their class notes and examples. Some students did not understand then he explained again to them. After that he asked about the memorization part from the daily reading chart. Then he told them to do homework from this topic and ended the class with a greeting.

### **Strengths of Instructor**

- The instructor was very punctual and also sincere in teaching.
- He easily involved the students in learning.
- His energetic voice helped the student more and he tried his best to make the study joyful.

### **Weaknesses of Instructor**

- I felt he was not very good in speaking English. He used mostly Bangla in the class.
- Sometimes he used traditional books as materials.

# **Chapter – 06**

## **Teaching Experience**

As part of my internship program, I had to conduct classes. I conducted two different classes in class seven and eight. Before class I consulted with the course teacher about the lesson plan and class details. He gave me a copy of the weekly class chart. In this chart topics were selected by the central authority. I found my topic that I had to teach according to the date. I prepared and tried my level best to conduct a better class. This is the very first time I prepared to conduct any class. As I never conducted any class before, I was very nervous. But at the end of the session these classes help me to become a more confident, responsible and cooperative person. Now I can deal with the students better after that internship. I tried my best to keep the student's interest in class.

### **Class Experience: 01**

I conducted my first class on 22th January 2023. I conducted my class with the student of class Eight and it was an English second paper class. Though I was a little bit nervous I was motivating myself to keep my confidence In Front of the student. It was a 35 minutes class started at 11.05 am and ended at 11.40 am .it was the second class of the day. There were 25 students in the class that day. The topic of the class was 'Verb and its classification' especially Nonfinite verb and Auxiliary verb.

First, I entered the class with the permission of the class teacher and greeted the student. Then I gave a short introduction of myself and moved to the topic. I questioned them about the basic knowledge of verbs, I asked about finite verbs especially. Then I go through the definition of a nonfinite verb. First, I will give the definition in English, and make some examples. Then I use Bangla for better understanding. I talked about the rules of identifying nonfinite verbs. The students were responding to me positively which encouraged me to keep my confidence high. I repeatedly asked them whether they understood or not. Then I move to the second topic Auxiliary verb. I used the same process. I gave the definition, examples, identification rules, uses of auxiliary verbs. I told them to feel free to share if there is any confusion and I tried to clear it all. In that stage I told them to give some examples from the discussion and their own knowledge.

I found most of the students involved in this task which was very impressive to me. Then I checked their script and pointed out their mistakes. I appreciated their efforts.

In this session I tried to use my own knowledge rather than using any particular book. I tried to make the lesson interesting with real examples. I used the Grammar **Translation Method (GTM)** to teach. I noticed the behavior of students and the environment of the class so that I can develop my teaching methods. In the class I inspired them to communicate in English with the teacher. I suggested to them some ways to increase English competence. I talked about the importance of English and told how it can glorify our life. I advised them to learn English as a language more than an academic course.

As there was a limited time, I had to end my class. I took short feedback from the students about how they feel in my class. I class my class with a short greeting.in the starting I was nervous; students make me confident. Overall, the environment of the class was good and that experience of my first teaching became my lifetime experience.

### **Class Experience: 02**

I conducted another class on 28<sup>th</sup> January 2023, it was in class seven. The class started at 11.05am and ended at 11.40am. This was an especial cadet batch, taking preparation for their cadet college admission test.so, school gives them more care and more time that's why their class time is more than other classes.it was an English 2<sup>nd</sup> paper class and 33 students was in the class.it was an exercise class on Adjectives.

First, I entered the class on time and made a short greeting as usual. I gave a short introduction of myself, heard about them. Then we started the topic.as it was an exercise class; I wrote some examples of Adjectives from previous cadet admission examinations. I told them to identify the adjectives and their classification from the sentence. The students were so active all of them started to do the task and quickly finished. Most of them did it correctly but some made mistakes.

Then I discussed every sentence; which word is the adjective and how, definition, particular classification etc. I made some new examples for better understanding of the student. I tried



my best to clarify all students and asked them several times. I always tried to involve my students in class.

I told them to create some new examples from all kinds of adjectives. After they finished, I checked everyone's notebook. I used the Grammar **Translation Method (GTM)** to teach. I noticed the behavior of students and the environment of the class so that I could develop my teaching methods. Then I motivated them for their upcoming admission test, advised them to be serious in English because they have to perform very advanced English in the cadet admission test and they had to face an English viva also.

Some boys from the class lives in the school boarding, I share about my hostel experience to the student in short as I was also a residential student of same school, heard about from their experience.

Last, I took short feedback from them for my teaching. They gave me a positive evaluation. They Then ended the class with a greeting.

# **Chapter – 07**

## **Findings**

My internship experience is very good indeed. I go through lots of new things and learn a lot. As per the with the instruction of my supervisor, I completed all of these tasks. I observe two class and conduct two class at Shaheen School, Savar.in this time of internship I find some strength and limitations of the institution, environment, teaching methods, learning system and the education scenario of Bangladeshi secondary school. The findings I point out that given bellow:

### **Class Observation Findings:**

In my internship the first major thing that I do is class observation. I observed two class.in that observation time I prioritized and gave attention to the teaching method, teacher-student relationship, teaching environment, learning capacity of students, teaching materials, and overall school environment. I found the school environment good. It was clean and well decorated. Some of the class is painted artistically. Every class was well organized with sufficient sitting facilities, and traditional teaching materials. The class was fully under control of the teacher. The teacher started the class exactly on time. The teacher is well trained and he followed the NCTB's syllabus. Most of the students, also very disciplined, always follow the rules and do their homework on time. But some of them try to break the discipline. Teachers do their best to control them and teach properly. They always informed the guardian about their child's progress and status. Parents' meetings are held regularly.

There is a unique system here that allows the school to make a weekly reading chart which helps the teacher and students both. Teachers can prepare themselves for the class perfectly. Students also prepare them for the next class at home.

I found a very serious issue in my observation period that students take English as an academic course rather than a language. They know almost all the grammar rules but are not experts in free hand writing. They are dependent on memorizing things. They are also not fluent in speaking.

Teachers take very traditional classes with the help of traditional materials such as whiteboards and markers. They use GTM as their teaching methods. All those materials and methods cannot

make the study more interesting to the students. It also fails to present English as a language to the student. Students know how to pass but do not know how to communicate in English.

### **Teaching Experience Findings:**

Teaching experience of this internship session became my lifetime experience. I teach for the first time ever in this session. My first finding of this session is that teaching is not an easy job. It is a very responsible, hard-working and tricky job. A teacher has to be very patient always. Self-preparation is also very important to teach.

In my time, before conducting the class I took a lot of preparation on the topic and made the lesson plan. I always plan for different kind's activities for class so that I can make it more interesting to the student. Always try to engage my students in class with their ideas and activities. But I also fail a full English-speaking class because students fail to understand properly. I have to go the traditional way. I used white board and marker in class as there is no multimedia.

In my class I always advised them to develop their English skill and self-development.

# **Chapter-08**

## Limitations

During my internship I found some limitations in school which can be figured out. The limitation I face that I give bellow:

- There is no multimedia classroom. Nowadays multimedia is considered as the superpower of a classroom which can make studying interesting, effective and easy. I am used to the proper multimedia class in my university. So, if there were a multimedia classroom in the school, I could give a better output while teaching. I could make my teaching plan a very different way.
- I feel the shortage of time in class. It is just a 35-minute class.it seems like a very short time to discuss any topic properly.
- There is a rush of finishing the syllabus. For this reason, students fail to practice English in their daily activities.
- The school situated in a 5 storied building. there is no play ground as well. So, there is no facilities of open air.it feels a little bit exhausted to me. Open air is very important for human psychology and Child's development.
- Library is another important part of a school; it is like an ocean of knowledge but there is no library in this school.
- There is no prayer room.
- There is no common room.

# **Chapter-09**

## **Recommendation**

It was a wonderful three months journey as an assistant teacher at Shaheen School and College, Savar. The teachers and all other staff help me to do my work properly. The management of the school is very good. They manage their teaching system very smoothly, especially the weekly reading chart that the authority provides to the student. I like this system very much.

I think they are trying their best to foster quality education. But after all I have some recommendations for the betterment of the school which can bring some new experience.

- Schools should create some advanced materials for classrooms like multimedia, digital classrooms, sound systems etc. Teachers should be trained on this basis.
- Teachers should try some new methods to teach.
- Teachers should use English in the classroom instead of Bangla.
- English teachers should avoid the traditional books and style of teaching English. They should follow some new methods and styles.
- An English club can be formed by the student to practice English with the help of a teacher. Teachers should encourage students to practice English in their daily activities. Students should practice free-hand writing instead of memorizing and school should provide these facilities and encouragement. English magazine, newspapers can be provided.
- A library with sufficient academic, non-academic (story novel etc) books can be set up. It can be helpful for gathering knowledge and be a way of entertainment.
- A common room and a prayer room should be set up.



# **Chapter -10**

## **Conclusion**

As a part of my internship, I worked on a project paper on **“Conduction and Observation of The Classes at Shaheen School and College, Savar; A Report”** in Shaheen School and College, Savar. It was a wonderful experience for me. During this session, I observe two classes and conduct two classes. I must say I have learnt a lot of new things.

This internship helps me to realize how hard job teaching is. I realize that a teacher should be qualified with lots of soft skills along with the degree. A teacher faces many challenges to teach students. To overcome that he/she should be up to date always. I find a touch of the reality of English teaching and learning in Bangladeshi schools. I find some traditional limitations also.

I think this experience will help me to prepare myself as a good teacher in future as I am aiming to choose teaching as my career. Overall, it was an amazing journey.

# Appendices

# Appendix – 1

## Class Observation Checklist

Daffodil International University

Department of English

Internship on “Conduction and Observation of The Classes at Shaheen School and College, Savar; A Report”

### Checklist for Class Observation-01

School / College: Shaheen School and College, Savar

Teacher’s Name: Md. Jakaria Hossain

Class: VIII Section: A No. of Students Present: 25

Course Title & Code: English 2<sup>nd</sup> paper Room No: 303

Peer/Observer: Sarker Marufa Ferdaous Date and Time: 17-01-2023 (11.05p.m.)

#### **Objectives of the lesson (as perceived):**

i) Basic concept of Adjective and its classification.

Were the objectives achieved and to what extent (in your view)?

The objectives of making students learn the Basic concept of Adjective and its classification were properly achieved. Teacher was successful in making them understand the basic concept of Adjectives.

S/N	Review Section	In what ways? (Specific examples/ clarifications)
1	<p><b>SUBJECT MATTER CONTENT</b>  (Shows good command and knowledge of subject matter; demonstrates breadth and depth of mastery; tries to develop a knowledge seeking behavior among students)</p>	<p>The teacher is very comfortable with the topic. I found him very knowledgeable about the subject matter. He easily drew the kind attention of the students by asking questions, inspiring them regarding the topic.</p>
2	<p><b>ORGANIZATION</b>  (Organizes subject matter; states clear objectives; emphasizes and summarizes main points, meets class at scheduled time, starts and finishes the lesson properly with an attractive warm up and a conclusive end- how the objectives of the lesson met/ what they have learned today)</p>	<p>His lesson was very organized. He started class on time and started with a short greeting. He discussed the definition, classification, uses, Way of identification of the subject matter. He gave sufficient examples.  Discussed several times according to the students' needs. He ended the class on time with a greeting.</p>
3	<p><b>RAPPORT</b>  (Holds interest of students; is respectful, fair, and impartial; provides feedback, encourages participation; interacts with students, shows enthusiasm, both teacher and students are ready for the class not</p>	<p>The class was very friendly and fully under the control of the teacher. He tried to hold the student's interest by involving them in class. He told them to make some examples from the discussion, then check everyone's notes and point out the mistakes. Most of the students participated in class.</p>

	only on subject matter but also in manner, etiquette and attitude)	
4		The teacher conducted the class with a Grammar Translation Method which is very common in Bangladesh. There is no technology in the class. The teacher encourages students to ask questions. He gives real life examples. He gave some moral speeches as well.
5	<p><b>TEACHING METHODS</b>  (Uses relevant teaching methods, aids, materials, techniques, and technology; includes variety, balance, imagination, group involvement; encourages questions from students and responds with interest; is open to ideas; uses real life examples that are simple, clear, precise, and appropriate; stays focused on and meets stated objectives)</p>	The environment of the class was calm and quiet. The teacher had a loud and clear enough voice to understand the topic. He maintains eye contact in full class. But there is a lack of using English as a way of class communication. They rarely use English in class.

## MANAGEMENT

### Was the time spent properly?

The class started on time. The teacher began the class with greetings and moved to the main topic. Discussed the topic, took feedback and ended the class on time.

### What were the main stages of the lesson? What tasks and activities did the teacher do during each stage? (Optional: Draw a diagram to show main stages of the lesson and time spent on each)

The main stages of the lesson were:

1. **Pre- teaching stage:** The teacher checked the homework and corrected the student's mistakes and gave feedback.
2. **While teaching stage:** discussed the definition, classification, uses, Way of identification of the subject matter. He gave sufficient examples.
3. **Post teaching stage:** After the end of the teaching part, the teacher told them about the next day's homework and advised them to concentrate on their study.

### CRITICAL EVENT (If took place)

Was there any 'critical event' in the lesson? (a point where communication broke down and there was confusion). How did the teacher handle the situation?

No, I did not face any criticism even while the teacher was conducting his class.

### Strengths observed:

- The instructor was friendly and energetic.
- He had a loud and enough clear voice to understand her speech.
- He easily involved the students in learning
- He gave real life experience related to study.

- He seemed much knowledgeable about the topic

**Suggestions for improvement:** The teacher should practice English more in class.

**Overall impression of teaching effectiveness:** Overall, the class was very effective. He tried his best to conduct the class effectively. I feel that he is very much capable and productive.

## **Daffodil International University**

### **Department of English**

**Internship on “Conduction and Observation of The Classes at Shaheen School and College, Savar; A Report”**

#### **Checklist for Class Observation-02**

School / College: Shaheen School and college, Savar

Teacher’s Name: Md. Jakaria Hossain

Class: IX      Section: A      No. of Students Present: 21

Course Title & Code: English 2<sup>nd</sup> paper      Room No: 301

Peer/Observer: Sarker Marufa Ferdaous      Date and Time: 18-01-2023 (10.30p.m.)

#### **Objectives of the lesson (as perceived):**

i)Right form of verb



Were the objectives achieved and to what extent (in your view)?

The objectives of making students learn the Basic concept of Right form of verb were properly achieved. Teacher was successful in making them understand the basic concepts of the subject matter.

S/N	Review Section	In what ways? (Specific examples/ clarifications)
1	<p><b>SUBJECT MATTER CONTENT</b> (Shows good command and knowledge of subject matter; demonstrates breadth and depth of mastery; tries to develop a knowledge seeking behavior among students)</p>	<p>The teacher is very comfortable with the topic. I found him very knowledgeable about the subject matter. He easily drew the kind attention of the students by asking questions, inspiring them regarding the topic.</p>
2	<p><b>ORGANIZATION</b> (Organizes subject matter; states clear objectives; emphasizes and summarizes main points, meets class at scheduled time, starts and finishes the lesson properly with an attractive warm up and a conclusive end- how the objectives of the lesson met/ what they have learned today)</p>	<p>His lesson was very organized. He started class on time and started with a short greeting. He started his discussion tense wise. First, he discussed the use of the right form of the verb in present tense, then past tense, and future. He gave sufficient examples. Discussed several times according to the students' needs. He ended the class on time with a greeting.</p>

<p><b>3</b></p>	<p><b>RAPPORT</b>  (Holds interest of students; is respectful, fair, and impartial; provides feedback, encourages participation; interacts with students, shows enthusiasm, both teacher and students are ready for the class not only on subject matter but also in manner, etiquette and attitude)</p>	<p>The class was very friendly and fully under the control of the teacher. He tried to hold the student’s interest by involving them in class. He told them to make some examples from the discussion, then check everyone’s notes and point out the mistakes. Most of the students participated in class.</p>
<p><b>4</b></p>	<p><b>TEACHING METHODS</b>  (Uses relevant teaching methods, aids, materials, techniques, and technology; includes variety, balance, imagination, group involvement; encourages questions from students and responds with interest; is open to ideas; uses real life examples that are simple, clear, precise, and appropriate; stays focused on and meets stated objectives)</p>	<p>The teacher conducted the class with a Grammar Translation Method which is very common in Bangladesh. There is no technology in the class. The teacher encourages students to ask questions. He gives real life examples. He gave some moral speeches as well.</p>
<p><b>5</b></p>	<p><b>PRESENTATION</b>  (Establishes classroom environment conducive to learning; ensures learners’ interests, maintains eye contact; uses a clear voice, strong projection, proper enunciation, and standard English)</p>	<p>The environment of the class was calm and quiet. The teacher had a loud and clear enough voice to understand the topic. He maintains eye contact in full class. But there is a lack of using English as a way of class communication. They rarely use English in class.</p>

## MANAGEMENT

### Was the time spent properly?

The class started on time. The teacher began the class with greetings and took attendance. Then he moved to the main topic. Discussed the topic, took feedback and ended the class on time.

### What were the main stages of the lesson? What tasks and activities did the teacher do during each stage? (Optional: Draw a diagram to show main stages of the lesson and time spent on each)

The main stages of the lesson were:

4. **Pre- teaching stage:** The teacher checked the homework and corrected the student's mistakes and gave feedback.
5. **While teaching stage:** discussed important rules of the subject matter. He gave sufficient examples.
6. **3. Post teaching stage:** After the end of the teaching part, the teacher told them about the next day's homework and advised them to concentrate on their study.

### CRITICAL EVENT (If took place)

Was there any 'critical event' in the lesson? (a point where communication broke down and there was confusion). How did the teacher handle the situation?

No, I did not face any criticism even while the teacher was conducting his class.

**Strengths observed:**

- The instructor was friendly and energetic.
- He had a loud and enough clear voice to understand her speech.
- He easily involved the students with the study.
- He gave real life experience related to study.
- He seemed much knowledgeable about the topic

**Suggestions for improvement:** The teacher should practice English in his class.

**Overall impression of teaching effectiveness:** Overall, the class seemed very effective and joyful to me. I feel the courage of the teacher about teaching.

## Appendix-2

### Lesson Plan


Conductor: Sarker Marufa Ferdaous
Name of the Institution: Shaheen School and College, Savar
Class: Eight
Date: 22th January 2023
Topic: verb (nonfinite and Auxiliary)
Duration: 35 minutes
<b>Objectives</b> <ol style="list-style-type: none"><li>1. After the class students will learn the uses of these two verbs.</li><li>2. They can describe the definition.</li><li>3. This lesson will help them to identify the verb and make appropriate sentences by using nouns.</li></ol>
<b>Material</b> <ol style="list-style-type: none"><li>1. White board</li><li>2. Black marker Pen</li></ol>

### Lesson Plan

<b>Procedures</b>	<b>Activity</b>	<b>Time</b>
Warm-up Session	Short introductory session with the student.	5 minutes
Introduction	After the introductory session, the teacher will explain some basic ideas regarding the noun.	10 minutes

Stage-1	In this stage teacher will show some elements related to class topic, which are very essential to learn the usage of verb	10 minutes
Stage-2	In this stage learners will learn to use nonfinite and auxiliary verbs into all kinds of sentences. They can differentiate them.	10 minutes
Follow up session	Teacher will ask the students individually about their opinions and the students will be free to ask any kinds of questions related to the class topic.	8 minutes
Lesson evaluated	Review the whole topic	2 minutes

# Internship Certificate



## শাহীন স্কুল এন্ড কলেজ

সরকারি কর্তৃক অনুমোদিত (কলেজ কোড : ৪৫২৭, খুলি ESN: 134035)

কলেজ ক্যাম্পাস : বেক্সিট্টা পাড়া, টাঙ্গাইল। ফোন : ০৯২১-৫১৭৫৫, ০১১৯১-৮১২৫৯১, ০১১৯৫-৪৯৯৭৩৩, ০১১৯১-৮১৪১৩৪

ক্যাম্পাস-১ : সি-৬/৩ ব্যাংক কলোনী, সাভার, ঢাকা। মোবাইলঃ ০১৭১৮-৯০৮৩১৪, ০১৬২৬-০০৭৩৬৩  
ক্যাম্পাস-২ : কমিশনার রোড, শাহীবাগ, সাভার, ঢাকা। মোবাইলঃ ০১৭২২-৪৩৫১৫৫, ০১৬২৫-৪৩৩২৮২

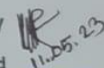
**সাভার  
শাখা**

তারিখ: ১১.০৫.২৩

### Attestation paper

This is to certify that Sarker Marufa Ferdaous is a student of Department of English, Daffodil International University, ID No : 192-10-445. I am really glad to state that she has completed her internship program in my institution from 17<sup>th</sup> January to 16<sup>th</sup> April. The teachers were really satisfied to her endeavor. She also managed to get positive feedback from the students as well.

Sarker Marufa Ferdaous is a hardworking person and possesses a very moral character. I wish her a very successful future life and career.

**Attested by** 

Md. Habibur Rahman Obayed  
 মেঃ হাবিবুর রহমান  
 Branch Director  
 শাহীন স্কুল এন্ড কলেজ  
 Shaheen School & Collage, সাভার শাখা

ঢাকা-উত্তরা	গাজীপুর	ময়মনসিংহ	নরসিংদী	মাদারীপুর	রাজশাহী	বগুড়া	চট্টগ্রাম	খুলনা	বরিশাল	দিনাজপুর	যশোর	গাইবান্ধা
ঢাকা-সাভার	নারায়ণগঞ্জ	জামালপুর	মানিকগঞ্জ	নেত্রকোণা	পাবনা	জয়পুরহাট	কুমিল্লা	খিনাইদহ	সিলেট	মৌলভীবাজার	গোপালগঞ্জ	ঢাকা-আতশিয়া
কুমিল্লা-বন্দর	ঢাকা-বন্দর	কিশোরগঞ্জ	ফরিদপুর	শেরপুর	সিরাজগঞ্জ	নাটোর	নওগাঁ	কুষ্টিয়া	রংপুর	বি-বাড়িয়া	লালমনিরহাট	ঢাকা-মিরপুর

## Photographs



Photograph -1



Photograph -2





Photograph -3



Photograph-4