



Internship Report

On

**“My Teaching Experience as a Teacher of English
Medium School”**

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Declaration

I am Kaji Jannat Akter, ID: 193-10-2141, hereby declare that the internship report submitted to the Department of English at Daffodil International University is my original work. I completed this project to complete my course "Project Paper" (Course Code: ENG 431) in B.A (Honors) in English. This thesis paper does not include any information from another organization or University. Neither, no other third party wrote this thesis.



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Certification of the Supervisor

This project paper entitled “My Teaching Experience as an English Medium School Teacher” has been submitted to the Department of English, Daffodil International University, led by Kaji Jannat Akhtar and has ID: 193- 10-2141. She has effectively completed his internship at Green Gems International School under my supervision for his course “Project Paper with Internship” (Course Code-ENG431) in BA. in English program. The intern is now qualified to submit her report, subject to the approval of the panel of examiners, because she fulfilled all of the requirements and finished all of the course procedures. The report was never presented for recognition or academic achievement.



.....
supervision

Ms. Afroza Akter
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Acknowledgments

First of all, I am very thankful to the Almighty Allah for giving me this favor and opportunity. God makes all things possible, and it is because of Him that I am able to do my work effectively. Then I would like to thank my respected supervisor Ms. Afroza Akter for his nice guidance and the valuable time that she has spent for me. She helps me a lot in every step where I face any problem regarding this thesis, she gives me solutions. If she does not help me I will face difficulty in completing my thesis paper.

I want to express my gratitude to the vice principal and principal of Green Gems International School as they allow me to complete my internship in their School. I also want to express my gratitude to the administrators and supporting staff of Green Gems International School who supported me throughout my internship.

I would also like to thank my family members and my friends who always support me in every situation.

Abstract

This report is based on my experience with Green Gems International School as a teacher, which is mainly focusing on self-evaluation of my teaching. It is my first job as a teacher. So, I tried to give my best. There are various kinds of students. I tried to make a good relationship with teacher and students And understand each student to treat them individually and evaluate them appropriately. As well as I tried to maintain professionalism and build a good relationship with colleagues. I have always tried to make progress using different methods depending on the context. Moreover in this paper I mention different kinds of problems and obstacles that I faced during my internship and I also include how I deal with it. In this paper I discuss the lessons I took away from my experience and how I might apply them to my teaching in the future. I also made suggestions that ought to be put into practice to enhance and maximize learning.

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Chapter I

Introduction

Introduction

Background: I choose at a School for my internship where I have the opportunity to practice teaching. From the beginning of undergraduate level I strongly want to become a teacher. I don't have any experience in teaching prior to working as an intern teacher. This is my first experience as a teacher at School. Green Gems International School gave me this opportunity to practice teaching and this document about my journey. I learned so many things from this journey. I tried to give my best. Moreover, I tried to adjust to a new place and I tried to maintain professionalism.

It was Spring 2023 when I started my internship. I face trouble when I search for a School. I talked to so many schools for my internship but no one could respond. I am searching for a School in my area which is close to my residence. I was looking into schools close by since it would be simpler for me to get there from my house. However, At the end luckily I talked to the Green Gems International School vice-principal sir. I found his phone number from google. I called him. He told me to wait a minute because he needed to talk with the principal ma'am. Then he talked with the principal ma'am. He told me to meet with ma'am. Next day (14 february 2023) I met with ma'am. They told me to bring my CV with an application. I did so and met the Principal. She told me that I am required to take the authorization letter from my university and then she would approve it. So I had to take the letter from one of my faculties of my university and give it to her. After that she approved my letter. She gave me this chance. 15 February 2023 I joined that School. Before I joined my internship I decided that I do my internship at School because it helps me to gather knowledge about teaching.

First day I was just observing the students and communicating with them and the coordinator ma'am told me all the rules and regulations. She also told me what I do there etc. First day I didn't need to work a lot. That day I was observing a class and understanding what my work and which classes I am working. I really love this job and learn so many things from this. I tried to give my best in my work.

Chapter II

Objectives

Objectives

I don't have prior experience regarding teaching. As a result I learn a lot of things from this. Mainly I focus on how to deal with students, because there are various kinds of students. So they have a different idea, different purpose and different thought. I need to handle them very carefully and communicate with them in a friendly way. So my intern Objectives are:

- Following the current teaching technique and using it in practical work.
- Identify the weakness of students and work on it.
- To know Modern and Old teaching techniques and Good things apply in a class.
- Ensure that the classroom is enjoyable and the learning process easier for every student.
- Motivating them for class activity.
- Inspire them to use a practical example in their activity.
- Educational resources or materials available for them, So that they can get them easily.
- To identify which teaching technique I need to know or increase.
- Point out current teaching methods and apply them in our country's schools.
- Gather a pragmatic knowledge about teaching.

Chapter III

Methodology

Methodology

After I received mail from University for a project paper, I am very worried about how I found an institution. I don't have a relative from any institution. I don't know anyone who works at an institution. That's why I was a little bit confused and nervous about it.

At first I was searching for a school which is located in my area, but I couldn't find any institution. Any School wants to teach as an intern teacher. I want to build a teaching profession for my future career. I don't understand how I started. Then I got this chance to practice for my future career.

However, Finally I got this institution from google. Instantly I searched how I conduct with them and I found the Vice-principal phone number. Next day I met with the principal ma'am. I described about my internship and It is essential for my degree. She allowed me to complete my internship at Green Gems International School as an intern teacher.

At the start of my internship, I observed the classes (Day and Morning shift) with the various teachers. I observed teachers teaching technique, classroom environment, students response, following how class material prepares/lesson plan etc. I also talk with teachers about how they prepare lesson plans.

In the end, I would say it was really a nice journey for me. It also helped me increase my knowledge about the teaching profession.

Chapter

Details Of Institution

Details of Institution

Institution Name	Green Gems International School
Email	info@greengemsbd.com
Facebook link	https://www.facebook.com/greengems.edu.bd
Location	House-33/A, Road -9/A, Dhanmondi, Dhaka,Bd
Founded	1991
Founder	Dr. Rezamuddin
Institute level	Primary and Secondary
Building Ownership	Non-government funding
Co-education	Combine
Number of Students	Around 1,000
Number of Teachers	25
Teacher's Qualification	B.A, B.S.C, M.A, M.S.S
Number of Administrative Officers	4
Dress Code	White and Green
Other factors	1) Playground: Yes 2) Library: Yes 3) Canteen: Yes 4) Transportation: Yes, but not for everyone 5) computer Lab: Yes
Shift	Morning and Day
Board	Dhaka Education Board
Financial Issues	Self-Financed

Chapter IV

Internship activity

1.2 Class Observation Reports

Class Observation- 1

Date	15th February, 2023
Time	8:20- 9:00
Class	KG
Topic	English

First day at school, I observed the class of Jeba Pervine Mrs. She is a Coordinator and also a class teacher. At first she took me to class. Then she introduced me with the students. They are very happy and excited. I am also happy to meet with them. Next 40 minutes I observed the class. In the middle I helped them to complete their class work. Then she asked the students to say the name of the week, first all together and then she asked individually. She showed me how to write a student's diary, next time I need to write it.

Then she started to ask the spelling. Students used a whiteboard for written the week name spelling. Students write this there classwork copy. Some students finished the work too early and some of them tried their best. Then I helped them to finish their work. If anyone does not finish it within time they must finish after class. One thing I liked is that there is no corporal punishment in the classroom. There is a rule that no teacher can give corporal punishment like beating to his student. That was my first day and first class observation at school.

Class Observation- 2

Date	16 February, 2023
Time	10:40-11:20
Topic	Phonic Book
Class	Grade- 1

Second Observed class with Grad- 1. There are almost 30 student's. Most of the students talk in English. They are very smart and intelligent. The teacher welcomed me in the class. Class duration is 40 minutes. It starts at 10:40 AM and ends at 11:20Am. The class teacher Tahmina Mrs. She is the regular class teacher. She distributed the book I helped her with. Then she asks a question from the book one by one. Some of the students are not able to answer the question. She helped them, then she gave some time for preparation. At that time she checked the diary and H.W copy. The student read the book very attentively. After five minute's she again started questioning. Now all the students answer the correct answers. One thing I observed is that most of the students are very curious about learning something. The students learn any study material very quickly. Even they do not skip any learning part.

Class Observation- 3

Date	19 February, 2023
Time	11:00-11:40
Topic	English Literature
Class	Grade- 2

I observed the third class on 19 February 2023. The class lasted for 40 minutes, started at 11:00 AM and ended at 11:40 AM. There are almost 20 students in the class. At first Mrs. checked the diary. In the diary they write there H.W and C.W what they did in class etc. Then the teacher writes the fill in the blank on the board. In the meantime I checked the H.W copy. If they write any wrong answer or if anyone does not do her work I write an absence at the top of the page. The teacher gives me teacher's copy. If I have any confusion, an answer I checked from the teacher's copy. After complete checking. Mrs. See if anyone needs any help or anyone doing wrong. After completing all the copy teachers take attendance. Now they are very happy to end their class.

Teaching Experience-

1.4

Teaching Experience- 1.4

Day 1, Class 1

Date	20 February, 2023
Time	8:20-9:40
Topic	(Gul Mohar Book)
Class	KG

The First class started at 8:20 AM and ended at 9:00 AM. Class duration is 40 minutes. In the class there are almost 25 students. First start English class, Where students read 'GulMohar' book. The Coordinator ma'am told me that I will take the classes accounting their syllabus. That's why I am continuing the class where the class teacher ends the part. At first I wrote the diary. In the diary teachers should write what students learn in class and what their homework is. Sometimes notices are also written such as hygienic checking or test notices etc. then I took away a homework copy and checked on it. Their Homework copies are not given every day, their homework copies are given after two days.

At first I ask them about their previous study because I want to recoll their previous study. The class was like any other class I've seen before. At first I asked them the name of the weekend, which was the previous lesson. After that I started reading the Gul Mohar book Unit-8. I read the book they also read with me. Then I gave them 5 minutes to read. If they face difficulty reading anywhere I help them. After a few minutes I asked them

one by one. Everybody is really very intelligent, all of them learn very quickly. They cooperate with me very nicely. After that class time ended. There must be a process to ensure that students have learned the material.

It was my first class, so I was a little bit nervous and excited also. However, the friendly reception and cooperation of the students enabled me to conduct the class smoothly.

Day 2, Class-2

Date	22 February, 2023
Time	10:40-11:20
Topic	Phonic Book
Class	Grade- 1

Second class with Grad- 1. There are almost 30 student's. The teacher welcomed me in the class. The class had two teachers, me and another teacher who observed my class. She stayed there for almost 5 minutes. It was instructed by the principal ma'am. Class duration is 40 minutes. It starts at 10:40 AM and ends at 11:20Am. The regular teacher was absent that day. That's why I took the class. I followed the regular teacher lesson plan. Then asked them what today's class topic was. They told me about today's study apart from "The Phonic Book". I give them that book. There is a rule no student's take the book home. This is the first day that I want to have a good relationship with them. I told them I am giving you 5 minutes to read the first 4 pages. Then we played a game. After 5 minutes I made two groups, group-A and group-B. Now they are very excited to play a game. Then I said group-A read page 9-10 and group-B read page 11-12. It's easier for them. Now they start to read the story more consciously. When time was up everyone shouted what's the game? Actually, The game is that I will provide a word they have to write the spelling on the board. Then one by one come and write the spelling of the word. Everyone enjoyed the class and I gave them a number. Each and every group needed to write five right spellings then they got one. And in the end both groups got three. It was a really nice class. We all enjoyed the class. After that I gave them a true/false from the

book and wrote the five questions on the board as their homework. After they finished writing I checked the copy. It is a rule every teacher needs to sign after students complete writing.

At the end of the class I instructed them to evaluate my lesson by drawing a symbol that represented a happy face, a sad face, or an average face. They drew emojis that were largely happy, so when I got their comments, it made me smile. Only some nasty expressions, not any sad ones, were drawn by any of them. When the class was over, they thanked me.

Day 3, Class- 3

Date	2 March, 2023
Class	Grade-2
Subject	English Literature
Time	8:20-9:00

Third class with Grade-2 students. It was Thursday, 2 March, 2023. That day I had two classes with them one was class conduction and the other one was class test. First class I asked them about the previous class lesson part. Everybody read the story name was "Jack and the Beanstalk." Previous class they read half of the story and made five questions. I checked the copy and signed on the copy. Then they all read the whole story and act out some dialogues in class. They got marks in class activities. I gave them a five minute break for refreshment. Class tests will start in the second class. In the meantime students prepare them for the class test.

That day Every student was present at the class because they had a class test. I prepare 20 questions for the test which are part of their lesson plan. Every weekend they had a class test. After completing the lesson. We need to prepare before one week of tests. Then the coordinator checked the question paper. This class test mark is included in the final exam. Exam 20 questions 20 marks. Time duration 40 minutes to complete the test. Students can sit anywhere as there is no fixed seating area. Exams start on time and end on time. One cannot talk to others during the exam. They can get tutor help but it will not get them full marks. If any student takes help from the teacher during exam time then the teachers write it in the notice and inform their parents. That day I also wrote the notice. Some of the students are very talented and got 20 out of 20. Some of the students got 3, 4 or 5 out of 20. Who's got 20 out of 20, they got excellent cards from the school.

It was a nice journey with cute and innocent children. They are very friendly. One thing I really appreciate about them. In every class that everybody enjoys, No one can worry about exams or class performance.

Chapter V

Overall Findings

Overall Findings

My observation is that, This institution can be doing better in the future. They are very careful about their institution. Every teacher and student follows their principal instructions. The teachers were well experienced and qualitiful. They are very friendly and sincere towards students. They are well aware about students' regularity and class performance. Every student completes their homework with a practical example. They do not skip any topic/lesson from the study material/book. The authority also maintains communication with guardians.

The authorities and teachers try their best from their side. They follow modern techniques so that students do not face any difficulty.

The school's environment: The school has a big area and also has enough space for a playground. In their school every corner has a CCTV camera, Parents waiting room, canteen, Teachers room, fridge(only for teachers and staff). Also has an internet connection for teachers. In the playground there is a basketball ground, carrom board, Football and chess board.

The classroom's condition: Every classroom has an AC, Fan and CCTV camera. The principal ma'am all the time monitoring the class. The cleaners also maintain the cleaning because authorities are very strict on these things. The teachers also had restrictions like they needed to speak in English with students. It doesn't matter which class they belong to. Sometimes they use bangla but not all the time. Any students do not go outside without permission during class time. Students also do not speak in bangla with teachers or their friends. Every day teachers need to check the dairy and sign on it. Every weekend check students' teeth, nails, shoes, socks etc. Every student should clean, on one can't use nail polish. any student can't wear jewelry in school. If any student is absent for any reason they complete their homework and absent/previous class work at the same time in their home. Next day they submit their both class work(h.w & absent work).

Lesson Plan: Before teachers start any lesson in their class they need to submit this lesson in the office first, it must be before one week. Students have ECA(Extra-Curricular Activity) classes. Where they have an option they can choose art class or music class or carrom/ chess. Nursery to Grade-5 class teachers do an art and students just color it. Grade -6 to 10 doing art and color various things.

Use of technology: In the school teachers and students use modern technology for their study purpose. They had a computer lab where the students learned how they use modern technology, As well as having a library. Moreover, They have a projector for upper class students.

Chapter VII

Recommendations

Recommendation

I respect the hard work of the school management for overall progress with the hope that my opinion will enhance the progress of their school.

- The management should be more careful about teachers. There is a rule: Teachers do not have permission to go home before 2.30pm. If any teacher completes her work within 1.00-1.30pm they can go home.
- This school needs more teachers because some teachers take more than 5 classes.
- It would be better. If a teacher wishes to take leave for more than three days with proper reason, the leave shall be granted without cut of salary.
- Poor students but talented, they deserve some scholarship. so, then other students are motivated from there.
- The salary of teachers is relatively low as per the amount of work they do. Their salaries should be increased.
- It would be better if there is a training system for teachers.
- It would have been nice to have AC in the teacher's room, they would have worked more comfortably in hot weather.

Chapter VIII

Conclusion

Conclusion

I am very thankful to the Department of English for giving me this kind of chance. Where I gain my practical knowledge as a teacher. From this internship, I have learned a lot of things about the teaching profession, classroom environment and students. For this internship I learn how to deal with students and how to maintain formalism. As well as I learn some teaching techniques which help me get Good response from the student. I am trying my level best to build a good relationship with teacher and student. I hope this internship experience will help me in the future to build my career. The school teacher and staff helped me during my internship. After I complete this internship it gives a primer idea how i maintain professional life. In the end, I must say it is a really helpful journey for me. I am also enjoying this part. Now I realize this journey helped me build my career successfully.

Chapter IX

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Reference

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Chapter X

Appendices

Appendices

Class Observation



Students Home Work checking



Students are giving class test



Students made Eid card



