

**Internship Report On
English Language Teaching at
Armed Police Battalion Public School and College**

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DECLARATION OF THE INTERN

I hereby certify that the internship report I submitted to the English department at Daffodil International University is a genuine piece of writing by me. I finished this project to satisfy the requirements of my course, “**Project Paper with Internship**” (Course Code: **ENG431**), which is part of the B.A. (Honors) in English program. Under the guidance of **Ms. Khairun Nahar (Lecturer)**, Department of English, Daffodil International University, I completed the internship on “**English Language Teaching as an intern English Teacher at Armed Police Battalion Public School and College.**”

Signature of the candidate



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Supervisor's Certification

This is to certify that **Mostak Ahahmed**, a student in the BA (Hons) program, student ID **191-10-2037**, Department of English, Daffodil International University, has successfully completed his project paper titled "**English Language Teaching at Armed Police Battalion Public School and College**," under my supervision. I have found him to be sincere, hardworking, and dedicated to his duty while preparing the internship report under my supervision.



Signature of supervisor

ACKNOWLEDGEMENT

I am grateful to Almighty Allah, who has given me the ability to complete this report. I have learned many things since I joined as an intern teacher. So, I am thankful for that. Then I would want to take this occasion to thank my intern supervisor, **Ms. Khairun Nahar, Lecturer**, Department of English, Daffodil International University, for her support throughout this internship. Without her helpful suggestions and assistance, my internship would be impossible to complete. I would also like to thank **Dr. Liza Sharmin, Associate Professor and Head** of the Department of English, for her assistance, support, and consistent encouragement. I am also grateful to **Nowshin Sultana Lubna** for her tireless efforts and for always being by my side. **Md. Habibul Mowla, Assistant Professor** at Armed Police Battalion Public School and College, Bogra, is my instructor during my internship. I would like to express my gratitude to him. I would like to thank my loving family for always being by my side and for giving me ideas and support during my time at this institution.

ABSTRACT

This project paper is basically an internship report conducted by the author in order to find out the responsibilities of a teacher and the obstacles of teaching in the Bangladeshi environment. This report is a three-month internship at the school. Here are the school's positive and negative aspects, as well as suggestions for future improvements. This report describes the characteristics of an effective teacher, communicative language instruction, task-based teaching and selecting the best techniques for teaching. Background information, a facilitator, a class selection, the school, the student's experience, and the internship's objectives are all included here. What was learned while performing an internship, what was improved, how to interact with students, how to communicate, and how to comprehend when teaching was all highlighted. It concludes with a conclusion.

Keywords: Project paper, Students, Teacher, Techniques, Bangladeshi environment.

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Chapter One

Introduction

1.1 General

The only medium that can create and keep a connection with the outside world is English. One of the essentials for a successful academic and professional life is proper English language ability. Although English is taught as a required subject in every school in Bangladesh, it is crucial for every industry. Those with good communication skills and fluently in English have an advantage in the job sector. Our country places a high value on English education. Almost all official work is now done in English in addition to Bengali. As a result, working in English language teaching is regarded as a crucial job in this contemporary period.

Though I am a student of English Department, I Would like to work with the English Language especially teaching English as a second language (ESL) Language. That is why I grabbed the opportunity of doing an internship at education institution. The duration of this internship was three months. Through this I get to know about the Systems and methods of English Language teaching in school.

This internship report demonstrates the orientation to observe and conduct classes in the English language. It also holds the skills and experience which I gained during this internship. At last, with this report this institute can be beneficial by the recommendations and for those who want to build his or her career in the teaching profession. Even though I am a student in the English Department, I would like to collaborate with the English.

1.2 Objectives

The goal of teaching is to motivate and inspire students to become lifelong learners. I learnt a lot throughout the internship. The primary objectives are:

- To promote respect, honesty and effective teaching techniques to create a productive learning environment.
- To exploring and implementing new methods to improve learning experience.
- To prioritize learning and improvement to develop a growth mindset.
- To provide English language instruction to help Bangla medium students become more competitive.

1.3 Scope of the study

The scope of the study encompasses the teaching process, which involves diverse techniques, clear communication, different learning styles, class control, and confidence in taking classes.

Chapter Two

Background

2.1 Basic Information

I am doing an internship at Armed Police Battalion Public School and College. It is located in Bogra Uposhohore Rd, Nishindara 5800. On December 5, 1984, then Deputy Regional Martial Law Administrator and eminent educationist Colonel Salim Khan laid the foundation stone of the PSC institution. Then in 1986, the then regional martial law administrator and area commander of 'Kha' Anchal, Major Md. General Mahmudur Rahman PSC. On 01 January 1986, it was first put into operation. Its Educational Institute Identification Number, or EIIN, is 119261, 4289 for school, and 4532 for college. There are about 4600 students here. The institution offers education in the following fields: Business Studies, Humanities, and Science. It operates in both morning and day shifts. Its management is special. Its accreditation is recognized by the government and the accreditation level is Higher Secondary. Armed Police Battalion Public School and College is under Rajshahi Education Board. There are about 105 teachers; among them, there are 28 morning teachers, 42-day teachers, and 35 college teachers. The minimum qualification of the teacher is BA or B.S.C or B.S.S. The tuition fee is 1000-1200 taka per month. Email: apbnsbogra@yahoo.com

It is a combined type of co-educational program. The management style of this institute is special. The region in which it is located is Pouro with its geographical location as a plain. [1]

2.2 History

Education is the beacon that directs human beings towards the horizon of enlightenment, while an educational institution is a sacred and invaluable asset of a nation, which nurtures that light. This is why, the importance of such institutions has been acknowledged by all over the ages. Situated on the outskirts of Pundra, the capital of ancient janapad, Bogra is famous for housing quite a few renowned educational institutions.

Nevertheless, most of the renowned institutions being situated at the centre i.e., in the southern part of the town, the necessity for establishing an excellent institution in the flourishing northern part was long-felt. With a view to rearing up the present and future generation in a disciplined way-who are expected to be imbued with the essence of honesty, lawfulness, dutifulness and patriotism, and will eventually implement their acquired knowledge for human welfare-a great initiative of the then SP and commanding officer of Bogra Armed Police Battalion Mr. Dhananjay Sarker and sincere wishes and assistance of the eminent and benevolent persons, educationists of Bogra helped establish Bogra Armed

Police Battalion School and College in a panoramic spot of the town. Since inception, it targeted generating human beings and set a standard for turning it to a superb institution, and the responsibility for anchoring it was assigned to Md. Tazmilur Rahman, an eminent educationist and former Headmaster of Bogra Zila School.

The then sub-regional Martial law administrator and eminent educationist Colonel Selim Khan PSC laid the foundation stone of the institution on December 5, 1984. Then in 1986 it was inaugurated by the then Regional Martial law administrator of 'Kha' Anchal and area commander Major General Mahmudur Rahman PSC. The institution epitomises a successful outcome of a well-coordinated work of the police and common mass, result of a combined effort of government and non-government initiatives.

2.3 School Management System

The school is directed by Commanding Officer (CO) of 4-APBN Additional DIG of Bangladesh Police “**Syed Abu Sayeem**” BPM Commander S.P.

- **A.T.M Mostofa Kamal**
Principal

- **MD. Mahfuzur Rahman**
College in charge

2.4 Session of the School

The school follows the national curriculum of Bangladesh and provides education up to secondary level. Students from diverse backgrounds and communities are welcomed at the school, which strives to provide a supportive and inclusive learning environment. The admissions session for various classes begins in 'January and February'.

2.5 Curriculum for education

As it is a Bangla medium school under Rajshahi Board, it follows the curriculum imposed by NCTB (National Curriculum and Textbook Board). Under this curriculum, the school teaches all the subjects required by the board for each level of student.

Chapter Three

Methodology

3.1 Selecting Institution

I was asked to pick an institution for the internship. In this situation, I might select any institution or university of my own choosing that can help me with this. However, I considered selecting an institution on my own. I chose an education institution in my hometown. It was not that difficult because I had already selected where I wanted to complete the internship. It was Armed Police Battalion Public School and College, Bogra, where I completed my school and college lives.

After discussing the internship with the headmaster informally, he provided me his visiting card as a reference to bring a concern letter from university. Following that, I produced a concern letter from the institution, and the headmaster of the school provided me an offer letter in which the approval for the internship was written properly. The joining date and other details were also included in the offer letter. As a result, I chose the institution and began the additional procedures. In school, I was assigned to Md. Habibul Mowla, who will take me to a few classes so I may observe them and teach in some of them. And in three months, he will prepare me with the capacity of a teacher.

3.2 Facilitator selection

I found two facilitators during the completion of the internship. These two helped me develop new skills and gain valuable experience in many fields. The first facilitator was the instructor during the internship, who assigned me tasks and provided feedback on the performance. The second facilitator was a senior who shared their expertise and offered advice on how to navigate the workplace culture. I am grateful for their support and guidance throughout the internship. Their details are given below:

Md. Habibul Mowla	Assistant Professor; B.A (Hons.) M.A (English) M.Ed. (20 years' teaching experience)
Nowshin Sultana Lubna	CE from Daffodil International University

3.3 Class selection for teaching

Specifically, I was expected to attend English lessons. As a result, the assistant professor assigned me to English language classes in grades XI and XII.

3.4 Observation of Teaching

Even though I observed multiple classes at the school, I only kept one observation report of English lessons. From classroom observation, I learned a lot of things, such as how teachers establish the atmosphere in the classroom, and a lot of other things.

3.5 Class Conduction

Even though it was the first-time teaching in another environment, I found it tough to adjust to the situation. However, I was able to successfully conduct the class with the help of experience and class observation. Before every class, I needed to create lesson plans and gather resource. I also followed multiple guidelines from books so that I could deliver the prepared lesson in 40 minutes.

Chapter Four

Internship Activity

4.1 Working status

I joined the “Armed Police Battalion Public School and College, Bogra” as an intern teacher of English on March 1, 2023. Reporting time was 10:00 AM and office time was over by 03:05 PM. Classes started at 10:30 AM. Before I could teach in classes, I had to go through training. It was all about academic regulations and student psychology.

In the school, the instructor was Md. Habibul Mowla, who was the assistant professor of the school. He guided me a lot throughout this internship. I was assigned to take the English Second Paper in classes XI and XII. For this, I had to make a lesson plan. The school was fully equipped with digital technology, all the classrooms were covered by CCTV cameras for students’ security. The instructor occasionally viewed sessions using CCTV footage and counseled me on how I might better serve the students.

There were 105 teachers, and those around me were quite helpful and cooperative throughout the experience. Because I was a student at this institute, they all had a good understanding of me and mentored me like they had done before. They were quite helpful and delighted that I was going to be a teacher. As a result, I thoroughly loved the school internship.

4.2 Class observation

Although class observation was not first activity during the internship, I did teach a few classes before it. However, I saw it as the most significant duty because the classroom behavior improved after the class observation. I saw several classes, but the details of one classroom observations are provided here.

4.2.1 Class observation 1

I observed the first class on March 21, 2023. It was the last period of the day which started at 11:50 AM and ended at 12:30 PM. The duration of the class was 40 minutes. Md. Habibul Mowla conducted the class and the subject was "English Second Paper" of Class-XI. Thirty-eight students were present in the class (out of 45).

Before teaching the topic of the day, which was "Completing Sentence," the teacher gave a practice exam to some of the students to measure their prior knowledge. Both teacher and the students were following a grammar book which was "Advanced Learners grammar book written by “Chowdhury and Hossain.” Md. Habibul Mowla began reading grammatical rules and the definition of completing sentences in the first portion of the lesson. Then he put a few essential rules with some examples on the board. In between his lecture, I noticed that he used a lot of open-ended questions and encouraged students to

participate actively in class discussions. The entire lesson was taught using the "Grammar Translation Technique." After a time, he assigned some class assignments to the students on board. He began reviewing the scripts after giving them about 10 minutes. Then he assigned a homework assignment by picking a page from the grammar book's practice section.

4.3 Class Conduction

Education is divided into two phases. Learning and teaching, these are the two sides of the same coin. Learning was both a delight and a sorrow throughout my student life.

First class of life. First teaching. There was a lot of anxiety. The stress was building up in my thoughts. What should I teach? What is the most effective method of instruction? I was both thrilled and concerned about the move to my current position. I keep asking myself, "What can I do?" What exactly am I capable of? I have planned this since the day I enrolled in this course. What class will I take? How to take? It did not seem so difficult when I thought, when I thought closely about how my renowned instructors used to take our lessons, it did not seem that tough? How does he teach a subject? How would he describe his comprehension?

I considered these and made a note on how to proceed. With that small idea in mind, I started the first class of my life believing in Almighty Allah. I am doing honors in English. So, the ideas and efforts to carry them out focused on the English subject. Alhamdulillah! I was able to do by the grace of God Almighty. To move forward, I have the courage to begin with the useful advice of my renowned instructor. The giver is none other than the all-powerful God! Alhamdulillah!

Learning and teaching are two different experiences. Teaching is more difficult than learning. During college years, I had no idea what this word meant. Alhamdulillah, I understood today. This invaluable experience was gained while teaching. My first teaching of life. After the first class, I gained some confidence. Losing morale is activated. Alhamdulillah! I was able to do so because of God's tremendous kindness. To some extent, I was successful. By God's infinite mercy, I was able. I was successful in a certain way.

4.3.1 Class 1

On the next day of class observing I have decided to take a class at 11:50 AM. The duration of the class was 40 minutes. Md. Habibul Mowla conducted the class and the subject was "English Second Paper" of Class-XI. Eleven students were present in the class (out of 20).

After entering the class, I stood in front of everyone and offered salaam first. After that, the instructor briefly introduced me. Everyone was staring at me with interest as they listened to my unusual words. Maybe everyone's mind was racing with inquiries. But I am afraid of hearing such queries and did not even dare to listen. But I break the shackles and start the first class. Though the observation class was based on "Completing Sentences", it was easy for me to take a class on the same topic. But this grammar topic has a lot of rules and topics left after the first class. And I must take the rest of them or cover as much as I can. I brought the scripts with me, along with some of the rules that the previous teacher left. I used a technique that would make it simple for them to learn. First, I wrote five incomplete sentences on the whiteboard and asked them to write them down in their notebook. After that, I asked them to answer one of them. At first, they all tried to make a sentence with those incomplete sentences. When they failed to do that, I wrote a sentence according to the rules and asked them to read that sentence. After reading those, I again asked why this sentence is correct and their sentence is wrong. They cannot answer that. Then I elaborate on the rules of the sentence. After that, I give another example and ask them to answer. Some of them can answer it properly and some cannot. Then I told him an easy method to recognize the structured sentences and this time he understands it. After the hard battle, I give him another incomplete sentence to fill up. Accordingly, I taught the whole class the five rules of completing a sentence. And at last, I gave a short review of those rules and assigned them homework for the next classes.

4.3.2 Class 2

May 2, 2023, I took the second class at 02.30 PM. The duration of the class was 40 minutes. Though Md. Habibul Mowla was the instructor, I am working as an intern teacher and assisting; So, the duty was to conduct his assign classes and the topic was "Right Forms of Verbs" for Class-XII. Thirty-one students were present in the class (out of 40).

After entering the class, I stood in front of everyone and offered salaam first. After that, I introduced me this time. Though I was nervous at the first class but I am confident enough to take the second class. Everyone was staring at me with interest but today I can easily handle the situation and start talking with confidence and without any delay I start the class. I start with the definition and an example. Then I wrote five sentences and ask them to solve, whether they can be wrong they have to give it a try. After that I took one by one problems and disclose the rules to solve these. Finishing this I ask randomly and write one of the examples they learned today. When they finish their task, I give them a summary of the class. Before finishing the class, I give a story-based exercise for homework.

4.3.3 Class 3

May 4, 2023, I took the third class at 01.50 PM. The duration of the class was 40 minutes. Md. Habibul Mowla ask me to conduct his class with the topic was "Preposition" of Class-XII. Twenty students were present in the class (out of 20).

After entering the class, I stood in front of everyone and offered salaam first. After that, I introduced myself. It was my third class and I was so much confident enough to take. I start talking with confidence and without any delay I start the class. I made a slide presentation for taking the class on "preposition." I start with the definition, classification and give an example of "Preposition." I did my slides creative with some technologies and create a better slide so that they could attracted into the lecture. I watched some video of "Ayman Sadiq's" 10-minute school class videos and took some idea from it and give it a try. I think they did enjoy and focused in the lecture. After finishing the lecture, I wrote a few sentences and ask them to solve. They all wanted to solve and after solving I give them chocolate. With this engagement I realize they were focused on the lesson.

After a wonderful experience I took a snap with them and I give a story-based exercise for homework and finish the class.

4.4 Learning as an intern in the institutions

I was given the chance to work on a variety of projects and duties. These responsibilities included teaching classes, assisting with office duties and attending meetings with senior staff members. Furthermore, I was able to get vital insights into the institution's inner workings and build these professional abilities through hands-on experience.

➤ Teaching process

Effective teaching entails transmitting knowledge and skills to students using a variety of techniques, creating a positive and inclusive learning environment, and regularly assessing student progress to ensure all students are reaching their full potential. I learned effective teaching methods during this internship with the assistance of the instructor.

➤ Class Control

To be a teacher, you must be able to control your class and engage your students. I used strategies such as interactive activities and group work to keep them focused on the lecture.

➤ **Good Behavior**

As a teacher, it is important to remember that students should be treated with respect, and it is your responsibility to educate them in a way that they can understand. Weak students are special and should be treated with respect.

➤ **Working under pressure**

I learned how to work under pressure and efficiently prioritize tasks to become a more efficient and organized, which helped me become a more efficient and organized teacher.

➤ **Assignment giving**

Assignments should be customized to the student's abilities with clear directions and expectations. Homework should reinforce what was taught in class while also providing opportunities for creativity and involvement. So, I give them just the right amount of homework and collaborate with them to establish a cheerful and helpful learning environment.

➤ **Punctual**

Punctuality is essential for attending courses and presenting a great image as a teacher. During this internship, I learned how to manage time and prioritize assignments properly. Punctuality demonstrates respect for instructors and fellow students, as well as dedication to education. I learned to go to class on time and completed the session within 40 minutes.

➤ **Confidence**

Confidence is necessary for success as a teacher, and it is critical to overcome anxiety and be confident enough to stand in front of students and deliver a lecture. Through this internship, I learned the courage to stand in front of them and deliver the speech without anxiety.

➤ **Communication skill**

Being an intern as a teacher, I must develop communication skills by connecting with students more, which may be accomplished by speaking with many students. I learned to actively listen and ask questions to better understand the students' needs and connect with them more effectively.

Chapter Five

Findings

5.1 Findings

The findings of this school students are generally happy with the level of education. However, there are worries about a shortage of extracurricular activities, among other issues. The following findings will be considered by the school administration to improve the student experience.

- Teachers are friendly with students.
- Students are lacking in confidence.
- Students are poor at pronunciation.
- The number of English teachers was not sufficient.
- The students are huge in number.
- A beautiful swimming pool.
- The institute has a bigger library.
- The school is in a fantastic location.
- The classrooms are spacious and well-secured with CCTV cameras.
- They have sports facility, so that students can engage with any kind of sports.
- The authorized teachers are well mannered and well discipline
- A larger field, a well-decorated canteen, safe drinking water, and a masjid where all individuals might pray.
- The school has a solid structure of construction with fire protection.
- Every year, they also provide study tours for students to enjoy and learn about.

5.2 SWOT analysis of the institution

SWOT stands for strengths, weaknesses, opportunities, and threats. SWOT analysis is a technique for assessing these four aspects of yourself. It is a tool that can help you analyze what you are doing well now and devise a successful strategy for the future.

SWOT can also uncover areas that are holding you back or that your competitors could exploit if you do not protect yourself. [2]

Strengths

- Carefulness towards students.
- Large playground and spacious classroom as well as the school's location.
- Everyday prayer session Teachers who are motivated and work well together.
- A large swimming pool.
- The library at the institution is bigger than it's needs.

Weakness

- Communication gap with guardians.
- A large number of students in every class.
- Extracurricular activities are non-existent.

Opportunities

- The school has the potential to be developed into a digitalized campus and the epitome of Bogra by developing more.
- Despite having a quality number of labs, research center; it should need a few new lab centers for more development.
- More bright and well-trained teachers can be hired at this institution.

Threats

- Some teacher did not use technology in every class.
- There are not enough laboratories and clubs.

Chapter Six

Limitations and Recommendation

6.1 Limitations

The lack of consideration for individual needs and learning preferences might cause me to fall behind and feel unsupported throughout this internship, which can have a detrimental effect on performance and motivation.

- Most of the students have pronunciation problems. That is why I cannot communicate with them properly.
- There are many students in the institution, but not all are good. 30% good, 45% medium students, and 25% poor. So, it is tough to get a better result with this 30% student.
- Students are around 4600, and that is why each class contains a lot of students. Some sections contain more than 80 or 90. It is not easy for teachers to maintain and students to concentrate on their studies.
- Students are afraid of giving an answer and are not able to come forward and speak in front of the class. They lack confidence.
- Now the guardians enroll their children in school but do not inquire. They do not pay attention to whether they come to school properly, do their homework, or participate in exams. Again, if you get bad results in the exam, if you call the guardians, they do not want to come. It is not possible to communicate with them. The student's status is not able to explained.
- Institutional students are not creative and are not involved in many clubs. They should be taught the value of clubbing. Students are lagging in learning new things.
- During the internship, I saw teachers lacking in technique and using old teaching techniques that should be avoided. Students should adapt to advanced technology.

So, it can be said that the institution is lagging other schools and colleges in Bogra due to these limitations.

6.2 Recommendation

Armed Police Battalion Public School and College, Bogra, offers a well-rounded education that encourages critical thinking and creativity, as well as a friendly environment. The school's dedication to delivering a well-rounded education that encourages critical thinking and creativity has aided in developing a confident and accomplished individual.

- They must make arrangements to correct their pronunciation; because their students are poor in this section. Homework should be given if necessary, so that these pronunciations are correct in the future.

- At this institution, there are lots of students. However, none of them are exceptional enough to represent the very top of Bogra. 30% of the students are excellent, 45% are average, and 25% are below average. As a result, they should concentrate on good students to improve and pay attention to the poor and average students. So that all those students might lead our institution to greater success.
- Each class shall not accommodate more than 20 or 30 students. If necessary, the section should be increased. If there are not enough teachers, more should be appointed. If there are too many students in a class, they cannot concentrate on their studies, and the teacher also cannot pay attention to everyone. This makes weak students even weaker.
- They can increase awareness and confidence with education and training programs, a supportive environment, and the establishment of a language club. With extracurricular activities, they ought to try to interact with the student more. Students should be given opportunities to come forward and speak in class.
- Students should be given opportunities to come forward and speak in class. They lack confidence. It will increase their courage to speak.
- They must establish an English language club where they can do research, design posters, or other creative work and develop language abilities in a friendly and engaging setting, with events such as debates, presentations, and group discussions.
- Visual aids can improve understanding and memory retention as well as provide a reference or poster for key concepts and ideas.
- Every session must be innovative for every lesson, employing props and associated materials in new ways.
- Guardians must watch over children, take care of their studies, and note any bad habits or associations with bad companions. It is not just the obligation of each guardian, but it is also the responsibility of the institution. Institutional authority must engage with guardians.
- Students might benefit from interactive exercises and games to help them stay interested and remember information.
- A viva may help students feel more prepared and confident in future circumstances, as well as provide feedback on their performance.
- Educators could provide additional points and investigate different strategies for rewarding student involvement and engagement to create an edge for some weaker students.

Chapter Seven

Conclusion

7.1 Conclusion

The most important details in this internship paper are that teachers must constantly improve their skills and knowledge to enhance student learning and establish a good and inclusive classroom climate that promotes student engagement and achievement. This is necessary for successful learning outcomes. The objectives are achieved by observing the present status of English language teaching in Bangladesh and performing the tasks of an English language teacher at the Armed Police Battalion Public School and College. The environment of the class should be clean and not dirty; everyone should be friendly; and weak students should not be bullied. Different methods can be used to teach the students, such as making a presentation on the projector or showing videos on YouTube. Additionally, students should be taught the rules of grammar and English-speaking techniques in different ways while in school and college. This will help them become more confident in their studies and reduce their inertia toward talking to everyone. Participating in group discussions and collaborating on projects can also enhance critical thinking skills and expand one's perspective. Students in our nation are afraid of English, so they read only what is necessary to pass high school and college. This lack of trust in their English skills might limit their opportunities for personal and professional growth. It is critical to encourage and provide individuals with resources to improve their English language abilities, since this may considerably improve both their job prospects and overall quality of life.

Chapter Eight

References

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Chapter Nine

Appendices

9.1 Lesson Plan

9.1.1 Lesson plan 1

Subject	English 2nd paper (Class XI)
Date	March 22, 2023
Topic	Completing Sentence
Duration	40 minutes
Objective	Students should be able to make their sentences in correct form

Steps	Session	Activities	Time duration
1	Introduction	I quickly introduce myself and ask about any queries or worries they may have about me.	2 minutes
2	Questioning and answering	By providing questions and then providing replies.	5 minutes
3	Feedback and Evaluation	Writing those examples on the board i begin discussing the topic. Teaching the chosen five rules for completing sentences.	20 minutes
4	Treatment to the weak students/ back benchers/ disturbing elements	Inquiring about today's lecture with some of the students and, if they are unable to respond, offering them another method of instruction	8 minutes
5	Home work and Summary	Providing students with a brief overview of the lecture's key points and assigning homework	5 minutes

9.1.2 Lesson plan 2

Subject	English 2nd paper (Class XII)
Date	May 2, 2023
Topic	Right Form of Verbs
Duration	40 minutes
Objective	Students should be able to correct their sentences with appropriate verb

Steps	Session	Activities	Time duration
1	Introduction	I quickly introduce myself and ask about any queries or worries they may have about me.	2 minutes
2	Description	I explain the concept of right form of verbs to them and provide concrete examples.	3 minutes
3	Feedback and Evaluation	Writing examples on the board to begin discussing the topic. Teaching the chosen five rules for right form of verbs.	20 minutes
4	Classwork	Giving a few incomplete sentences for complete.	10 minutes
5	Homework & Summary	Providing students with a brief overview of the lecture's key points and assigning homework.	5 minutes

9.1.3 Lesson plan 3

Subject	English 2nd paper (Class XII)
Date	May 4, 2023
Topic	Preposition
Duration	40 minutes
Objective	Students should be able to correct their sentences with proper prepositions

Steps	Session	Activities	Time duration
1	Introduction	I quickly introduce myself and ask about any queries or worries they may have about me.	2 minutes
2	Description	I explain the concept of preposition to them and provide concrete examples.	5 minutes
3	Slide Presentation	Introducing the topic by writing examples on the board. Teaching the rules of preposition, classification and its uses in sentences.	20 minutes
4	Questioning and answering	How much they acquire after my lecture? By providing questions and then providing replies.	8 minutes
5	Homework and Summary	Providing students with a brief overview of the lecture's key points and assigning homework	5 minutes

9.2 Class observation checklist

Classroom Observation Form

<p>Instructor / <u>Abdul Al Hekal</u></p> <p>Institution <u>Armed Police Battalion Public School & College, Bogra</u></p> <p>Observer <u>Mostak Ahahmed</u></p> <p>Time <u>11.50 - 12.30</u></p>	<p>Course <u>English 2nd Paper</u></p> <p>Topic <u>Completing sentence</u></p> <p>Date <u>March, 22, 2023</u></p> <p>Class: <u>XI</u></p>
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Review Section	Comments
<p>1. SUBJECT MATTER CONTENT (Shows good command and knowledge of subject matter; demonstrates and depth of mastery)</p>	<p><u>He gave a proper description of how the model test will go</u></p>
<p>2. ORGANIZATION (Organizes subject matter; evidences preparation; is thorough; states clear objectives; emphasizes and summarizes main points, meets class at scheduled time, regularly monitors on-line course)</p>	<p><u>within the said time the exam proceeded and ended</u></p>
<p>3. RAPPORT (Holds interest of students; is respectful, fair, and impartial; provides feedback, encourages participation, interacts with students, shows enthusiasm)</p>	<p><u>The students looked more involved in solving questions.</u></p>
<p>4. TEACHING METHODS (Uses relevant teaching methods aids, materials, techniques and technology; includes variety, balance, imagination, group involvement; uses examples that are simple, clear, precise and appropriate; stays focused on and meets stated objectives)</p>	<p><u>Grammatical rules were practiced most of the meantime which helped the students to understand their weak spots</u></p>

<p>5. PRESENTATION (Establishes online course or classroom environment conducive to learning; maintains eye contact; uses a clear voice, strong projection, proper enunciation, and standard English)</p>	<p>classroom's environment screamed peace but yet chaotic at the same time</p>
<p>6. MANAGEMENT (Uses time wisely; attends to course interaction; demonstrates leadership ability; maintains discipline and control; maintains effective e-platform management)</p>	<p>managed class time proper way.</p>
<p>7. SENSIVITY (Exhibits sensitivity to students' personal culture, gender differences and disabilities, responds appropriately in a non-threatening, pro- active learning environment)</p>	<p>No critical occurrence triggered</p>
<p>8. ASSISTANCE TO STUDENTS (Assists students with academic problems)</p>	<p>Attempted to help the students</p>
<p>9. PERSONAL (Evidences self-confidence; maintains professional comportsment and appearance)</p>	<p>Self-assured to attract the students attention</p>
<p>10. PHYSICAL ASPECTS OF CLASSROOM (optional) (State location and physical attributes of classroom, number of students in attendance, layout of room, distractions if any; list any observations of how physical aspects affected content delivery)</p>	<p>Classroom was well equipped for instruction & has multimedia capabilities</p>

<p>Strength observed</p>	<p>Voice & confidence was excellent. He is also well versed in his field</p>
<p>Suggestions for improvement</p>	<p>Before beginning the lesson, the teacher could do more preparation & work on improving</p>
<p>Overall impression of teaching effectiveness</p>	<p>He should practice more in order to improve.</p>

Classroom Observation Form

Instructor	Shamima Akhter	Course	English 2 nd Paper
Institution	Armed Police Battalion Public School & College, Bogra	Topic	Right forms of verbs
Observer	Mostak Ahahmed	Date	May 2, 2023
Time	2.30 - 3.10	Class:	XII

Review Section	Comments
<p>1. SUBJECT MATTER CONTENT (Shows good command and knowledge of subject matter; demonstrates and depth of mastery)</p>	<p>Good Command over English grammar</p>
<p>2. ORGANIZATION (Organizes subject matter; evidences preparation; is thorough; states clear objectives; emphasizes and summarizes main points, meets class at scheduled time, regularly monitors on-line course)</p>	<p>Class organization very better.</p>
<p>3. RAPPORT (Holds interest of students; is respectful, fair, and impartial; provides feedback, encourages participation, interacts with students, shows enthusiasm)</p>	<p>Special care for back benches</p>
<p>4. TEACHING METHODS (Uses relevant teaching methods aids, materials, techniques and technology; includes variety, balance, imagination, group involvement; uses examples that are simple, clear, precise and appropriate; stays focused on and meets stated objectives)</p>	<p>Followed English grammar method.</p>

5. PRESENTATION (Establishes online course or classroom environment conducive to learning; maintains eye contact; uses a clear voice, strong projection, proper enunciation, and standard English)	Clear voice, sharp eyes, & smoothing yet struck words
6. MANAGEMENT (Uses time wisely; attends to course interaction; demonstrates leadership ability; maintains discipline and control; maintains effective e-platform management)	Managed his class with proper lesson plan
7. SENSIVITY (Exhibits sensitivity to students' personal culture, gender differences and disabilities, responds appropriately in a non-threatening, pro- active learning environment)	No critical event
8. ASSISTANCE TO STUDENTS (Assists students with academic problems)	Assist the student wisely
9. PERSONAL (Evidences self-confidence; maintains professional compartment and appearance)	Confident enough to draw attention
10. PHYSICAL ASPECTS OF CLASSROOM (optional) (State location and physical attributes of classroom, number of students in attendance, layout of room, distractions if any; list any observations of how physical aspects affected content delivery)	Classroom was suitable for learning & teaching

Strength observed	Voice was clear & confident was better
Suggestions for improvement	Should improve the communication skills
Overall impression of teaching effectiveness	Practice more to do better

Classroom Observation Form

Instructor/Teacher: MD. Habibul Mowla	Course: English 2 nd Paper
Institution: Armed Police Battalion Public School & College, Bogra	Topic: preposition
Observer: Mostak Ahahmed	Date: May 4, 2023
Time: 1.50 - 2.30	Class: XII


Review Section	Comments
<p>1. SUBJECT MATTER CONTENT (Shows good command and knowledge of subject matter; demonstrates and depth of mastery)</p>	<p>He has a good command over English grammar.</p>
<p>2. ORGANIZATION (Organizes subject matter; evidences preparation; is thorough; states clear objectives; emphasizes and summarizes main points, meets class at scheduled time, regularly monitors on-line course)</p>	<p>Class organization was good. He finished his lesson timely.</p>
<p>3. RAPPOR (Holds interest of students; is respectful, fair, and impartial; provides feedback, encourages participation, interacts with students, shows enthusiasm)</p>	<p>All the students were careful. He took special care of the back benches.</p>
<p>4. TEACHING METHODS (Uses relevant teaching methods aids, materials, techniques and technology; includes variety, balance, imagination, group involvement; uses examples that are simple, clear, precise and appropriate; stays focused on and meets stated objectives)</p>	<p>He followed "Grammar Translation Method." and "Lecture Method" successfully.</p>

5. PRESENTATION (Establishes online course or classroom environment conducive to learning; maintains eye contact; uses a clear voice, strong projection, proper enunciation, and standard English)	Presentation was fine with loud voice, good pronunciation and eye to eye contact.
6. MANAGEMENT (Uses time wisely; attends to course interaction; demonstrates leadership ability; maintains discipline and control; maintains effective e-platform management)	He managed his class time in a proper way following "Lesson plan"
7. SENSIVITY (Exhibits sensitivity to students' personal culture, gender differences and disabilities, responds appropriately in a non-threatening, pro- active learning environment)	There was no critical event caused by the teacher
8. ASSISTANCE TO STUDENTS (Assists students with academic problems)	He tried to assist the student appropriately.
9. PERSONAL (Evidences self-confidence; maintains professional comportsment and appearance)	He was confident enough to draw the attention of the students.
10. PHYSICAL ASPECTS OF CLASSROOM (optional) (State location and physical attributes of classroom, number of students in attendance, layout of room, distractions if any; list any observations of how physical aspects affected content delivery)	The classroom was suitable for teaching and it was enriched with multimedia facilities.

Strength observed	The teacher's voice and confidence were good. He has good subject knowledge also.
Suggestions for improvement	The teacher should take more preparation before taking the class. He should improve his communicative skill.
Overall impression of teaching effectiveness	Though he was successful in dealing with the class, he should practise more to do better.

9.3 Internship office letter

Phone: 64610

**ARMED POLICE BATTALION PUBLIC SCHOOL & COLLEGE, BOGRA**
(AN EXCEPTIONAL INSTITUTION FOR QUALITY EDUCATION)
Estd. 1986 A.D
NISHINDARA, BOGRA, BANGLADESH.
Web-address: www.apbnpsebogra.edu.bd

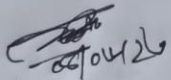
EIIN : 119261
School Code : 4289
College Code: 4352

Ref: A.P.B.P.S.C/ Date 04.06.2023

To Whom It May Concern

This is to certify that **Mostak Ahahmed**, a student of Daffodil International University, ID: 191-10-2037, has successfully completed three months of internship as his project work at Armed Police Battalion Public School and college, Bogra. The teachers were gratified of his endeavor. He managed to gather positive feedback from the students as well.


Mostak Ahahmed is a motivated, well-mannered and hardworking person with a great sense of responsibility. I wish him a very successful professional life.


Principal
Armed Police Battalion Public School & College
Bogra.

A. T. M. Mostofa Kamal
Principal
Armed Police Battalion Public School & College
Bogra.

G:\Work\2023\Other\Prottoyon English.doc

9.4 Internship certificate

 **Daffodil**
International
University
A landmark to create the Future

Faculty of Humanities
and Social Science

Ref: Internship Placement//231 Date: 27-02-2023

Headmaster
Armed Police Battalion Public School and College, Bogura
Address: Nishindara, Bogura.

Subject: Request for Internship Placement

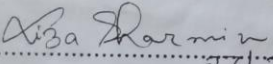
Dear Sir,

We are happy to inform you that the Department of English at Daffodil International University (DIU) has been offering BA (Hons) in English for the partial fulfillment of the requirement for the BA in English Degree, students are required to be placed in relevant organizations as interns to gather professional experience. The duration of the Internship is three months.


I would like to draw your kind attention that **Mostak Ahahmed, ID Number 191-10-2037** has completed 120 credit hours in 40 courses from the Department of English. It would be highly appreciated if you could kindly allow him as an Intern at your esteemed organization.

Please feel free to contact me for further information if required.

With the best regards,


..... 27/2/2023

Dr. Liza Sharmin
Associate Professor and Head
Department of English
Daffodil International University
Email: headenglish@daffodilvarsity.edu.bd



Daffodil International University: Daffodil Smart City, Ashulia, Dhaka, Bangladesh
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E-mail: info@daffodilvarsity.edu.bd, Fax: +88 02 9131947 www.daffodilvarsity.edu.bd

9.5 Photographs



Turnitin Originality Report

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 ID: 2109392315
 Word Count: 6186
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191-10-2037 By Mostak Ahahmed

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