



**A COMPREHENSIVE REPORT ON MY INTERNSHIP EXPERIENCE AT  
“HOLY LIFE SCHOOL AND COLLEGE”**

**Submitted by**

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**Dhaka, Bangladesh**

**Submission: 16 November, 2023**

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This internship report is submitted to the Department of English, Daffodil International University, for the partial fulfillment of the requirement for the degree of Bachelor of Arts (B.A.), in English

## **STUDENT'S DECLARATION**

I hereby solemnly affirm the authenticity of the internship report bearing the title "A Comprehensive Report on My Internship Experience at Holy Life School and College." This report has been diligently prepared and finalized by me under the astute supervision and guidance of Mr. Emran Khan, an esteemed Lecturer in the Department of English at Daffodil International University. I further attest that this report has not been previously submitted to any other educational institution, college, university, or any other organization.

I wish to underline that the research and findings presented in this report do not infringe upon any existing copyright laws or regulations.



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Signature

Md. Faysal Millat Nahid

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## **CERTIFICATION OF THE ACADEMIC SUPERVISOR**

I hereby declare that the extensive internship report entitled "A Comprehensive Report on My Internship Experience at Holy Life School and College" has been submitted for evaluation in fulfillment of the requirements for the project paper with internship, under my supervision. The author of this report is Md. Faysal Millat Nahid, possessing ID: 201-10-636, is affiliated with the Department of English. I wholeheartedly recommend the submission of this internship report to the Department of English at Daffodil International University.

Working with Md. Faysal Millat Nahid has been a gratifying experience. I am confident that he possesses the qualities and dedication that will lead to boundless achievements in his future endeavors and career.



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Signature

Mr. Emran Khan

Lecturer

Department of English

Daffodil International University

## **ACKNOWLEDGMENTS**

I begin with profound gratitude to Almighty Allah for His blessings throughout this journey. Additionally, I extend my heartfelt thanks to the following individuals, without whose support, the successful completion of my internship would not have been possible.

Foremost, I would like to express my deep appreciation to my dedicated supervisor, Mr. Emran Khan, a Lecturer in the Department of English. His unwavering support and constant guidance are instrumental in my progress. I feel extremely fortunate to have the opportunity to work under his tutelage.

I would also like to extend my thanks to Tahera Khatun, Vice Principal; Md. Shahjahan, Principal, and Chairman of Holy Life School and College. Despite their demanding responsibilities, they graciously make time to provide guidance, listen to my queries, and steer me in the right direction as I embark on the journey of teaching students.

Lastly, I am profoundly grateful to my colleagues, especially Safayet Islam, and Md. Labib. Their valuable advice and assistance in organizing study materials are indispensable in facilitating both my work and the learning experience of the students. I take this moment to express my heartfelt appreciation for their contributions.

## **ABSTRACT**

Teachers play a big role in creating the future, so teaching is more than just a job. After deciding to pursue a career in teaching, I embark on a journey to find an educational institution to gain practical experience. Following this, I select a school for my internship and initiate contact. With the university's support, I obtain a forwarding letter and submit it to the chosen institution.

Upon being accepted for the internship, I begin by observing several classes. Subsequently, I am assigned to teach classes in the sixth and eighth grades. Over a period of three months, I teach English, covering both 1st and 2nd papers, to students in both class VI and VIII at Holy Life School and College. I often get assistance from fellow teachers and diligently prepare lesson plans in advance. Due to the school's relatively small student body, facilitating their education and managing tuition collection prove to be more manageable. To assess the student's progress, I conduct multiple class tests. Additionally, I contribute to various administrative tasks within the school.

Maintaining regular communication with my supervisor and diligently recording my activities as per his guidance is a key part of the internship. I am deeply appreciative of his invaluable mentorship and support, which significantly ease my workload and prove extremely helpful in preparing my internship report.

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**CHAPTER 1**  
**INTRODUCTION**

## **Introduction**

Teaching is a noble profession. Although I have many aspirations during my student life, I consider teaching to be the most suitable profession for me when entering professional life. After joining Holy Life School and College as an intern, I have the opportunity to teach English 1st and 2nd papers in sixth and eighth grades. However, with no previous experience in this profession, I have to observe some classes before I am able to conduct them. I teach the class for several weeks, always keeping in mind how much academic pressure the students can handle.

Although the institution is small and the number of students is comparatively low, the students are present and attentive in class every day. I prepare the previous day so that I can give good lessons to the students. In addition to teaching in the classroom, I assign homework and regularly check whether the students are keeping up with their reading. I also conduct class tests frequently to further enhance their English learning.

I am involved not only in academic activities but also in the school's administrative work, which I believe helps me progress significantly in my professional life. I cannot always handle these tasks on my own, and in those cases, I take assistance from my fellow teachers. Finally, I successfully complete my internship report with the valuable guidance and support of Mr. Emran Khan.

## **Duties and responsibilities of a teacher**

It has previously been referenced that an educator is not just for sharing information with the understudies, the commitments of an instructor are unbelievable in a couple of words. There are some essential duties and responsibilities that an instructor should carry on his shoulder all throughout his educating calling. These include directing the classroom, fostering moral development in students, inspiring them, ensuring widespread student participation, conducting objective assessments, encouraging self-learning, and utilizing technology, etc.

## **Required knowledge and skills of a teacher**

As previously mentioned, being an educator entails more than just imparting knowledge to students; it involves numerous significant responsibilities. In a nutshell, an educator's role encompasses several vital duties throughout their teaching career. These encompass classroom management, nurturing students' moral development, inspiring and motivating them, ensuring inclusive student engagement, conducting fair assessments, promoting self-directed learning, and incorporating technology into teaching methods, among others.



**CHAPTER 2**  
**OBJECTIVES**

## **OBJECTIVES**

The objectives of the internship include:

1. Monitoring the state of English teaching in the school
2. Acquiring new teaching techniques to engage and captivate students
3. Observing students' behavior and etiquette
4. Identifying both the strengths and weaknesses of English language learning

Examining the dynamics of the teacher-student relationship

**CHAPTER 3**  
**METHODOLOGY**

## **METHODOLOGY**

At the beginning of the internship, I learn about this in detail from my supervisor. After that, I contact several schools. Subsequently, I decide to do an internship at Holy Life School and College. After talking to the vice principal there, he wants a forwarding letter from me. After making the decision, I inform the supervisor about it. After that, I submit the forwarding letter to that institution. They accept me for the internship there after submitting the forwarding letter. Then, I am asked to observe classes for one week to become familiar with the teaching profession. After class observation, I am allowed to take classes in the sixth and eighth class. The vice principal and an assistant teacher observe my class conduct while taking my classes. Then, I do an internship for three months. I do teaching as well as administrative work there. During these tasks, I take the help of other teachers and the vice principal.

I follow the GTM method while teaching students. The Grammar Translation Method, often dubbed the 'Classical way' or 'classical method,' holds a significant place in the history of instructional strategies. It is originally designed for the study of classical languages. This method follows a deductive approach to language teaching, where students are introduced to the rules before delving into practical language learning.

Also, I follow the methods of Sentence Analysis and Storytelling. I devise a unique method to teach students sentence structure, grammar, tense, parts of speech, verb forms, and changing sentences. Using this method, I employ stories as teaching tools. I take a story, focus on a specific sentence, and analyze its components to illustrate the origin of words, the necessity of prepositions, and the selection of verb forms and tenses. This approach proves highly effective in enhancing students' comprehension of sentence construction, sentence identification, proper sentence composition, and the application of basic prepositions, making their learning experience more engaging and beneficial.

Absolutely, Storytelling is a valuable technique for language instruction. During my internship, I teach English to sixth and eighth-grade students using the NCTB curriculum and the Chowdhury and Hossain book. To facilitate their understanding of tenses, sustain their engagement, and infuse an element of enjoyment into the learning process, I incorporate storytelling. This method is not only beneficial for language lessons but also proves to be an excellent tool for imparting moral lessons.

**CHAPTER 4**  
**INSTITUTION DETAILS**

## **INSTITUTION DETAILS**

**Name of the institute:** Holy Life School and College

**Established:** 2016

**Location:** Ashulia, Dhaka.

**Number of teachers:** 13

**Staffs:** 01

**Number of students:** 150+

**Headmaster & Chairman:** Md. Shahjahan Mondol

**Class:** Nursery to 10

**Email:** [shahjahan6382@gmail.com](mailto:shahjahan6382@gmail.com)

**CHAPTER 5**  
**INTERNSHIP ACTIVITY**

## 5.1 INTERNSHIP ACTIVITY

Passion and love for teaching are paramount. A teacher's effectiveness hinges on their enjoyment of the role and pride in it.

## 5.2 Class Observation Experience

To fulfill my internship requirements, I observe three classes, specifically English classes for 5th, 7th, and 9th-grade students.

### **Class-5:**

On July 16th, with the permission of the vice-principal, I observe a 5th-grade class taught by Mr. Sahajalal. I go to the classroom with sir. I sit at the back of the class and observe the class. In observation, I see how he conducts the whole class and also what techniques he uses while teaching. He focuses on WH questions. Initially, he teaches WH words, explains question formation, and emphasizes using question marks. Ultimately, he achieves his goal in teaching question construction.

#### **Class information**

**Teacher's name:** Mr. Sahajalal

**No. of students:** 16

**Topic:** WH questions

### **Class-7:**

On July 18th, similarly, with the permission of the vice-principal, I attend a class for 7th-grade students, taught by Safayet Islam. He gives me the opportunity to take his class observation. In this class, he focuses on English 1st paper, teaching model questions with the aim of enhancing reading skills, passage comprehension, and the ability to extract information for paraphrased responses. Besides, he also tries to increase the vocabulary of the students.

#### **Class information**

**Teacher's name:** Mr. Safayet Islam

**No. of students:** 11

**Topic:** Model Questions(English 1st paper)



**Class-9:**

On July 20th, I observe a 9th-grade class taught by Anik Hasan. First, I make him realize that this class observation is very important for my internship. Also, I inform him about allowing the previous two class observations. Then he gives me the opportunity for class observation and allows me to enter the class. Then I can observe the class. In his class, he focuses on teaching graph-chart writing with the objectives of enhancing freehand writing skills. The main theme of his teaching is how to write content authentically by looking at a graph.

**Class information**

**Teacher's name:** Anik Hasan

**No. of students:** 14

**Topic:** Graph-chart Writing.

**5.3 Class Experience:****Week-1**

After the class observation, I teach 6th and 8th grades. However, due to no previous experience, I feel nervous on my first day. I recall a university teacher's experience when he felt unsure before his first class. Then his friend's advice was, 'You are the teacher of your students.' From this line, my confidence grows, and I enter 6th grade. At first, I ask about the syllabus with their English book; they tell me that they have no syllabus. It depends on the teacher. Then I start to read a new passage. Then I summarize it again. After that, I end the class with homework on the next fill in the gaps of the passage like that day. In the following days of the week, I do fill in the gaps, answer the questions, and rearrange from that passage. Also, I teach the students about 'Tense' from Grammar.

In the 8th grade, I introduce more grammar since the syllabus indicates its scarcity. We delve into 'Articles,' discuss rules, and practice them. I correct their mistakes and offer detailed explanations. Subsequently, we cover 'Punctuation,' a dialogue on improving English, and a 'Model Question,' engaging in multiple-choice and open-ended discussions based on it.

**Week-2**

In the second week, I continue teaching. In the 6th grade, I introduce a new passage with challenging words. I have students identify and define these words, encouraging them to review and construct sentences using them. I also provide True/False and fill-in-the-blank questions based on the passage and conclude the 'Tense' grammar section with sentence writing.

In the 8th grade, I focus on 'Reading Comprehension' exercises, followed by multiple-choice, true/false, answer questions, fill-in-the-blanks, columns, and rearrange activities. Due to students not reading the previous week's dialogue, I extend the lesson. Also, I emphasize punctuation practice.

### **Week-3**

This week, the vice principal orders a new syllabus for class 6 and 8 exams. I create a syllabus and introduce a new passage, teaching word meanings, pronunciation of difficult words, additional questions, and verb forms (Present, Past, Past Participle) to determine tenses.

In class 8, I receive a single question from the 1st-semester exam paper. Using it, I devise a new suggestion sheet with various topics for practice. I begin by teaching how to write a standard summary. I work on two Model Questions, multiple-choice, summary, answer questions, rearranging, fill in the blanks, columns, and tackle email and story writing in the grammar section.

### **Week-4**

During this week, in class 6, I conduct exercises on rearranging passages, multiple-choice questions, columns, and true-false questions. Students make some mistakes, which I correct when checking their C.W. We conclude the week with comprehensive revisions in preparation for the 2nd-semester exam.

In class 8, I focus on practicing multiple-choice and answering questions based on 'Model Questions.' I also address mistakes in email formatting and provide a standard format on the whiteboard.

Additionally, I have the important task of creating questions for both class 6 and class 8, considering factors like mark distribution, question quality, and accuracy. I prepare two standard questions and submit them to the office.

### **Week-5**

I review and submit exam papers, seeking help from the Vice Principal to ensure accuracy. She is pleased with my approach, which helps students.

This week I am tasked with showing all the answer sheets to the 8th-grade students. I discuss the challenges faced by students in the English paper. Additionally, for issues in subjects outside of English, I communicate with their class teachers and provide assistance in resolving the problems.

### **Week-6**

In the 6th grade, I teach two complete passages, ensuring students' comprehension by providing vocabulary for challenging words. Homework includes sentence writing and True/False questions.

For the 8th grade, I commence with written parts, I introduce a story and read it for the following week. Two unseen passages from their 'Model Questions' are also covered, including fill-in-the-blanks exercises.

**CHAPTER 6**  
**ADMINISTRATIVE WORK**

## **ADMINISTRATIVE WORK**

I have done some administrative work:

1. I ensure examination hall seats are in an orderly manner because of the shortage of staff and also verify error-free questions so that the students don't get into trouble.
2. I am given duty in the exam hall for 7 days and help the students understand the question paper.
3. I assist the teachers in filling up the student welfare scholarship form and also communicate with the students when filling up the students' form to collect information.
4. On 15th August, I organize the program with the teachers and give a speech to the students.

**CHAPTER 7**  
**OVERALL FINDINGS AND LEARNINGS**

## **OVERALL FINDINGS**

1. The school premises are exceptionally clean and well-maintained
2. Students strictly adhere to rules and regulations
3. Every classroom is under CCTV surveillance
4. The teachers are exceptionally friendly and supportive

Students exhibit a strong eagerness for learning.

## **Learnings**

During my internship, I experienced significant growth:

1. My presentation skills improved
2. I gained a tremendous boost in confidence
3. I learned effective communication and maintaining positive relationships with colleagues
4. Achieved a deep understanding of grammar
5. Developed classroom management skills
6. Enhanced problem-solving abilities
7. Acquired event management skills through organizing functions
8. Improved comprehension of exam question papers and meeting requirements.
9. Fostered patience and punctuality. These experiences enriched my professional development

**CHAPTER 8**  
**RECOMMENDATIONS AND CONCLUSION**



## **8.1 Recommendation**

1. The number of teachers and staff is relatively less.
2. There is no common room for teachers and students.

## **8.2 Conclusion**

My internship as an English teacher has been amazing, offering valuable learning experiences with exceptional students and colleagues. Working with motivated students who eagerly embrace learning is fulfilling. Witnessing their growth and impact on their lives makes this experience invaluable. Daily work involves enhancing grammar, vocabulary, and reading comprehension skills, along with crafting and executing lesson plans while tracking their progress. I also learn a lot from them.

I work with incredible, supportive teachers, learning valuable insights from their guidance, for which I am grateful. I aid students in enhancing their English skills. I gain valuable classroom experience and deepen my understanding of English language learners' challenges. I'm enthusiastic about progressing in my teaching career and look forward to more opportunities like this one.

**CHAPTER 9**  
**REFERENCES**

## REFERENCES

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**CHAPTER 10**  
**APPENDICES**

## 10.1 Photograph

### Class observation:



### During classes:



**During administrative work:**



National Mourning Day



Examination hall duty



Form fillup

## 10.2 Certification

