



Internship Report on
**“An Insight into My Internship Experience at Raigonj Upozilla Sadar
Dhangara Women’s Degree College”**

(A report submitted to the Faculty of Humanities and Social Science in Partial fulfillment of
the requirements of the degree of Bachelor of Arts in English)

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Submitted By

Name: Rakibul Hasan Rafi

ID: 192-10-2104

Program: B.A. (Hons) in English

Department of English

Daffodil International University

Submitted To

Irina Ishrat

Assistant Professor

Department of English, Faculty of Humanities and Social Sciences

Daffodil International University

Date of submission: 19-05-2024

Declaration of the Intern

I formally state that the submitted academic work entitled “An Insight into My Internship Experience at Raigonj Upozilla Sadar Dhangara Women’s Degree College” presented to the Department of English, Daffodil International University. The content of this report is the result of my own work, completed by the direction of my supervisor Irina Ishrat, Assistant Professor, Department of English. Also, it has not been submitted to any other institute before.

Rakibul

Name: Rakibul Hasan Rafi

Program: B.A. (Hons) in English

Batch: 47B

ID: 192-10-2104

Department of English

Daffodil International University

Certification of the Academic Supervisor

I acknowledge that Rakibul Hasan Rafi bearing ID: 192-10-2104, completed the project report titled “An Insight into My Internship Experience at Raigonj Upozilla Sadar Dhangara Women’s Degree College” to meet the criteria of the program “Project Paper with Internship”. For his excellent work, I recommend Rakibul Hasan Rafi’s Project report.



Signature of the Supervisor

Irina Ishrat

Assistant Professor

Department of English

Daffodil International University

Acknowledgements

Firstly, I am thankful to Md. Masud Rana, The Principal of Raigonj Upozilla Sadar Dhangara Women's Degree College. I am particularly thankful for the support and guidance I received from Md. Hossain Shahid Sohrawardy sir, he gave me courage and confidence when I conducted those classes. I am also grateful to the students, who welcomed me with open arms and allowed me to be a part of their educational journey. Special thanks to my Supervisor Irina Ishrat ma'am for her guidance.

Abstract

This report presents the findings and key learnings from my teaching internship at Raigonj Upozilla Sadar Dhangara Women's Degree College. My primary goal of the internship was to learn teaching strategies and techniques, classroom management, time management. This report provides a detailed analysis of the observed and conducted classes. Additionally, this report highlights the importance of lesson planning and student's participation in creating a positive and ideal learning environment. By reflecting on my lessons and seeking feedback from mentors and students I identified areas for improvement.

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Chapter – 1

1.1 Introduction:

English language holds a pivotal role in the education sector worldwide. English language education in Bangladesh begins in primary school and continues through high school, college and university. Most colleges strive to improve student's English language skills, but the results are not as expected. As a result, students are not doing well in university admission exams. Although, efforts are being made to improve the quality of English language teaching through the formulation of new curriculum but lack of well qualified teachers and outdated teaching methods have become major obstacles. This internship allowed me to study the current situation of English language education. As I had the privilege to work at Raigonj Upozilla Sadar Dhangara Women's Degree College for completing my internship.

1.2 Background:

There is no doubt internship serves as a platform for personal growth and professional learning. I choose this college for the project work because I wanted to monitor the English language proficiency level of rural college students and how to develop their proficiency.

Chapter – 2

Objectives:

My aim was to support the students in their learning path while gaining myself valuable experience in the field of teaching profession. My primary objectives were -

1. To learn as much as possible about the teaching techniques of the college.
2. To know what are the duties and responsibilities of a teacher.
3. To know the limitations in improving the quality of education in rural colleges.
4. To improve English language proficiency of the students.
5. To acquire proficiency in delivering lecture.

Chapter – 3

Methodology:

Choosing an Institution:

After completing my internship registration, I faced the difficult task of choosing an institution at which to gain experience. I carefully observed several things before selecting the institute as I knew it was important to select the right institute for my project work. After a valuable discussion with my honorable advisor ma'am about my career goals and ambition she advised me to do internship at an educational institution.

Institute Selection:

After carefully researching various educational institutions, I came across Raigonj Upozilla Sadar Dhangara Women's Degree College. The welcoming environment and the personal connections made during the visit impressed me to do internship there.

Project Work Conduction:

1. After a valuable discussion with the principal about the process of internship he gave me permission.
2. Then I submitted the internship letter.

Chapter – 4

Details of the institution:

Name	: Raigonj Upozilla Sadar Dhangara women’s Degree College
Location	: Dhangara, Raiganj, Sirajganj
Establishment	: 1999
Building own/ rented	: Own
Academic Building	: 03
Shift	: Day
Time	: 9.30am to 3pm
Number of student’s	: 500+
Lecturers	: 40
Laboratory	: Yes
Dress code	: Sky blue half sleeved check kameez with sky blue belt, white salwar and white scarf, white “V” shaped orna.

College Logo



Chapter – 5

Class observation Reports:

I observed three classes at Raigonj Upozilla Sadar Dhangara Women's Degree College. The students were attentive in the class.

5.1 Class observation 1

For the first time on 4th March, I started class observation in this college. The class was led by honorable Md. Hossain Shahid Sohrawardy sir. He is the Lecturer of English in this college. The class topic was an essay on Sheikh Kamal's biography. To check how much students know about Sheikh Kamal he shows a photograph of young Sheikh Kamal to the class. I was surprised by the student's response, they know lot about Sheikh Kamal. Then he discussed the whole text elaborately including the Bengali meaning. I noticed that the students were engaged in the lesson while also discussing their problems. Sir was responding quickly to the questions of the students. Also, I noticed that sir was talking about the Bengali meaning of some complex words and their parts of speech. Finally, he asked some questions about the text and took feedback from them.

5.2 Class observation 2

On 10th March, I have observed class XI. The lesson theme was unit three lesson three “I Have A Dream”. I noticed that sir using technology in class. Before reading the passage, sir plays Martin Luther’s historical speech on the classroom projector screen and asked them to write down what they understood after listening to the speech. While the speech is playing, I noticed that sir was circling around the classroom and reviewing the notes of the students. I realized the effectiveness of technology in the classroom. To develop their teamwork skills sir then separated the students into small groups and told them to make a list of their dreams for their country and then present it to the class. Then he discussed main themes and messages of the text. While discussing he was speaking loudly so that everybody can understand clearly.

5.3 Class observation 3

On 13th March, I observed English grammar class. It was led by Md. Sohrawardy sir. Subject was “Preposition”. The noise levels were minimal. Sir began the lesson by explaining the basic concept of prepositions and their function within the sentence. Also, he discussed different types of preposition and examples of each type. Then sir told that “today I will take a class test on prepositions”. After that he gave an incomplete passage from the test book. During the test I noticed that sir was circulating around the classroom and providing assistance. Those who are making mistakes sir was correcting them through example sentence. Few students struggled to answer correctly but they were able to learn from their mistakes. My recommendation is that sir could provide more opportunities for students to practice using prepositions.

Chapter – 6

Class Conduction Report:

Conduction 1 :

On 17th March 2024, I had the opportunity to conduct my first class with class XI students. First, I explained the concept of verb. I discussed how verbs change based on number and person. I have provided several examples to help them identify the correct verb form. After discussing some rules, they seem to understand the rules easily. So, I switched my focus on class activity. I gave them some sentences that has incorrect verb. I told them to ask me wherever they had trouble in understanding. I gave them clear and concise explanations whenever they got confused. Next, I summarized the lesson. This experience was very valuable for me as I gained a lot of confidence after conducting the first class.

Conduction 2 : On 18th March 2024 , I conducted my second class as an intern in this college. The surroundings are familiar to me as I have already conducted my first class. I taught them “Linking Words”. I discussed exercises, passages, examples and activities etc. In my lecture I tried to cover definition and usage of “Linking Words”. Then I gave them a passage from their book as a class activity. I noticed that the activity I provided kept them active throughout the class. Then I took feedback from them. I think I have made improvement on delivering lecture. Overall, it was a nice experience for me.

Conduction 3 :

On 20th March 2024, I conducted my third class as an intern. The lesson topic was unit 8, lesson 1, “Human Rights”. I began the lesson by giving a brief overview of what is human rights and why it is essential for human. I gave them real world examples. Then I assigned them to write some examples of human rights violation in our country. Next, I took students perspective on freedom of expression and right to education. I concluded the session by summarizing the whole lesson.

Chapter – 7

Overall Findings, Limitations, Findings of Teaching Experiences, Recommendations

7.1 Overall Findings

Throughout the internship I observed various teaching and learning activities, now I am outlining the key overall findings from my observation –

Lesson Plan: I have found that most teachers come to class with a proper lesson plan. Some teachers lesson plans specify whole class activities, while others had very simple lesson plans where only the main topics were mentioned.

Classroom Management: I have noticed that students are more focused in classes where teacher praise students for their courage and confidence. Also, I have found that teachers who are soft and friendly, but still maintains discipline in the class, are able to create an ideal classroom environment.

Use of Technology: Most classrooms have whiteboards and markers that teachers use while teaching. The college has a computer lab. Also, some classrooms have projectors.

Teaching Method: I have found that many teachers start the lessons with introductory discussions and then encourages students to share their thoughts related to the topic. Also, Teachers are expert at switching between lecture, small group work, and individual activities to keep the students active throughout the class period.

Use of Language: I noticed that most of the explanations and discussions are given in Bangla, English is used only in certain cases.

7.2 Limitations of the Institution:

I have found some drawbacks of the college during my internship period such as:

Lack of Qualified Teachers: As the college is an MPO affiliated college, there is a great shortage of qualified teachers in the college due to low salaries.

Classroom Management: Classroom management was not good in the college. I saw some teachers struggling to maintain order and student's behavior.

Individualized Support: As the classrooms were very big, it was difficult for teachers to provide feedback and support to every student.

Less Focus on Subjective Matter: I have noticed that some teachers talk about irrelevant things in class rather than the subjective matter.

7.3 Findings of Teaching Experience:

Lesson preparation: First I talked to the English teacher and select the lesson topic. Then prepared lesson plan following question pattern given by NCTB. Guidebook materials are used sometimes to explain the rules.

Lesson Delivery: I entered the class with proper preparation. While delivering lectures I tried not to make any mistakes. I requested the students to keep their books in front so that they could connect with my lecture.

Use of Language: Although I delivered lecture in English but in some occasion, I kept balance between Bangla and English.

Time Management: I have structured the lesson plan in such a way that all the activities can be covered in 45 minutes. Although 45 minutes is too short to complete the lesson. I had to manage everything quickly.

Students Feedback: I took feedback from weaker students first because they had more problems.

7.4 Recommendations for the Institution:

Based on my observations, I would like to present the following general recommendations to improve the quality of education in this college –

- ❖ Teachers should be given advanced training to make them competent in modern and up-to-date teaching.
- ❖ The lesson plan should be designed in such a way that the English language skills of the students are enhanced.
- ❖ More attention should be given to improve conversational and communication skills than reading and writing.
- ❖ Teachers need to improve their subjective knowledge.

Chapter – 8

Conclusion:

Firstly, I am very happy to devote myself to teaching profession during my student life. I never thought I would be teaching at a local college in my village. At first, I was very worried about how to talk to teachers and how to take classes but the Principal and English teacher of this college helped me in every way. I will be grateful to them. Also, I will be grateful to the students for treating me well. This internship brought a lot of changes in me which taught me to be more confident and creative. I have found my areas of improvement and will work on it more in the future.

Chapter – 9

9.1 Class Observation Checklists:

Checklist no. 1

College	: Raigonj Upozilla Sadar Dhangara Women's Degree College
Teacher	: Md. Hossain Shahid Sohrawardy
Class	: XI
Students	: 50
Date	: 04-03-2024
Class Time	: 10 am to 10.45 am
Course Title	: English For Today
Observer	: Rakibul Hasan Rafi
Duration	: 45 minutes

Objectives:

- Students will know Sheikh Kamal's identity and biography.
- To get a broader understanding of the text "Sheikh Kamal: Life of an Achiever".
- To get an idea about different aspects of Sheikh Kamal's life.
- Students will know about Sheikh Kamal's Character traits.

Were students successful in achieving their learning goals?

Yes, Students are successfully guided to achieve their learning objective.

S/N	Inspection	Detailed Clarification
1	<p style="text-align: center;">Chapter Topic</p> <p>Various aspects of Sheikh Kamal's life have been discussed in this lesson.</p>	<p>He had an extensive understanding of the subject matter as a result his lesson delivery was accurate and students were focused in class.</p>
2	<p style="text-align: center;">ORGANIZATION</p> <p>Teacher arranged the lesson pretty well. He introduced and concluded the topic clearly.</p>	<p>He entered the classroom with a structured lesson plan. He used online material to clear the concept. He answered some questions and provided guidelines. Finally, he gave a summary of the lesson.</p>
3	<p style="text-align: center;">RAPPORT</p> <p>A good relationship between teachers and students creates an ideal and enjoyable learning environment.</p>	<p>By observing the class, it is clear that the students have learned how to behave in the classroom with manners, politeness, and respect. They are allowed to express their thoughts and perspectives</p>
4	<p style="text-align: center;">TEACHING METHODS</p> <p>Traditional lecture-based teaching method was used, where the teacher delivers lecture and students listen carefully.</p>	<p>In his lecture sir tried to cover all the key points of the lesson including Sheikh Kamal's family and friends, his childhood, education and involvement in sports and culture.</p>
5	<p style="text-align: center;">PRESENTATIONS</p> <p>His presentation was energetic and confident due to which he could easily hold the attention of the students. Also, his pronunciation was loud and clear.</p>	<p>His preparation for the lesson was good. His lecture was well-organized and presented in a creative manner.</p>

Arrangement

Did the lesson analyzed appropriately?

Yes, it was analyzed appropriately.

How the teacher divided the class session?

Homework checking	5 minutes
Lesson introduction	5 minutes
Topic discussion	15 minutes
Online material discussion	5 minutes
Question and answer	10 minutes
Lesson Summary	5 minutes

Interesting Parts:

Was there any interesting part of the session?

Yes, a student did not understand what is “Sitar”. Sir shows her a picture of it and told her it is a musical instrument.

Strength observed: He can maintain authority in the classroom. He can quickly tell the Bangla meaning of difficult English words.

Suggestions for improvement: The teaching method should be diversified. Weak students should be identified and given extra care.

Final thoughts on teaching: He explained easily. He tried to answer student’s questions correctly.

Checklist No. 2

College	: Raigonj Upozilla Sadar Dhangara Women's Degree College
Teacher	: Md. Hossain Shahid Sohrawardy
Class	: XI
Students	: 50
Date	: 10-03-2024
Class Time	: 11 am to 11.45 am
Course Title	: English For Today
Observer	: Rakibul Hasan Rafi
Duration	: 45 minutes

Objectives:

- Students will learn briefly about Martin Luther King Jr.
- To learn about the purpose of this speech.
- Students will learn what racism is and how it affects society.

Were students successful in achieving their learning goals?

Yes, Students are successfully guided to achieve their learning objectives.

S/N	Inspection	Detailed Clarification
1	<p style="text-align: center;">Chapter Topic</p> <p>Short text version of the speech made by Martin Luther.</p>	<p>His introduction was perfect. He was able to portray Martin Luther king Jr.'s character traits very quickly due to which the students get an initial idea about Martin Luther King Jr. in a short time.</p>
2	<p style="text-align: center;">ORGANIZATION</p> <p>He organized the lesson activities pretty well. From translating the whole text to answering the broad and short questions from the textbook he skillfully presents the lesson.</p>	<p>He analyzes every line including the rhetorical devices such as the anaphora "I have a dream". He told the students to underline the rhetorical sentences in the text.</p>
3	<p style="text-align: center;">RAPPORT</p> <p>Mutual respect and effort for the subject matter was evident. They work together to cover up the chapter in time.</p>	<p>He did not used any negative and harsh language in the classroom.</p>
4	<p style="text-align: center;">TEACHING METHODS</p> <p>Sir was following modern teaching method where online materials are used for teaching.</p>	<p>His skillful use of technology and materials helped him to present the lessons very quickly and also saved his time.</p>
5	<p style="text-align: center;">PRESENTATIONS</p> <p>He has a love for teaching. He likes to teach students new things.</p>	<p>He smiles while speaking and uses humor in his speech. His voice was clear and articulate. It was obvious that he had come well prepared for the class.</p>

Arrangement

Was the teaching method effective?

Yes, the teaching method was effective.

How the teacher divided the class session?

Lesson Acquaintance	5 minutes
Topic analyzing	15 minutes
Guidebook material discussion	5 minutes
Question and answer	10 minutes
Lesson Summary	5 minutes

Interesting Parts:

Was there any interesting part of the session?

Yes, some student's pronunciation was not correct sir taught them correct pronunciation.

Strength observed: He can creatively arrange lesson plans.

Suggestions for improvement: Homework must be given in every class.

Final thoughts on teaching: He explains Martin Luther's speech in simple language.

Checklist No. 3

College	: Raigonj Upozilla Sadar Dhangara Women's Degree College
Teacher	: Md. Hossain Shahid Sohrawardy
Class	: XI
Students	: 60
Date	: 13-03-2024
Class Time	: 12 am to 12.45 am
Course Title	: English Paper - II
Observer	: Rakibul Hasan Rafi
Duration	: 45 minutes

Objectives:

- Student will learn the basic concept of preposition.
- To give students an idea about common prepositions.
- To learn about the correct use of prepositions.

Were students successful in achieving their learning goals?

Yes, Students are successfully guided to achieve their learning objectives

S/N	Inspection	Detailed Clarification
1	<p style="text-align: center;">Chapter Topic</p> <p>The chapter includes definition, classification, use of preposition etc.</p>	<p>First, he discussed the concept of preposition then he introduced some common preposition and their rules. After that he shows some example using preposition.</p>
2	<p style="text-align: center;">ORGANIZATION</p> <p>He arranged the class tasks properly. He started by explaining the definition and classifications of preposition. Then he elaborately discussed the uses of prepositional phrase.</p>	<p>He took a class test to review students understanding and resolves some confusing prepositional sentences.</p>
3	<p style="text-align: center;">RAPPORT</p> <p>They worked together to solve a passage from previous year board questions. Students felt comfortable in asking questions.</p>	<p>He did not used any negative and harsh language in the classroom.</p>
4	<p style="text-align: center;">TEACHING METHODS</p> <p>Traditional grammar translation method was used. Sir first discussed various rules of preposition and provided many examples to understand the rules.</p>	<p>He asked to memorize and remember the rules. To better understand he translated some rules and examples into Bangla.</p>
5	<p style="text-align: center;">PRESENTATIONS</p> <p>His presentations were excellent. He skillfully analyzed the rules and structures.</p>	<p>He gave appropriate examples to illustrate the rules. His voice was clear and articulate.</p>

Arrangement

Did the teacher use appropriate examples to explain the topic?

Yes, he gave numerous examples.

How the teacher divided the class session?

Homework checking	5 minutes
Lesson introduction	5 minutes
Topic discussion	15 minutes
Guidebook material discussion	5 minutes
Question and answer	10 minutes
Lesson Summary	5 minutes

Interesting Parts:

Was there any interesting part of the session?

Yes, some students got confused between the use “Since” and “From”, sir explained the rules again and gave some examples.

Strength observed: He knows how to use examples to clear student’s confusion.

Suggestions for improvement: Homework must be given in every class.

Final thoughts on teaching: He gave a detailed idea about the use of preposition. He gave instructions on what mistakes students make in board exams.

Chapter 10

Lists of Lesson Plan:

Lecture -1

Lecture	: 01
Class	: XI
Date	: 17/03/2024
No. of students	: 55
Prepared by	: Rakibul Hasan Rafi
Subject	: Communicative English Grammar and Composition
Duration	: 45 minutes
Topic	: Right Form of Verb

Session	Time	Target	Process	Type of work
Session - 1	5 Minutes	Session goal: Everyone will provide a quick self - introduction.	-Asking students about how their studies are progressing. -To get an idea of how far their syllabus has progressed.	Solo task
Session- 2	15 Minutes	Session goal: To assess what Students know about “Right Form of Verb”	Activity – 1 -Giving them 10 sentences that has incorrect verb. -Asking students to answer correctly by remembering the rules.	Solo task
Session - 3	10 Minutes	Session goal: Students will understand how verb changes by following Subject, Tense, Number etc.	Activity – 2 -Asking them to identify subject, verb, tense, number, clause from the sentence written on whiteboard.	Collective task
Session - 4	15 Minutes	Session goal: Correcting their errors.	Activity – 3 -Those who answered correctly asking them to analyze the rules in front of others. -Summarizing the lesson -closing the session	Lecturer - entire classroom

Final thoughts: After finishing the lesson students will understand how verbs work in sentences and how it changes based on the clause, tense, number of the sentence.

Lecture -2

Lecture : 02
Class : XI
Date : 18/03/2024
No. of students : 60
Prepared by : Rakibul Hasan Rafi
Subject : Communicative English Grammar and Composition
Duration : 45 minutes
Topic : Linking Words

Session	Time	Target	Process	Type of work
Session - 1	5 Minutes	Session goal: Students will know what is “Linking words” and how it connects two words, phrase, and clause.	-Asking the students to say some common linking words that connects two clauses. -Taking some examples from them.	Solo task
Session - 2	10 Minutes	Session goal: To test students proficiency on “Linking Words”	Activity – 1 - Asking students to make sentences using “Linking Words” - Also asking them to associate two clauses using “Linking Words”	Solo task
Session - 3	15 Minutes	Session goal: To make students proficient at the usage and rules of “Linking Words”	Activity – 2 -Making groups of four student -Giving them a passage from their book and asking them to complete the passage with appropriate “Linking Words”	Collective task
Session - 4	15 Minutes	Session goal: To solve the students mistakes and analyze the rules.	Activity – 3 -Providing more examples to clear the confusion. -Encouraging students to practice at home. -Closing the session	Lecturer – entire classroom

Final thoughts: After participating session they will be able to use linking words properly in sentences.

Lecture - 3

Lecture : 03
Class : XI
Date : 20/03/2024
No. of students : 50
Prepared by : Rakibul Hasan Rafi
Subject : English For Today
Duration : 45 minutes
Topic : Unit 8, Lesson 1, Passage "Human Rights"

Session	Time	Target	Process	Type of work
Session - 1	5 Minutes	Session goal: Students will learn about basic human rights.	-Students will talk about what is “The Declaration of Human Rights” -Why these declarations are essential for human beings?	Solo task
Session - 2	10 Minutes	Session goal: To make students aware of their rights.	Activity – 1 - Asking the students to write 10 human rights mentioned in the declaration.	Solo task
Session - 3	15 Minutes	Session goal: Students will learn how human rights are violating.	Activity – 2 -Asking them to write some examples of human rights violations in our country	Collective task
Session - 4	15 Minutes	Session goal: Students will learn elaborately about human rights.	Activity – 3 -Asking the students what they understand by the term “Freedom of Expression” -Summarizing the passage -Closing the session	Lecturer – entire classroom

Final Thoughts: After completing the task they will know what is human rights and how it is violating.

Chapter 11 - Photographs





Chapter 12 - Internship Completion Certificate



অধ্যক্ষ (ভারপ্রাপ্ত)- ০১৩০৯-১২৮২৮১

রায়গঞ্জ উপজেলা সদর ধানগড়া মহিলা ডিগ্রি কলেজ

স্থাপিত : ১৯৯৯ ইং

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এমপিও কোড- ৮২০৫০৯৩১০২

শিক্ষা নিয়ে গড়ব দেশ
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web: www.rusdwcd.edu.bd

E-mail: raigonjdmc@yahoo.com

ডাকঘর- ধানগড়া, উপজেলা- রায়গঞ্জ, জেলা- সিরাজগঞ্জ।

স্মারক নং- রাউসধামডিক/...২৮/২০১৪

তারিখ : ২৩/০৭/২০১৪

Attestation Paper

This is to certify that Rakibul Hasan Rafi, ID No. 192-10-2104, Department of English, Daffodil International University, has completed his three months (February–April) internship period where he completed the class observation and took necessary classes. We are pleased with his word and behavior. He also managed to get a positive feedback from the students.

We wish him all the success in every aspects of his future.

২৬/১০/২০১৪

Principal

Raiganj Upozilla Sadar Dhangara Women's Degree College

Dhangara, Raiganj, Sirajganj

মোঃ মাসুদ রানা

অধ্যক্ষ (ভারপ্রাপ্ত)
রায়গঞ্জ উপজেলা সদর ধানগড়া মহিলা ডিগ্রি কলেজ
রায়গঞ্জ, সিরাজগঞ্জ।

Chapter – 13

References

<https://www.compilatio.net/en/blog/how-to-write-an-internship-report>

<https://www.opportunitiescircle.com/blog/internship-report/>

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192-10-2104

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