

Report on
“Online Class Observation and Conduction in English during the Outbreak of
COVID-19”



Date of Submission: 19 August 2020

Report on “Online Class Observation and Conduction in English during the Outbreak of COVID-19”

A report submitted to the Faculty of Humanities and Social Sciences in partial fulfillment of the requirements of the degree of Bachelor of Arts in English

Course Title: Project Paper

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Daffodil International University

Submission Date: 19 August 2020

Declaration by the Intern

I hereby declare that the project work titled "Report on Online Class Observation and Conduction in English during the Outbreak of COVID-19" submitted to the Department of English, Daffodil International University is a record of an original work done by me under the guidance of Ms. Tahsina Yasmin, Associate Professor, Dept. of English, DIU, and this project work is submitted as part of the partial fulfillment of the requirements for the award of the degree of B.A. (Hon's) in English for the course Project Paper (ENG 334). The results embodied in this project have not been submitted to any other university or institute for the award of any degree or diploma.

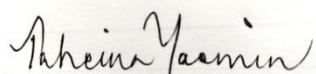


Signature of the Intern

Date: 19 August 2020

Certification of the Supervisor

I hereby certify that the intern Rokeya Khanam Nishat bearing the ID no 151-10-332 has undertaken the course Project Paper (ENG 334) with me. In the course she observed and conducted classes online at Daffodil International University, had regular communication with me, observed two of her peers' classes, and taught one class. During this whole process she was in touch with me by taking guidelines from me on a regular basis, showed me her work and gave me updates about the project work. Therefore, she fulfilled the conditions and completed all the procedures of the course, and the intern is qualified to submit this report.



Signature of the Supervisor

Date:19 August 2020

Acknowledgements

I am so glad that I have completed my internship by the grace of almighty. This is a great achievement for me to complete this project titled "Report on Online Class Observation and Conduction in English during the Outbreak of COVID-19". I would like to thank my supervisor Ms. Tahsina Yasmin from the core of my heart for providing guidelines to me to work on my project. I am also grateful to the teachers and students of Daffodil International University for helping me to complete my project in an effective way. And I want to give thanks to my mother and my husband who support me in every situation. This project work created a great opportunity of my life.

Abstract

This report is a task which is a requirement of my graduation of B.A. (Hon's) in English Program. The project paper titled "Online Class Observation and Conduction in English during the Outbreak of COVID-19" is an attempt to know about the English teaching-learning situation in online platforms of Daffodil International University during the outbreak of COVID-19.

Because of COVID-19 outbreak classes were switched to online platforms like Google Meet for continuing the educational institutes' academic activities. Therefore, the project required that I, an intern, conduct a class online. For fulfilling the task properly I worked hard and tried my best to succeed in it. First of all I pre-planned for my class and made a lesson plan. Then I started to work on it. I used a PowerPoint slide and a short video to teach the junior students. I focused on teaching materials, teaching style, class observation, assessment and feedback. As we worked on online platform, we needed to use these methods to perceive the activities of teachers and students. From these we also knew how teachers manage the class. This report concludes with some recommendations based on the findings. The observation formed from the checklists was also helpful in getting an insight into real classroom interactions. This report helped me to know more about teaching and learning process.

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Chapter-I

Introduction

I am a student of B.A. (Hon's) in English Program. Since this was my last semester I had to take an Internship course titled Project Paper (ENG 334). We were supposed to observe and conduct classes at schools before the pandemic situation. But on 11 March 2020, the World Health Organization (WHO) declared the Novel Corona Virus as a pandemic. Due to COVID-19 all our academic activities were transferred to the online platform and for this reason our project paper interns had to deal with online classes. There was an eventual shift to virtual classrooms to prevent the spread of COVID-19.

The purpose of this project paper titled "Report on Online Class Observation and Conduction in English during the Outbreak of COVID-19" is to observe the current teaching-learning situation of our university. We did our classes at Google Meet. We discussed our problems in Hangout group. Our teachers conducted classes and we participated in the classes regularly. Two of my peers had done their internship at the online platform like me. My peers observed my class and I also observed their classes. In this way, I experienced how to take university class by using Google Meet. I had to take the Internship Project for my academic purpose. This online class conduction and observation gave me the knowledge of teaching and this was a great opportunity for me.

Chapter-II

Objectives

The primary objectives of the proposed internship are to identify the teaching resources and the present scenario of language teaching and learning online during the outbreak of COVID- 19.

The objectives are:

- To observe the online class and the communication between the teacher and students.
- To deliver the actual knowledge and information to the readers.
- To find out the weakness of the students and offer solution to their problems.
- To see how much my peers were effective to teach students properly.
- To observe the peers' patience, techniques, methods and involvement with the students during the class.
- My peers' overall performance was observed.
- To find out the necessities to make this learning process more effective.

Chapter-III

Methodology

Institution selection:

We all know that we are stuck in a pandemic situation because of COVID-19. So our school, college and all the educational institutions are closed for an indefinite time. So we were allowed to take online class by the authority. I took class of our batch-mates as per the directions of my supervisor.

Class selection

The authority of DIU allowed us to conduct and observe classes from our own courses. Fortunately, I was given the opportunity to conduct class in one of my courses. The name of the course was Classics in Translation (ENG 431).

Getting a facilitator

The facilitator was my course teacher and supervisor Ms. Tahsina Yasmin. She helped me and guided me throughout the process. I followed her previous class instructions.

Observation of the classroom

I observed two classes of the courses Classics in Translation (ENG 431) and Romantic Poetry (ENG 224) respectively. Observing classes helped me a lot to learn from other's teaching style and strategies. The intern students began their class on time and during the class I used checklists for observing the class which was given by my supervisor.

Testing students and self-assessment

First of all I made a lesson plan for the class that I would have conducted which was checked by my supervisor. She gave me suggestions about how to make a lesson plan. Before this I never took any class in my entire life. So I am very thankful to my teacher who helped me a lot in taking the class successfully. It was a great opportunity to acquire knowledge of taking class.

Everyone enjoyed the class and they did the activities very attentively. I was trying to make a friendly environment and they also helped me.

Chapter-IV

Institution Details

Daffodil International University is a private education institution based on the system of higher education and provides an excellent environment for education in Bangladesh. This institute has been established on 24 January, 2002 under the Private University Act of 1992. This institute has three locations - the main campus is situated at Dhanmondi, Dhaka. The permanent campus is located at Ashulia, Savar which is also in Dhaka district. Another branch of this university is in Uttara. The permanent campus of the university is known as the green campus also. The institution has qualified teachers, holds regular classes and cultural activities, uses technology and has a monitoring team and also strong administrative system. Md. Sabur Khan is the chairman of this institute and Md. Abdul Hamid, the President of Bangladesh is the Chancellor of the university. "The Landmark to Create the Future" is the motto of this university.

Name: Daffodil International University

Location: Dhaka, Bangladesh

Administrative building: Three campuses

Number of teachers: 859

Number of students: 21,752

Teacher's qualification: Master's Degree and PhD



Logo of the University

Chapter-V

Class Observation Report

I observed two classes of my classmates in the course of Romantic Poetry (ENG 224) which was conducted by Wakil Ur Rahim and Classics in Translation (ENG 431) conducted by Afra Anam. Both of them were the students of last semester and they did a very good job.

Class Observation Report One

I observed a class of Romantic Poetry which was conducted by Wakil Ur Rahim. He started his class at 3.22 pm and finished at 4.10 pm on 11 June 2020. He began his class at the scheduled time. It was an online class held on Google Meet. 09 students attended. The attendance was poor because it was not a scheduled class, rather a special session for the project paper student. He used the English language for communicating with the students. At first, he showed a short video based on the text. He asked a warm up question from the video. Then he started his lecture from the text. He gave a brief description about the text. He tried to explain the text line by line to the students. Then he asked the problems of the students and solved their queries. Finally he took an online quiz. He finished his lesson and asked students for solving their confusions. Students asked him and he answered them properly.

From the beginning to the end of the class he presented himself as a good teacher and he had a clear voice but faint speeches.

Class Observation Report Two

I observed the class of Classics in Translation course on 6 April 2020 which was conducted by Mst. Afra Anam. She started her class at 3.00 pm and finished at 4.00 pm. She began her class at the scheduled time. It was an online class held on Google Meet. 26 students attended the class out of 31. She used the Bangla language for communicating with the students effectively. She focused on her lecture properly. Students were so quiet and listened to her speeches attentively. She tried to explain the content to the students from the text. She began her class by talking about the subject matter. Directly, she gave and described a summary of the content. Then she explained some lines of the text from its PDF version. The most significant thing is that she successfully used the features of the online platform. She showed the text on the screen to the students. After giving all information on the content, she prepared a question before finishing the class. She asked a feedback question to the students and most of them tried to answer the question.

Chapter-VI

Teaching Experience

On 23 June 2020, I conducted a class of Classics in Translation. Because of COVID-19 pandemic situation I was not able to take class face to face. That's why I was offered an online class by my supervisor. Therefore I took the online class in Google Meet. I started the class at 2.30 pm and finished at 3.30 pm and 32 among 38 students were present that day. At the beginning I tried to play a video as warm up, but the audio of the video did not work that time. So I was unable to play the video. Then I asked some questions from the previous lesson. I asked them some questions from Books 22 and 23 of the *Iliad* and they all replied very actively. After that I started the main lesson that was *Iliad* Book 24. I gave them a detailed explanation of Book 24. I encouraged them to read the text and I explained them in both English and Bangla. I used Bangla so that they could understand easily. I asked them to read the lines that I gave them from the text.

After finishing the analysis of *Iliad* Book 24, I asked them to share with me their problems and I tried to solve the problems. Finally I gave them some questions from the text and they answered the questions in the chat box. They were so excited to answer the following questions. Students answered properly. They responded to me for each and every task. However, it was not possible to take feedback from them because of time constraint.

At the end I wanted to share a video related to the text but unfortunately the audio of the video couldn't be heard. I gave them some suggestions and I finished the class by thanking all.

This was really a great opportunity for me. This was my first experience of teaching, I was nervous and excited also. I ask them an overview what i have teach them.They replied me the overview of Iliad book 24.The last part of the book.Igave them some question from Iliad book 24 and they answered the answer in the comment section.

Here I attached the question that I have gave them.

1. What is book 24 called?
2. Why isn't Hector's body disfigured by Achilles?
3. Which three gods are unmoved in their hatred for Hector?
4. What does Achilles do each night to the body of Hector?
5. What message does Zeus tell Thetis to give to Achilles?
6. What was the ransom for Achilles that Priam gave?
7. Who do the gods send as a messenger to Achilles, and what is the message?
8. What do the two men agree to do about the fighting?
9. Why does the Iliad end with the burial of Hector?
10. What can be learned from the Iliad?

This was my first experience of my entire life. And I think this was my best experience of my life to take class. I was nervous but so excited for the class. Two of my peers observed my class. And they gave me some good compliments and they also gave some suggestions to improve myself.

My first peer was Afra Anam. She said that my voice was clear and the communication with the student was good. She also gave me the compliments that I was very interactive demonstration the facilitator proved herself as an excellent teacher.

She suggested me to give more focus on text.

My second peer was Farzana Sharmin Swarna. She said that my voice was clear and I prepared my lesson very well. And my teaching was very good.

She also suggested me to overcome from nervousness and should improve my grammatical errors.

Chapter-VII

Overall Findings

Observation findings

I observed my respected teacher's activities and also my class mates' and learnt a lot from them.

I observed how they managed time, communicated with students and delivered lectures.

- **Lesson formation:**

Lesson plan is one of the most important parts of teaching. We should prepare ourselves with a proper lesson plan. It gives us a proper direction to complete our work. My peers also followed their lesson plan.

- **Lesson delivery:**

From the beginning my peers tried to warm up all the students and they started their class with some information from the text.

- **Lesson management:**

They gave the students some questions from the text. They also took a quiz based on the text. Group work and pair work were not done.

- **Student's involvement:**

The students showed their activities in class time.

- **Advantages of online class:**

The students can stay at home safely. They can attend the class very easily. The facilitator can connect with all the regular or irregular students very easily. Students had done every class task within the allotted time. The main advantage of online class is the flexibility of attending a class. Students who are ill or cannot go outside they can easily join the class by staying at home.

- **Disadvantages of online class:**

Students face many problems in online classes. The major problem is caused by interruptions in internet connection. Students who belong to villages don't have a strong network. So internet problem is one of the greatest disadvantages of online class.

Teaching experience findings

I followed my respected teacher's activities and tried my best to make my class educative, enjoyable and resourceful.

- **Lesson preparation:** It was one of the most important days of my life. So I prepared myself very well. At the beginning I warmed up the students and then gave them information from their previous lesson so that they can connect the lessons easily. I tried to show them a video.

- **Lesson management:**

I followed CLT method. I tried to follow my lesson plan very strictly. I also had a time sense that I had to complete my lesson by the required time.

- **Student's involvement:**

The students helped me to make the environment friendly. They were also quiet and calm. They also followed the instructions given to them.

Chapter-VIII

Recommendations

Brainstorming

It is a significant part of learning. We need to give students more creative and challenging activity in a group or pair to make the lesson livelier. Therefore, to keep a healthy involvement with the students and make them creative teachers must include brainstorming activities.

Proper lesson plan

Instructors must have a day by day exercise plan. It must be in composed structure.

Giving real life examples

Real life examples give a more practical idea. That is so important for everyone.

Attractive warm-up

The beginning of anything sets the tone for the rest of it. So even though teachers take classes regularly and mostly meet the same students on daily basis still an attractive, energetic warm-up would help to make the rest of the class joyful. It helps to catch students' attention instantly so it's very important to start the class with a simple activity that often the teachers forget.

Ensuring connectivity

Online classes might be effective when both the educator and the learners can guarantee Internet availability and a specific level of inspiration.

Chapter-IX

Conclusion

I have completed this work as part of my final semester project. I was given the task of being a teacher and to observe other teachers (my peers) and note their styles. This internship has been an excellent experience for me as I was very excited and honoured to play the role of a teacher. By this internship, my view is affirmed that becoming a teacher is actually a tough job. Throughout this project work, I have made constant interaction with the students, noting their queries as well as maintaining a professional approach which is hard work both physically and mentally. Now I know what my teachers go through and how patient they are. This is one of the experiences that will pave my way towards a bright future and help me to be a better person to acquire my goals.

Appendix-01

Lesson Plan

Course	Classics in Translation
Facilitator	Rokeya Khanam Nishat
Objectives	Students will be able to explore <i>Iliad</i> Book 24 by Homer
Enrolled Batches	3.2, 3.3, 4.1 Total students: 38 Present students: 32
Lesson Topic	<i>Iliad</i> Book 24 by Homer
Learning Resources	E-text, Internet, and topic related video
Teaching Tools	Laptop (showing PowerPoint, video), e-text and online activity
Duration of the Class	1 hour
Teaching Method	CLT

Lesson Overview:

Purpose	Procedure with Detailed Description	Student's Activity	Time
Introduction	Greeting and introduction based on the topic	Students will make connection with the facilitator.	5 minutes
Warm up	Facilitator will give some information based on book 22 and book 23 and ask short questions on the previous lesson.	They will recall their previous lesson.	5 minutes
Topic Discussion	Facilitator will give detailed knowledge about the lesson and students will take notes.	Students will ask question and take notes.	30 minutes
Activity	Facilitator will give some questions based on the lesson.	They will answer to the questions.	10 minutes
Feedback	Facilitator will encourage students to ask questions, check the given online worksheet and give feedback.	They try to answer all the questions.	7 minutes
Conclusion	Facilitator will finish the class by thanking all.	Students will take their leave.	3 minutes

Appendix-02

Class Observation Check Lists

Daffodil International University

Department of English

Internship on “Report on Online Class Observation and Conduction in English during the Outbreak of COVID-19”

Checklist for Class Observation

Institution: Daffodil International University

Teacher’s Name: Meer Wakil ur Rahim Class: Batch-1.3, 2.1, 2.2 Section: UC-A

No. of Students Present: 09 out of 30 Title & Code: Romantic Poetry (ENG-224)

Room No: Online

Peer/Observer: Rokeya Khanam Nishat

S/ N	Review Section	In what ways? (Specific examples/ clarifications)
1	SUBJECT MATTER CONTENT (shows good command and knowledge of subject matter; demonstrates breadth and depth of mastery; tries to develop a knowledge seeking behavior among students)	He showed good knowledge about subject matter, he asked questions to know from students if they understood or not.
2	ORGANIZATION (organizes subject matter; states clear objectives; emphasizes and summarizes main points, meets class at scheduled time, starts and finishes the lesson properly with an attractive warm up and a conclusive end- how the objectives of the lesson met/ what they have learned today)	He started class on time, read out the poem and tried to explain everything about the poem. He used English in the class time.
3	RAPPORT (holds interest of students; is respectful, fair, and impartial; provides feedback, encourages participation; interacts with students, shows enthusiasm, both teacher and students are ready for the class not only on subject matter but also in manner, etiquette and attitude)	His attitude and manners were good. He gave some tasks and encouraged students to do the task properly.

4	<p>TEACHING METHODS (uses relevant teaching methods, aids, materials, techniques, and technology; includes variety, balance, imagination, group involvement; encourages questions from students and responds with interest; is open to ideas; uses real life examples that are simple, clear, precise, and appropriate; stays focused on and meets stated objectives)</p>	<p>He used the CLT method for teaching. He used PowerPoint and subject related video. He took an online quiz based on the topics that he taught.</p>
5	<p>PRESENTATION (establishes classroom environment conducive to learning; ensures learners' interests, maintains eye contact; uses a clear voice, strong projection, proper enunciation, and standard English)</p>	<p>His voice was clear. Sometimes he used Bangla but most of the time he used English.</p>

Objectives of the lesson (as perceived):

- I. To get some information about the poet
- II. To perceive meaning of the poem
- III. To perceive the information about romantic era
- IV. To develop listening skill
- V. To grasp the characteristics of romantic literature
- VI. To develop analytical skill
- VII. To analyze the poem with features

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

Yes, the objectives were achieved very nicely in his class.

MANAGEMENT

Was the time spent properly? Yes, he utilized time properly.	
What were the main stages of the lesson? What tasks and activities did the teacher do during each stage? (Optional: Draw a diagram to show main stages of the lesson and time spent on each).	Time
He gave a short video and asked question based on the video.	5 min
He gave a brief discussion about the topics.	30 min
He asked question and tried to solve their problems.	5 min
Students gave a quiz.	5 min
He tried to listen to the students' problem.	12 min
He finished the class by thanking all.	3 min

CRITICAL EVENT (If took place)

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

The students' performance was not so good. They were not so active to respond to their teacher. May be they felt nervous with a new teacher.
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Strengths observed:

His voice was little bit low but he conducted his lesson very well.

Suggestions for improvement:

He should speak with a clear voice. He was little bit nervous in class time.

Overall impression of teaching effectiveness:

Overall his teaching effectiveness was really good. Everybody enjoyed his class.

Daffodil International University
Department of English
Internship on “Report on Online Class Observation and Conduction in English
during the Outbreak of COVID-19”
Checklist for Class Observation

Institution: Daffodil International University

Teacher’s Name: Afra Anam Class: Batch (L.T) 3.2, 3.3 and 4.1 (L=Level,T=Term) Section:
 UC-A No. of Students Present:12

Course Title & Code: Classics in Translation (ENG 431)

Room No: Online Peer/Observer: Rokeya Khanam Nishat

Date and Time: 15/06/2020, 10 am

Objectives of the lesson (as perceived):

- Students will understand an epic poem.
- Students will have ideas about ancient society.
- Students will develop their listening skill.
- Students will develop their analytical skill.
- Students will understand the relationship between gods and human.
- Students will understand the perspective of people about gods in the ancient time.

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

Yes, the objectives were achieved very nicely in her class.

S/N	Review Section	In what ways? (Specific examples/ clarifications)
1	SUBJECT MATTER CONTENT (shows good command and knowledge of subject matter; demonstrates breadth and depth of mastery; tries to develop a knowledge seeking behavior among students)	She showed good knowledge about the subject matter, she asked questions to know from students if they understood or not.
2	ORGANIZATION (organizes subject matter; states clear objectives; emphasizes and summarizes main points, meets class at scheduled time, starts and finishes the lesson properly with an attractive warm up and a conclusive end- how the objectives of the lesson met/ what they have learned today)	She started the class on time. She gave some pictures and asked questions from the text. She arranged an ice breaking part. She used both English and Bangla languages in the class time.

3	RAPPORT (holds interest of students; is respectful, fair, and impartial; provides feedback, encourages participation; interacts with students, shows enthusiasm, both teacher and students are ready for the class not only on subject matter but also in manner, etiquette and attitude)	Her attitude and manners were good. She gave some tasks and encouraged students to do the tasks properly.
4	TEACHING METHODS (uses relevant teaching methods, aids, materials, techniques, and technology; includes variety, balance, imagination, group involvement; encourages questions from students and responds with interest; is open to ideas; uses real life examples that are simple, clear, precise, and appropriate; stays focused on and meets stated objectives)	She used the CLT method for teaching. She used PowerPoint. She gave a detailed knowledge about the text. She used a lot of pictures so that the students can understand easily.
5	PRESENTATION (establishes classroom environment conducive to learning; ensures learners' interests, maintains eye contact; uses a clear voice, strong projection, proper enunciation, and standard English)	Her voice was clear. She used both Bangla and English languages.

MANAGEMENT

Was the time spent properly? Yes, she made the proper use of time.	
What were the main stages of the lesson? What tasks and activities did the teacher do during each stage? (Optional: Draw a diagram to show main stages of the lesson and time spent on each)	Time
She gave some pictures of characters and asked about them.	5 minutes
She gave a brief discussion about the topic.	30 minutes
She asked questions and tried to solve students' problems.	5 minutes
She gave some questions based on the text in the chat box.	5 minutes
She tried to solve the students' problem.	12 minutes
She finished the class by thanking all.	3 minutes

CRITICAL EVENT (If took place)

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

The students' performance was not so good. They weren't so active to respond to their teacher. May be they felt nervous with a new teacher.

Strengths observed: She conducted her lesson very well and her voice was clear.

Suggestions for improvement: She should use some videos so that students can enjoy more and she was little bit nervous.

Overall impression of teaching effectiveness: Overall her teaching effectiveness was really good. Everybody enjoyed her class.

Daffodil International University
Department of English
Internship on “Report on Online Class Observation and Conduction in English
during the Outbreak of COVID-19”
Checklist for Class Observation

Institute: Daffodil International University
 Teacher’s Name: Rokeya Khanam Nishat Class: Batch (3.2, 3.3, 4.1), Section: UC- A
 No. of Students Present: 32 Course Title & Code: Classics in Translation (ENG 431)
 Room No: Google Meet Peer/Observer: Afra Anam
 Date and Time: 23/06/2020, 2:30 pm- 3:30 pm

Objectives of the lesson (as perceived):

- I. Students will be able to explore *Iliad* (Book 24) by Homer.

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

The objective was achieved.

S/ N	Review Section	In what ways? (Specific examples/ clarifications)
1	SUBJECT MATTER CONTENT (shows good command and knowledge of subject matter; demonstrates breadth and depth of mastery; tries to develop a knowledge seeking behavior among students)	The facilitator showed good command and knowledge of the subject matter. Development of a knowledge seeking behavior among students was well present.
2	ORGANIZATION (organizes subject matter; states clear objectives; emphasizes and summarizes main points, meets class at scheduled time, starts and finishes the lesson properly with an attractive warm up and a conclusive end- how the objectives of the lesson met/ what they have learned today)	Subject matter was planned and lucidly presented. The facilitator stated clear objectives and emphasized and summarized main points. Lesson started and finished at scheduled time.
3	RAPPORT (holds interest of students; is respectful, fair, and impartial; provides feedback, encourages participation; interacts with students, shows enthusiasm, both teacher and students are ready for the class not only on subject matter but also in manner, etiquette and attitude)	The facilitator was fair and impartial in conducting the class. Students participated well in the class as she held interest of students. She was very good in getting feedback from the students.

4	TEACHING METHODS (uses relevant teaching methods, aids, materials, techniques, and technology; includes variety, balance, imagination, group involvement; encourages questions from students and responds with interest; is open to ideas; uses real life examples that are simple, clear, precise, and appropriate; stays focused on and meets stated objectives)	Using “presenting’ option of Google Meet the lecture on <i>Iliad</i> Book 24 by Homer was shown in slide.
5	PRESENTATION (establishes classroom environment conducive to learning; ensures learners’ interests, maintains eye contact; uses a clear voice, strong projection, proper enunciation, and standard English)	Presented lecture with clear voice.

MANAGEMENT

Was the time spent properly? Yes, she spent her time well.
What were the main stages of the lesson? What tasks and activities did the teacher do during each stage? (Optional: Draw a diagram to show main stages of the lesson and time spent on each) At first she gave an audio introduction. Then she opened her slide and began discussion. She also made students read from her slide and present their understanding. At the end she asked questions.

CRITICAL EVENT (If took place)

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

At the beginning of her class the facilitator was clicking on a video. Unfortunately, it didn’t open. However, with her charm and good communication the facilitator handled the situation well.
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Strengths observed: Clear voice and good communication skill was the strength of the facilitator.

Suggestions for improvement: She should have more focus on the subject matter.

Overall impression of teaching effectiveness: With very interactive demonstration the facilitator proved herself as an excellent teacher.

Daffodil International University

Department of English

Internship on “Report on Online Class Observation and Conduction in English during the Outbreak of COVID-19”

Checklist for Class Observation

University: Daffodil International University

Teacher’s Name: Rokeya Khanam Nishat

Section: UC –A

Course Title & Code: Classics in Translation (ENG 431)

Peer/Observer: Farzana Sharmin Swarna

Date and Time: 23-06-2020, 2:30 PM

Batch: 3.2, 3.3, 4.1

No. of Students Present: 32

Room No: Online

Objectives of the lesson (as perceived):

Students will able to explore Iliad Book 24 by Homer

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

Yes, the objectives were achieved very nicely in the class.

S/N	Review Section	In what ways? (Specific examples/ clarifications)
1	SUBJECT MATTER CONTENT (shows good command and knowledge of subject matter; demonstrates breadth and depth of mastery; tries to develop a knowledge seeking behavior among students)	She showed good knowledge about subject matter, tried to know from students if they understood or not. She tried to develop a knowledge seeking behavior among students.
2	ORGANIZATION (organizes subject matter; states clear objectives; emphasizes and summarizes main points, meets class at scheduled time, starts and finishes the lesson properly with an attractive warm up and a conclusive end- how the objectives of the lesson met/ what they have learned today)	She started class on time. Summary of the main points and objectives were clear. Sometimes she described in Bangla for better understanding and finished the class properly.
3	RAPPORT (holds interest of students; is respectful, fair, and impartial; provides feedback, encourages participation; interacts with students, shows enthusiasm, both teacher and students are ready for the class not only on subject matter but also in manner, etiquette and attitude)	Her attitude and manners were good. And students were ready for the class. She encouraged students to do the task properly.

4	TEACHING METHODS (uses relevant teaching methods, aids, materials, techniques, and technology; includes variety, balance, imagination, group involvement; encourages questions from students and responds with interest; is open to ideas; uses real life examples that are simple, clear, precise, and appropriate; stays focused on and meets stated objectives)	She used the CLT method for teaching. She used PowerPoint slides and subject related video. She used comment box and also students' own answers from their voice to get responses. Students were involved in her class and responded to the questions she asked. She also encouraged the students for questioning.
5	PRESENTATION (establishes classroom environment conducive to learning; ensures learners' interests, maintains eye contact; uses a clear voice, strong projection, proper enunciation, and standard English)	Her voice was clear, she used Bangla and English both.

MANAGEMENT

Was the time spent properly?

Yes, she spent the time properly.

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

She summarized the previous two Books 22 and 23	5 min
She discussed the main topic.	30 min
Then she gave some questions based on <i>Iliad</i> Book 24 by Homer.	7 min

CRITICAL EVENT (If took place)

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

There were some critical events when she took the class. For example, internet connection problem, technological maintenance issue etc. Students could not listen to her video’s sound.

Strengths observed:

Her voice was very clear and she was well-prepared. She made the lesson very clear.

Suggestions for improvement:

She was nervous and had some grammatical errors.

Overall impression of teaching effectiveness:

Her overall teaching effectiveness was good

Appendix:03

Recorded Class Links

https://drive.google.com/file/d/1u9En_mPktphP5RSdGg27z9zQFvLldPi/view?usp=sharing
(Meer Wakil Ur Rahim's Class)

<https://drive.google.com/file/d/1bdzt7J-HEAV6hmoa4G-hr7AoJtnV0jE3/view?usp=sharing>
(Afra Anam's Class)

https://drive.google.com/file/d/1_NSS0um5zI54HuOIohhX9KsY854kBqeD/view?usp=sharing
(Rokeya Nishat's Class)

Appendix:04

151-10-332

ORIGINALITY REPORT

11 %	11 %	0 %	%
SIMILARITY INDEX	INTERNET SOURCES	PUBLICATIONS	STUDENT PAPERS

PRIMARY SOURCES

1	scholarworks.waldenu.edu <small>Internet Source</small>	3 %
2	ocs.in <small>Internet Source</small>	2 %
3	academic.oup.com <small>Internet Source</small>	2 %
4	dspace.daffodilvarsity.edu.bd:8080 <small>Internet Source</small>	1 %
5	daffodilvarsity.edu.bd <small>Internet Source</small>	1 %
6	www.scribd.com <small>Internet Source</small>	1 %
7	en.wikipedia.org <small>Internet Source</small>	<1 %
8	www.coursehero.com <small>Internet Source</small>	<1 %
9	"Soft Computing Applications", Springer Science and Business Media LLC, 2021	<1 %

Publications

10	www.studymode.com Internet Source	<1%
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