

ENG:334-Project Paper

Report on

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



Daffodil International University

19.08.2020

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 Science in partial accomplishment of the requirements of the degree of Bachelor of Arts in English

Course Code: ENG 334

Course Title: Project Paper

Summer 2020

Submitted by

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ID: 171-10-427

Supervised by

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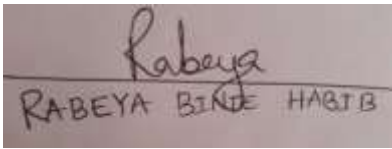


Daffodil International University

19.08.2020

Letter of Approval

I hereby declare that the project work entitled submitted Report on “Online Class Observation and Conduction in English during the Outbreak of Covid-19 & quot; to the Department of English, Daffodil International University is a record of an original work completed by Shraboni Kar Juthe bearing the ID 171-10-427 under my guidance. This project work is submitted as part of the requirements for the award of the degree of B.A. (Hons) in English for the course Project Paper (ENG 334). The results incarnate in this project have not been presented to any other institute or anywhere.



Rabeya
RABEYA BINDE HABIB

Signature of the Supervisor

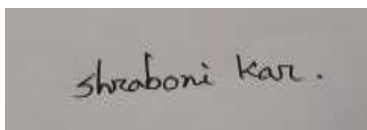
Date :- 19 .08.2020

Acknowledgment

At first, I would like to thank God and also grateful to my parents for their whole- hearted support and encouragement during this critical time of the pandemic situations to complete my project **Report on “Online Class Observation and Conduction in English during the Outbreak of COVID -19”**. Then I am thankful to my supervisor Ms. Rabeya Binte Habib, Assistant Professor, Department of English, Daffodil International University, she gave me as proper guidelines to complete my project work. This internship work this is the last step of my university work but on the other side this is the new journey of my future life and career also. Last but not the least, I want to say thanks students of Daffodil International University for helping me and supporting me to complete my project in an very nice way.

Declaration

I successfully declare that the project work entitled **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 accomplished by me under the guidance and supervision of Ms. Rabeya Binte Habib, Assistant Professor, Department of English. The project work is submitted in the partial accomplishment of the requirements for the award of the degree of B.A. (Hons) in English for the course: Project Paper (ENG 334). I also ensure that the results incarnate in this project have not been presented to any other institute.



Shraboni Kar.

Signature of the Intern

Date :- 19.08.2020

Abstract

The objectives of this **Report on “Online Class Observation and Conduction in English during the Outbreak of Covid-19” -19**” was to know what works best to improve student essay writing as per the framework of IELTS writing task 2. This project work also some more information and suggestions on the ways to conduct a proper online class or how to manage and engage students in an online class, what should be improved, and finally which materials should be used. This project work is not only about the way of teaching through an online platform, it also concludes with some recommendations based on the observation checklists and the findings on online classes.

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Chapter 01

Introduction

Since this was my last semester of BA (Hons) in English ,I had to undertake an internship course, The name of the course is project paper ENG334 .The title of project paper **Report on “Online Class Observation and Conduction in English during the Outbreak of Covid-19”**. Unfortunately, because of COVID -19 government ordered to close all educational institutions; hence, our university authority decided the project work to be switched to the online platform. We did our classes at Goggle meet because of the arisen situation and discussed issues at Whatsapp group. Our supervisor gave us various related tasks time-to-time and we completed all tasks on a regular basis. I conducted a class and observed two classes through Google meet. This was the great opportunity for me to take class at university level using Google meet. I consider this as a big achievement which will be much helpful for me in the future.

Chapter 02

Objectives

The objective were :-

- To see the online class situations and the interactions between the teachers and the students.
- To get the actual information and to understand how the learners are taught the second language and how the learners feel about it.
- To observe the impression of the learners to learn the second language, the motivation given to them to learn the language from the teachers.
- To observe the extent to which my peers were effective to teach undergraduate student.
- To find out the necessities (tools, teaching materials, equipments, logistic supports) to make this learning process more effective.

Chapter 03

Methodology

3.1 Choosing an institution

Unfortunately, because of COVID -19 government issued an order to closed all educational institutions and we could not visit any school for our project work. Hence, our university authority decided the project work to be done using the available resources or online platform used inside the institution and I had a big opportunity to conduct online classes from my own university. The name of my university is Daffodil International University situated in Dhaka.

3.2 Class selection

My supervisor selected the course I taught and luckily I conducted a class with the students of one of my courses: English language proficiency (Eng 436). I also observed my peers classes of Introduction to phonetics and phonology (Eng 332) and .I teach them writing task 2. I taught my course teacher during the online class regarding how she manages the class and teaches the students. I tried to teach in her way.

3.3 Getting a facilitator

The facilitator was my course teacher and the supervisor: Ms. Rabeya Binte Habib. She helped with the selection of course, making a lesson plan and with all necessary information.

3.4 Observation of the classroom

I observed two classes: The first one was English language proficiency (Eng 436) and the second one was of Introduction to Phonetics and Phonology (Eng 332). I prepared myself in

various ways for various teaching techniques and methods. The total time of the class was 1 hour

3.5 Testing students and self – assessment

First time I conducted one class. My supervisor helped me to make a proper lesson plan. I tried to make my level best to give them good feedback and I make the classroom environment very friendly. I encouraged them to practice online and improve their writing skills. Overall my experience with them was quite good.

Chapter 04

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 24th 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 05

Class Observation Report

I observed two classes and conducted one class, the first one is Introduction to Linguistic ENG 231 and the second one is Introduction to phonetics and phonology ENG 332 class. I am taking English language Proficiency class.

5.1 Self - Reflections Report

I conducted my class in level honours on June 22, 2020. It was a sunny Sunday. It was an English language proficiency class and the teacher name was Rebeya Binte Habib. She started her class at exactly 11.30am. Total students of class 30 and 25 were present that day. As it was an online-based class that's way environment was silent. When I started the class the teacher introduced me with the students. Then I started the class.

The objectives of the lesson were writing skill, how students got inspiration to improve writing skill, student will practice at home, students will be able to improve their essay writing skill. I started with a Warm up session. As it was an online-based class, I used proper amount of materials like PowerPoint slides, picture and YouTube video. Then I introduced the topics first then I will give them elaborated introduction and showing them a video. Then I started to translate for made it easier for the students and also told them to find the difficult vocabulary they didn't understand. I using Bangle meaning made it easier for them. After that I will give some activity and student will give the answers in comment box, most of the students write comment box, some of them are very attentively answer all the class task and some of are not. As it was an online base class that's why I face a problem that was I can't play any video because of technical problem but I handle the situation very nicely. I didn't able to maintain the time management. I encourage she students and tired to hold their interest as much as she can and all students by giving them feedback.

I started to give feedback very hurry because the class time was almost finished. Then I gave some homework for next class. I encouraged the students to practice and improve their writing skill and most of the students were happy and they participated very nicely. I think I was very friendly to her student and my voice was clear. I was confident and focused about the lesson. I uses some real life example for her lesson which was very effective for the students. Overall the class was good and students are enjoyed the class.

Warm up – 5 min
Introduction – 20 min
Rearrange -10 min
Linking word – 10 min
Attendance/ Home work - 10 min

5.2 Class Observation Report one

I observed my first class on 22nd June 2020, I observed Introduction to linguistic class. The teacher name was Sumaiya Sadia Mim. She started the class 10:30 and finished at 11:30. Total student were 30 and most of them present that day. She introduces herself first. The objectives of her lesson Student will get inspiration to overcome the fear speaking in target language, Student will be able to give public speech, Students will be able to give description of different materials, student will be able to give impromptu speech. The teacher started the class warm up

session, warm up session was very interesting I must say. Then she give them brief introduction because of they understand properly some student asked some question and then she answer all of question. As it was online base class she used proper amount of materials like picture, power point etc. She give them some activity and every student participant very nicely. Then she give them feedback. She encourage student and tried to hold the interest as much as she can .She was very commanding and also very punctual about managing the class time. She had loud and clear voice and most importantly she was very confident. Overall I enjoy the class.

Warm up -10 min
Q/A session through “rock paper scissor “ game - 5 min
Introduction – 15 min
Story making – 10 min
Describing picture - 10 min

5.3 Class Observation Report Two

On the same day 22nd June 2020, I observed an Introduction to phonetics and phonology class of level hones. The teacher’s name was Sabrina Nizam Supty. She started the class at 4:30 and finished at 5.20. When the teacher started the class she introduce herself first with the students. The students were in total 30 and 28 of them were present on that day and most of them were girls. The objectives of the lesson identify keywords and information in recordings and

complete the information sheet, extract specific information in the travel guide to complete the information sheet, express their views on local tourist attraction verbally, design an information sheet for a tourist attraction with the help of online travel and audio guides.

The teacher started the class warm up session and then she started to explain every rules with examples. She used the PowerPoint and an English song as an example so that everyone could easily understand and also can practice it later. As it was an online base class that way she face some problem when she started the class she didn't turn on her microphone and sometimes was lost on this issue; later some student helped her. After that the teacher give them some activity and students giving them feedback .some students were participant that activity and some of students were really interested to improve their listening skill. After that the teacher give them quick review because the class time was almost finished and give the attendance .The teacher was well organized but the class time was quite short for the sound issue in the beginning. Most of the students were happy and participated very nicely. The teacher was too much slow and need to improve proper time management. She trying to encouraged the students to improve their listening skill. The had loud voice .she was confident and focused about the lesson and also friendly. The students was enjoyed the class and also I enjoyed the class .overall the class was engrossing.

Warm up – 5 min
Introduction – 15 min
Activity – 15 min
Activity – 15 min
Feedback -5

Chapter 06

Teaching Experience

On 22nd June, 2020 I conducted a class the course name is English language Proficiency ENG 436. Total students of class 30 and 25 were present that day and interestingly most of the students are girls. As it was online based class that's way environment was silent. First time I conducted class by using Google meet that's way I am very nervous that day. I started with a Warm up session. As it was online based class I used proper amount of materials like PowerPoint slides, picture and YouTube video. First I am introduce the topics then I will give them elaborated introduction and showing them a video. Then I started to translate for made it easier for the students and also told them to find the difficult vocabulary they didn't understand. I used Bangle meaning made it easier. After that I will give some activity and student will give the answers in comment box. Most of the students write comment box, some of them are very attentively answer all the class task some of are not. As it was an online base class that's why I face a problem that was I can't play any video because of technical problem but I handle the situation very nicely. The students was enjoyed the class and also I enjoyed the class. This is the great opportunity for me to take class at university and also new experience how to take class by using Google meet. So, it was big achievement for me I think it's help me a lot in future. Overall my experience was good.

Chapter 07

Overall Findings

7.1 Class observation Findings

Based on my experience of class observations and conduction, I found many important aspects. Those are:

7.2 Lesson Formation:

Lessons plan is a key feature for a teacher. My peer had proper lesson plan and they conducted their class with the lesson plan .lesson plan helps teaching process more attractive and better.

7.3 Lesson delivery:

She started the class warm up session and then she started to explain every rules with examples. She used the PowerPoint and song for her example so that everyone could easily understand. She was too much slow.

7.4 Lesson management:

As it was an online base class that's way the teacher faced problem with her microphone which hampered the class time. She could not manage her lesson.

7.5 Student's involvement:

She gave them some activity and gave feedback to students. Some students Were not interested to participate but she could not help them.

7.6 Advantages of online class:

When the teacher asked questions to all of the students about their experience of online classes, then many students told because of COVID -19 government issued an order to close all educational institutions, that & #39;s why every educational institute started online classes. Now, because of online classes everyone can stay at home and do their classes. It is also safe for everyone during this bad situation.

7.7 Disadvantage of online class:

They also talked about disadvantages of online classes and it's true online classes have some disadvantages. Like, sometimes because of bad internet connection students could not join the classes and also didn't attend the quiz. Some students live in villages and they don't have any internet connections. That & #39;s why they use data which is very costly. Because of that, some of the students fail to join the online classes.

Teaching experience findings

7.8 Lesson preparation:

I also used a proper lesson plan and started with a Warm up session. As it was online based class, I used various materials like PowerPoint slides, picture and YouTube video. Then I introduce the topics first and give them elaborated introduction and showed them a video. Then I started to translate for made it easier for the students.

7.9 Lesson management:

I also could not play any video because of technical problems but I handled the situation very nicely. I had a proper amount of material so that students better understand the topic.

7.10 Student's involvement:

I gave some activities and students gave the answers in the comment box. Most of the students wrote in the comment box. Some of them were very attentive and answered all the class tasks while some of them did not. I think that student enjoyed the class.

Chapter 08

Recommendations

8.1 Proper lesson plan:

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

8.2 Ensuring connectivity:

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

8.3 Giving real life examples:

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

8.4 Group projects:

May be it is difficult to manage group work or projects in online but it can be very beneficial to all.

Chapter 09

Conclusion

It is a matter of immense joy that I could complete my project work successfully. However, I find the online project works boring. Nonetheless, I experienced a different way of learning. My supervisor made it more creative and interesting for me as much as she could. I could make a great connection with my students and also with my supervisor. I worked hard for this project and it improved my way of teaching, especially the way of online teaching. I tried to apply all my online learning experience and knowledge to engage my students. I think me and my students enjoyed the class. After the class I also tried to find out my weaknesses and also tried to reveal my students' fears and weaknesses. I am really satisfied with my work and I am really very grateful to the students and my supervisor because this has made my way of being a great instructor in future.

Appendix

Appendix 1 – Lesson plan.

Appendix 2 – Photographs and class links.

Appendix 3 – Class observation Checklists.

Appendix 4 – Plagiarism Report.

Appendix 1 - Lesson plan



Topic:- Writing skill.

Course title:-English Language Proficiency

Course code:-Eng-436

.

Submitted to:-

Rebeya Binte Habib, Assistant Professor, English department

Submitted by:

Name :- Shraboni Kar Juthe .

ID :- 171-10-427 .

Lesson Overview

Teacher	Shraboni Kar Juthe
Date	22 June
Duration	1 hour
Topic	Writing skill
Method	Indirect method
Material	PowerPoint, pictures, YouTube video.

Objective of the topic:- 1. Student will be able to improve their writing skill.

2. Student will be to improve their essay writing.

Activities: -

Warm up
Introduction and description of the topic
YouTube video
Rearrange
Linking word
Home work

Activity	Procedure	Time
Warm up	The teacher will give them a describable picture and the student will describe it within 3 lines. The teacher will check some of the student's writings.	5 min
Introduction	The teacher will give them an elaborated introduction and show them a video.	20 min
Rearrange	The teacher will give an essay to students which is not rearranged .They will rearrange the essay.	10 min
Linking word	The teacher will give some fill in the blanks and students will fill it up with linking words.	10 Min
Attendance	The teacher will give the attendance.	5 Min
Home work	The teacher will give the home work.	5 min

Appendix 2 – Photographs

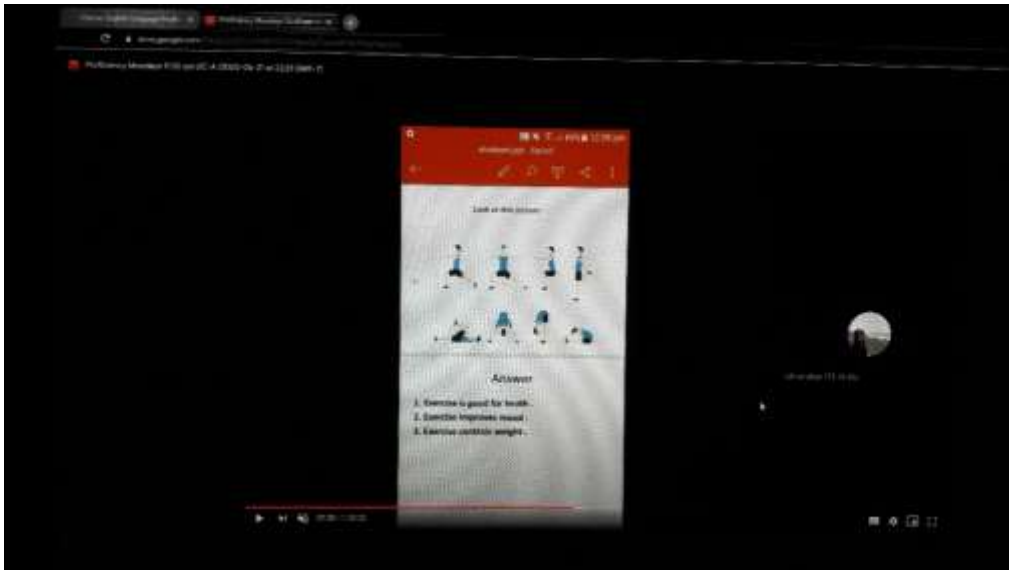


Fig: Class Conduction

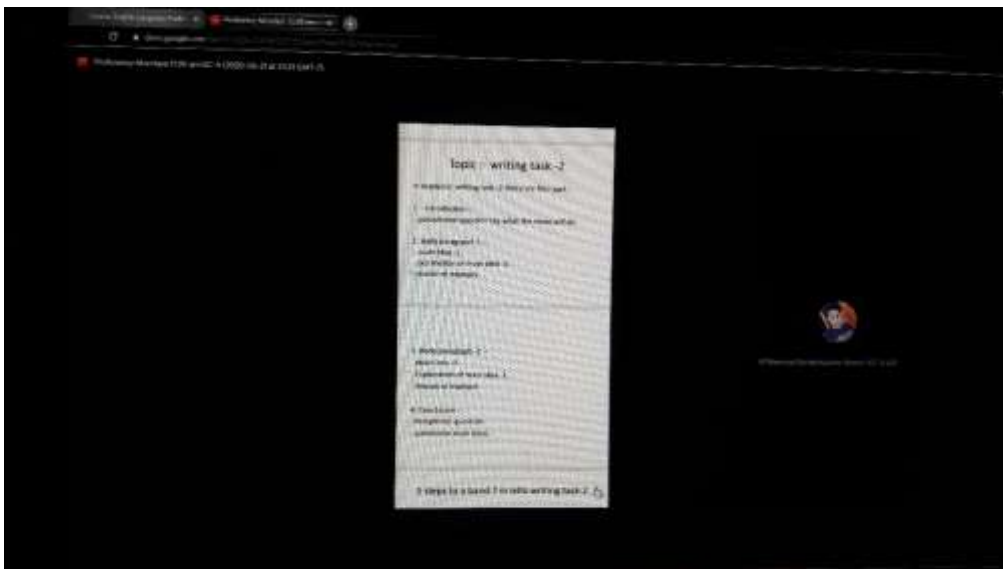


Fig: Class Conduction

Photographs

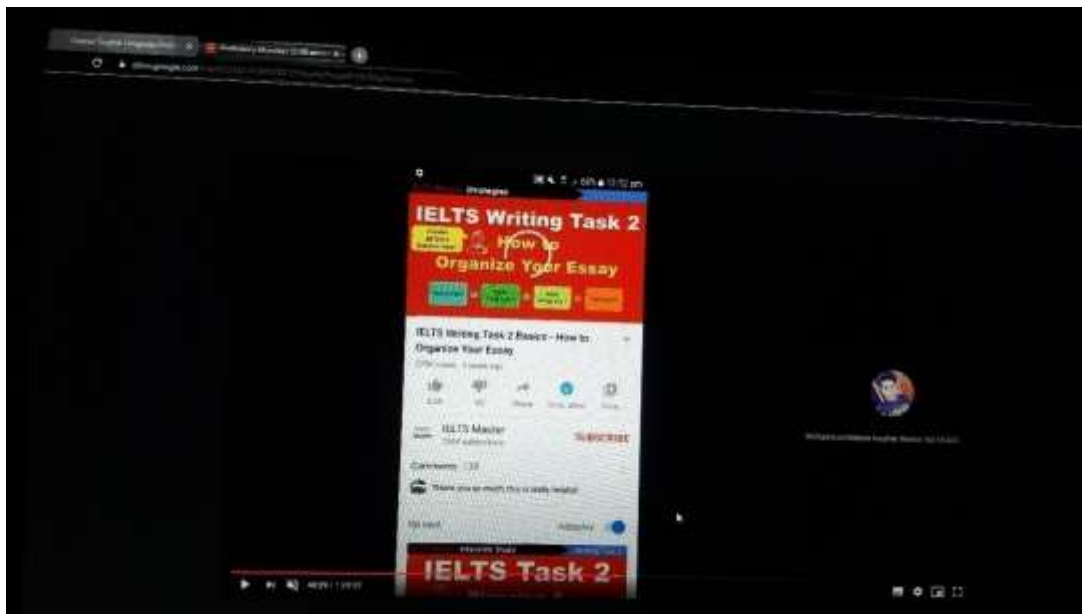


Fig: Class Conduction

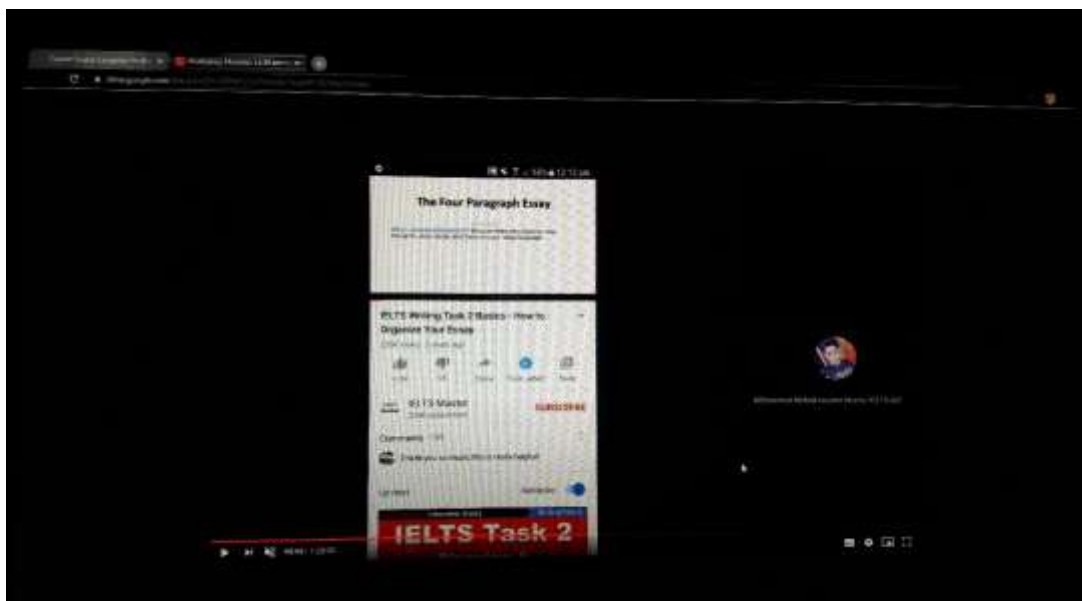


Fig: Class Conduction

Photographs



Fig: Daffodil International University, Uttara campus .

Class link

<https://drive.google.com/file/d/1cQ3v1OMdYDCSYhwp6y7wqw9Y38764pYe/view?usp=sharing>

<https://drive.google.com/file/d/1XxcE1GOCGdLJmeKRBCeCk2U9V4AwVcAH/view?usp=sharing>

<https://drive.google.com/file/d/11a1FH6wrZgp4LfEsYERYUu0YK-fivc8h/view?usp=sharing>

Appendix 3 – Class observation Checklist:-01

Daffodil International University

Department of English

Internship on “Scenario of English Language Teaching in a Bangladeshi School”

Checklist for Class Observation

School / College: _____Daffodil International University

Teacher’s Name: ___Sumaiya Sadia Mim_____ Class:
_____ Section: _____

No. of Students Present:___25_____ Course Title & Code: ___Introduction to
linguistic , ENG-231_____

Room No: _____ Peer/Observer: ___Shraboni Kar Juthe _____Date
and Time: _____22-06-2020 . 10.00 am_____

Objectives of the lesson (as perceived):

1. Student will get inspiration to overcome the fear speaking in target language.
2. Student will be able to give public speech.
3. Students will be able to give description of different materials.
4. Student will be able to give impromptu speech.

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

Yes, the objectives were achieved. The students were really interested to improve their Speaking skill, some of them are very attentively answer all the class task .

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 teacher encouraged the students to practice and improve their Speaking skill and most of the students were happy and participated very nicely.
2	ORGANIZATION (organizes subject matter; states clear objectives; emphasizes and summarizes main points, meets class at scheduled time, starts and finishes the lesson	The teacher started with a warm up session. She was well organized but she didn't maintain the class time. She also had a clear tone and good

	properly with an attractive warm up and a conclusive end- how the objectives of the lesson met/ what they have learned today)	knowledge about the lesson topic. She had a good command on class.
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)	She encourages her students and tired to hold their interest as much as she can and all students by giving them feedback. The teacher was quite friendly to her student. Then she gave some homework and said to complete it in next class.
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)	As it was an online based class, the teacher used a proper amount of materials like PowerPoint slides, pictures and you tube video.
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 was confident and focused about the lesson.

MANAGEMENT

Was the time spent properly?

Yes

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)

Warm up – 10 min

Q/A session through “rock paper scissor” game – 5 min

Introduction -15 min

Story making – 10 min

Describing picture -10 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?

As it was an online base class that's why teacher face a problem that was she can't play any video but she handle the situation very nicely.

Strengths observed:

Clear voice, friendly.

Suggestions for improvement:

Need to improve time management.

Overall impression of teaching effectiveness:

Overall the class was good and students are enjoyed her class. She given some example for her lesson which was effective for the students and student will improve their Speaking skill.

Appendix 3 – Class observation Checklist:-02

Daffodil International University

Department of English

Internship on “Scenario of English Language Teaching in a Bangladeshi School”

Checklist for Class Observation

School / College: _____Daffodil International University

Teacher’s Name: ___Sabrina Nizam Supty_____

Class:

_____ Section: _____

No. of Students Present: ___28_____

Course Title & Code: ___Introduction to

phonetics and phonology , ENG-332_____

Room No: _____ Peer/Observer: ___Shraboni Kar Juthe _____Date

and Time: _____22-06-2020 . 4.00 am_____

Objectives of the lesson (as perceived):

1. Identify keywords and information in recordings and complete the information sheet.
2. Extract specific information in the travel guide to complete the information sheet.
3. Express their views on local tourist attraction verbally.
4. Design an information sheet for a tourist attraction with the help of online travel and audio guides.

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

Yes, the objectives were achieved. Some of the students were really interested to improve their listening skill. The teacher was trying to interesting her lesson.

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 teacher trying to encouraged the students to improve their listening skill .she use some audio player.
2	ORGANIZATION (organizes subject matter; states clear objectives; emphasizes and summarizes main points, meets class	The teacher was too much slow. When she started the class she face some problem but she made the lesson clear . She also gave a

	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)	conclusion speech.
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 teacher played several games with all students by giving them feedback and students are also participant.
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)	As it was an online based class, the teacher used PowerPoint slides and audio. But not uses real life examples.
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).	The teacher had loud and clear voice. She was confident and focused about the lesson and friendly.

MANAGEMENT

<p>Was the time spent properly?</p> <p>Yes</p>					
<p>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)</p> <table border="1"><tr><td><p>Warm up – 5 min</p></td></tr><tr><td><p>Introduction – 15 min</p></td></tr><tr><td><p>Activity – 15 min</p></td></tr><tr><td><p>Activity – 15 min</p></td></tr><tr><td><p>Feedback -5</p></td></tr></table>	<p>Warm up – 5 min</p>	<p>Introduction – 15 min</p>	<p>Activity – 15 min</p>	<p>Activity – 15 min</p>	<p>Feedback -5</p>
<p>Warm up – 5 min</p>					
<p>Introduction – 15 min</p>					
<p>Activity – 15 min</p>					
<p>Activity – 15 min</p>					
<p>Feedback -5</p>					

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?

When she started the class then she didn't turn on her microphone that's why she waste so many time after that she will manage properly .overall it was good class .

Strengths observed:

Clear tone, confidence.

Suggestions for improvement:

Need to improve proper management.

Need to improve confidence.

Overall impression of teaching effectiveness:

Overall she was very good. Students was enjoy the class and able to improve their listening skill.

Appendix 3 – Class observation Checklist:-03

Title: Checklist from my class observer .

Observation Checklists

Checklist: 01

Daffodil International University
Department of English
Internship on “Scenario of English Language Teaching in a Bangladeshi School”

Checklist for Class Observation

School / College: Daffodil International University

Teacher’s Name: Shraboni Kar Juthe **Class:** 3.3, 4.1, 4.2 **Section:** UC-A

No. of Students Present: 23 **Course Title & Code:** |
Room No: Online **Peer/Observer:** Sabrina Nizam Supty **Date and Time:** 22/06/20 (12:00-1:00 pm)

Objectives of the lesson (as perceived):

- Students will be able to improve their writing skill
- Students will be able to improve their essay writing

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

The objectives were not achieved properly. Because there were only two activities and there were no essay writing task for the students. So they did not practice the essay writing on their own in this class. They only saw the YouTube video about writing task 2, but they didn't get any detailed description about writing task 2 from their teacher. As the class finished before 20 minutes so the teacher could give more writing tasks for practicing the students. More disappointing fact is that the teacher took the class and gave all the instructions in Bangla.

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)	Teacher used relevant teaching methods and materials. Encouraged Questions from the students and also responds with interest. Did not use any real life example.
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)	She established a classroom environment conducive to learning, Ensured learner's interests but did not maintain eye contact and standard English also.

MANAGEMENT

Was the time spent properly?

Not at all. Though the class duration was 60 minutes but it finished within 40 minutes.

1. Warm up Introduction
2. Describing the lesson with an YouTube video
3. Activities I. Re-arranging the parts of an essay II. Fill in the gaps activity with linking words

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).

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?

The communication broke down while playing the video from PPT.

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)	Showed good command at the beginning of the class using Bangla with bangla language instead of English. tried to develop a knowledge seeking behavior among students through questions and also by giving tasks.
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)	Organised the subject matter properly. The class started on time with a good warm up picture but it finished within 40minutes instead of 60 minutes with an average conclusive end. Students got the idea about IELTS writing task2 by seeing a YouTube video. Then they had idea about the easy writing by re-arranging the parts of an essay correctly. They also learn about the linking words.
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)	Teacher had held the interest of students. It's fair and impartial. Encouraged participation and interacted with the students. Enthusiasm went downwards. Both teacher and students were ready for the class with a positive mindset and attitude.

Strengths observed:

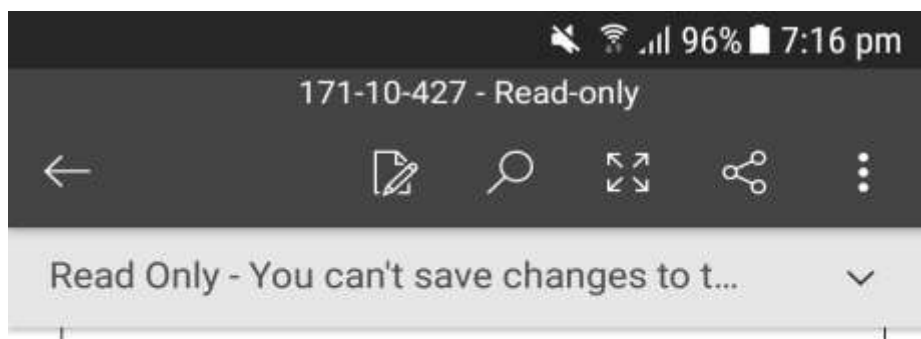
- Confidence was observable.
- Clear and strong voice
- Interaction with students was good.

Suggestions for improvement:

1. Please take the class in English instead of Bangla
2. Describe the lesson / teach your students clearly on your own.
3. Give more writing activities to your students

Overall impression of teaching effectiveness: Overall impression of teaching effectiveness was average.

Appendix 4 - Plagiarism Report.



171-10-427

ORIGINALITY REPORT



PRIMARY SOURCES

1	scholarworks.waldenu.edu Internet Source	3%
2	daffodilvarsity.edu.bd Internet Source	2%
3	academic.oup.com Internet Source	1%
4	yuhajung.com Internet Source	1%
5	pdfs.semanticscholar.org Internet Source	<1%
6	docplayer.net Internet Source	<1%

Exclude quotes On Exclude matches < 10 words On
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