ENG-334 Project Paper

On

"Online Class Observation and Conduction in English During the Outbreak of Covid-19"



Daffodil International University 29.08.2020

"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 Sciences in partial fulfillment of the requirements of the degree of Bachelor of Arts in English

Course Title: Project Paper Course Code: ENG-334 Semester: Summer 2020

Submitted by: Kanta Maria Costa Id no: 171-10-429

> Supervised by: Fatema Begum Laboni Assistant professor Department of English



Daffodil International University 29.08.2020

Declaration by the Intern

I hereby declare that the project 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 an authentic record of genuine work done by me under the guidance of Ms. Fatema Begum Laboni, 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 embodied in this project have not been submitted to any other institution other than Daffodil International university.

Kanta

Signature of the Intern

Certification of the supervisor

I hereby certify that the intern Kanta Maria Costa bearing the ID no 171-10-429 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 classes and conducted 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.

fatenbegu 26-3-20

Signature of the Supervisor Date:

Acknowledgements

Firstly, I want to express my gratitude to the Almighty God that he has given me the opportunity and strength to complete the project paper entitled "Report on Online Class Observation and Conduction in English during the Outbreak of Covid-19". Then I would like to thank my internship supervisor Ms. Fatema Begum Laboni, Department of English, Daffodil International University for her simple and valuable guidance as she managed time for me anyhow. She helped me by providing appropriate guidelines and advices. I am thankful to my parents who supported me in every stage of my life. I want to give thanks to my friends who gave me proper suggestion and ideas and helped me to complete my study.

Abstract

This report represents the present situation of online observation scenario during the outbreak of Covid-19. I completed project paper internship from Daffodil International University's online class. During completing this study, the intern had to prepare herself by doing different tasks. The tasks were to observe classes, conducting class, fill up checklists, assessment and different teaching style. Unlike the other years, this year the intern students had to complete their project paper in online to fulfill the requirements of the study. The objectives of the report are to observe online's teaching techniques, how a teacher interacts with the students in online. Some steps like overall findings and recommendations are the beneficial guideline for teachers improvement.

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Chapter- I

Introduction

Due to the outbreak of Covid-19, all educational institutions are closed by the Government order. So, the authority of our university decided to complete our project paper through online. This project paper made an opportunity to conduct our class and observe other's classes in online. 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 Daffodil International University.

My supervisor Fatema Begum Laboni asked us about conducting class which class we would like to conduct. Then she selected a class on Writing and Comprehension course for me to conduct. Firstly, we observed two classes of her and she introduced us with the students so that we could feel comfortable. From the experience of conducting one class and observing two classes, I have learnt different methods and techniques which were beneficial for me. This internship enriched me with the knowledge and gave me a chance to adding a new aspect in my learning which will be beneficial for me. It helped me to understand and observe the differences between the traditional class and online class's activity.

Chapter-II

Objectives of teaching practicum

The primary objectives of teaching practicum are to identify the teaching resources and to observe the present scenario of language teaching and learning. The objectives are:

- To observe the online class situations and the interactions between the teachers and the students.
- To understand the level of potentiality of the teachers.
- To know the teacher's attempts to engage students in reading and understanding comprehension.
- To know about the present situation of online teaching during covid-19 outbreak.
- To find out the necessities (tools, teaching materials, equipments, logistic supports) to make this learning process more effective.
- To observe the teacher's patience, techniques, methods and involvement with the students during the class

Chapter- III

3.1 Methodology:

For the internship, students need to choose a school where they conduct classes .Unfortunately, the present situation of Covid-19 hampered all works and all educational institutions are closed for a long time. So, the authority of our university decided to give us the opportunity for conducting class in online platform. Therefore, I completed my internship from my own university.

3.2 Class selection:

My supervisor made arrangements for letting me conduct a class. Fortunately, I was given the opportunity to conduct a class in one of the junior classes. The course name was Writing & Comprehension. My supervisor selected a topic named scanning for me. I observed two classes of my supervisor during the online classes to learn how she manages the students and how to make lessons effective.

3.3 Getting a facilitator:

Ms. Fatema Begum Laboni, my supervisor and facilitator who helped me by providing important information about the class. She helped and guided me throughout the process. She gave me time to ask questions to her. She choose different dates for conducting and observing classes.

3.4 Observation of the classroom:

I observed two classes of the course English language usage and Writing & Comprehension which held on Google meet. Observing classes helped me a lot to learn about teacher's teaching technique and how she handles a class. The teacher began her class on scheduled time and during the class I used checklists for observing the class which was given by my supervisor.

3.5 Interviewing the teacher:

I interviewed my course teacher after observing her class. She told me how she grabs the inattentive student's attention and how she makes her lesson interesting to them. She shared her teaching method and responded warmly. She reported that a teacher can make her class interesting by giving student's many activities and calling out their names and asking questions. She also informed about making lesson plan which is the major part of a class.

3.6 Testing students and self-assessment:

I took important notes during observing teacher's class how she assessed the activity and how to interact with all the students that helped me to write my self assessment report. I easily found my strength and weakness and things which I could do better for my performance. My supervisor helped me to correct my lesson plan. I had the chance to check students understanding level by asking them questions and I got a co-operative environment during the class.

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 24th January, 2002 under the Private University Act of 1992. The main campus is located in Dhanmondi and the permanent campus is situated in Ashulia. There is also a campus at Uttara. DIU is the first university in Bangladesh to have signed the UN's Commitment to Sustainable Practices of Higher Education Institutions.

Name: Daffodil International University

Location: Dhaka, Bangladesh.

Administrative building: Three campuses

Chairman: Md. Sabur Khan

Numbers of Teachers: 859

Number of Students: 21,752

Teacher's Qualifications: Master's Degree and PhD

Number of Department: 23

Chapter-V

5.1 Class Observation Report:

I observed two classes of my supervisor in the course of Writing and Comprehension and English Language Usage. Both of the classes were conducted by our supervisor Ms. Fatema Begum Laboni. As the classes were online based so the teacher conducted the classes on Google meet. The teacher maintained good time management. She started the classes on time and finished on time. Our supervisor explained us the strategies of observation and I followed them to fill up my two class's observation checklists.

5.2 Class observation report 1:

I observed the class of Writing and Comprehension course on 16th June, 2020 which was conducted by Ms. Fatema Begum Laboni. She started her class at 10 am and finished at 11.30 am. She began her class at the scheduled time. 34 students attended the class out of 39. The objectives of the lesson were question answer discussion, reading comprehension, learning new vocabulary.

She started her class with the pre-reading section. I like this section because she asked them a real life related question which attracted student's attention to the class. After that, she asked some of the students to read the passage and explained the passage with new vocabularies. The content was reading passage. She showed the passage on the screen. Then, she asked some questions to the students randomly and students answered. She explained the passage very nicely and asked them to solve some True/false questions related to the passage. The students were very spontaneous and answered the questions and made some mistakes which were corrected by the teacher. She managed the class in such way so that every student can answer and be attentive to the class. Then the teacher gave the ideas of signal words and gave some fill in the blanks to solve and they solved.

At the end of the class the teacher gave some homework for the next class and concluded the class by taking the attendance. From the beginning to the end of the class she maintained the class properly. She used both English and Bengali language for communicating with the students. She followed CLT method. The teacher was quite loving and friendly with the students. She was able to hold the attention of the students from the beginning to the end of the class and ensure the learning environment of the class.

5.3 Class observation report 2:

I observed the second class of English language usage course on 23rd June, 2020 which was conducted by Ms. Fatema Begum Laboni. The class was started at 2.30 P.M. and finished at 3.50 P.M. She used both the English and Bengali language for communicating with the students. Total 36 students were present in the class. The objectives of the lesson were to learn commonly confused words, learn new vocabulary and to make sentences with different words.

The teacher arranged a game on 'Kahoot' before the class and she provided the link in the comment box in beginning of the class. The students played the 'Kahoot' game. After playing the game the teacher started the lesson of the class. She presented a slide on the screen for the students understanding and showed the words on the slide. She uttered the words and asked the meanings of the two different words. Students answered which they knew. The teacher explained with the example for students better understanding. Some students didn't understand the topic clearly. The teacher helped them to understand by explaining the topic. The students participated in the class enthusiastically.

Then, she discussed about the assignment with the students. After finishing the lecture, the teacher took the attendance and ends the class. The teacher was helpful and concerned about the students problems. She ensured the learning environment of the class and accomplished the objectives. In the beginning of the class, the management was not good which may divert students mind from learning new lesson. I was not clear about the concept of the game. The class was not well organized like other classes. The instructions were not much clear for what students took lots of time to finish the game. But one thing was good that the teacher assured that every student can give feedback for the question. So she called by student's name and asked them questions.

Chapter-VI

6.1 Teaching experience

I took good preparation for conducting the class. I searched and collected enough information about the lesson for the class. I prepared questions and activity for the students so that they don't feel bore during the class.

6.2 Self reflection:

I conducted a class on Sunday, 27th of June 2020 of the course, Writing and Comprehension (Eng-123) course as an endeavoring teacher in Daffodil International University in online with CSE students of Ashulia campus. The total duration of the class was 40 minutes. I started the class at 12.05 P.M. and finished at 12.45 P.M. The class was conducted on google meet. The objectives of the class were to teach the reading technique scanning, how to scan a passage and to find out question's answer from a passage by using scanning technique. At the beginning of the class, I greeted the students and warmed them up by asking them a matching word game. I showed them words on the computer screen and asked them to answer individually.

The duration of the warm up was 5 minutes. I started the main lesson by defining what is scanning. I gave them some key information about scanning, advantage and disadvantages of scanning. Then, I explained the scanning techniques to them and taught them how they will apply it in a passage. It took 12 minutes to explain them the details about the topic. After the discussion section, I provided them a passage named scanning a school prospectus along with some true false questions and gave some ideas about the passage. I solved 3 questions by using scanning through the passage and made them understand how they can apply this technique during exam. Then I asked them to solve rest of the questions and wrote them on the comment box. They finished the task so sincerely and I checked their answers and corrected their mistakes. The duration for the task was 10 minutes.

I showed them a youtube video on scanning to clear the topic. It was a 5 minutes video. After watching the video. To check their understanding and feedback on their learning of the class, I provided them a short google form. Most of them gave their feedbacks which were positive. The time duration was 3 minutes. I tried to make the class interesting to the students. I followed CLT method (Communicative Language Teaching) for conducting my class. I tried to maintain the time and I was able to finish my class on time. I was a little bit of nervous because I took online class for the first time. Another thing is the students were university's students. But everything went well. The students were so active and enthusiastic. They participated spontaneously which I liked the most. The class conduction was the opportunity to share my knowledge with the students as I want to see myself as a teacher. The experience of conducting online class was a great experience.

Chapter-VII

7.1 Overall findings:

I observed two classes for preparing my internship report. During, the time of my observation, I discovered several significant things related to teaching the students.

Lesson formation:

A lesson plan makes the teacher's class easier. The teacher informed that she needs to make a lesson plan for her class. It helps to conduct her class. The teacher whom I observed she had a lesson plan and she conducted the class nicely.

Lesson delivery:

Every teacher has his/her own style to conduct a class. It also depends on the subject. In my 1st observation I noticed the teacher gave the basic ideas about her lesson. She gave clear instruction. But in the 2nd class her instruction was not clear. She followed CLT method. When the students couldn't understand the instruction then she used Bangla language.

• Lesson management:

Teacher asked creative questions so that students could answer creatively and there were a good interaction between them. Though there was no group work yet students answered the questions most effectively. Apart from that, the teacher encouraged students to ask questions and cleared confusion.

Student's involvement:

From the beginning of the class, students were much active and they interacted with the teacher. In both of the class, students asked the teacher many questions about their difficulties. The teacher was also friendly who tried her best to solve student's problem and students were involved with the class activity.

Advantages of online class:

Teacher can check student's activity easily and ask question to anyone. Students can get their class recording which helps them to cover their lesson if they cannot be present in the class. It is not possible in traditional classes. If the network system is good then students can join every class.

Disadvantages of online class:

In online class, students sometimes cannot continue the class because of electricity problems, internet connection. Students can't be attentive all the time because they cannot see the teacher but hear the voice only. Teacher does not receive answer from every student because of technical issues.

7.2 Self reflection findings:

I conducted a class of CSE students of Ashulia campus of Daffodil International University. Name of the course is Writing & Comprehension. During my self-observation, I found several objects like how to maintain a class in a good way, how to draw student's attention, how to maintain time during class.

Lesson preparation:

I prepared for the class by making a lesson plan and other important things from internet related to the lesson. I wanted to make the class interesting so I kept games and activity. To make the lesson clear I also kept a short video so that they can enjoy the class. Reading and writing skills were in my consideration. I asked questions to the students and kept them engage in different activities.

Lesson delivery:

As the topic was completely new to the students, so I gave them proper instruction and basic information through the activity. Then I started the lesson and I followed CLT and GTM method. I talked in English with a friendly voice in most part of the class but when some students felt difficulty then I used Bangla to make them understand.

• Student's involvement:

The students of my class were attentive. The task I gave them they completed it on time. They answered my questions and were co-operative. Most of the students were involved and shared their confusion with me.

• Time management:

Time management is an important thing for a teacher. During my class time I kept some activities. I was careful about time management. So, I tried to finish my class within the class time.

Chapter- VIII

Recommendations:

I have learnt many unknown and new things throughout my internship journey. From that learning and observation I would like to make recommendations for improving the online teaching. Teachers always should be made lesson plan before conducting a class. Online class can be more productive when both the teacher and students interaction will be equivalent. The teacher should make the activity more creative so that students can apply their learning through the activity. Using of real life examples can be helpful for making a class interesting. A student learns a lesson more effectively when the teacher uses real life examples. These changes can make the online learning more enjoyable.

Chapter-IX

Conclusion

This internship has helped me to learn many new things. I have gained a new experience of conducting online class which developed my skills. By conducting and observing class in online, I have learnt how to make classes interesting and effective to the students through online teaching. I observed teacher's strength and skills along with new strategies which will help me to improve my skills. I got the chance to observe teacher's techniques, styles and the way she conducted the classes in online. Apart from that, I could interact and share my knowledge among the students. Even from self observation, I found out many things which I can improve. Since I wish to be a teacher these findings will be essential guidelines for me and help me to achieve my goals. I also felt that how tough task it is to teach others and our teacher do hard work to build up our life. I am thankful to my supervisor and my peers for helping me to complete this project paper successfully.

Appendices

Appendix 1: Class Observation Check List

Appendix 2: Lesson Plan

Appendix 3: Photographs

Appendix 4: Class Recording Links

Appendix 5: Plagiarism Check Report

Daffodil International University Department of English Internship on "Online Class Observation and Conduction in English

During the Outbreak of Covid-19

Checklist for Class Observation-1

School / College: Daffodil International University

Teacher's Name: Fatema Begum Laboni Class: CSE Section: PC-A

No. of Students Present: 34 Course Title & Code: Writing and Comprehension & Eng-123

Room No: Online Peer/Observer: Kanta Maria Costa Date and Time: 16-06-2020 and 10 am

Objectives of the lesson (as perceived):

- i. To teach new vocabulary
- ii. To discuss question answer
- iii. To find out fill the blanks from the comprehension

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

The objectives were achieved because the teacher focused on the lesson properly.

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 had good knowledge of subject matter. She showed a positive behavior which developed the knowledge among the students.
2	ORGANIZATION	The teacher organized the lesson

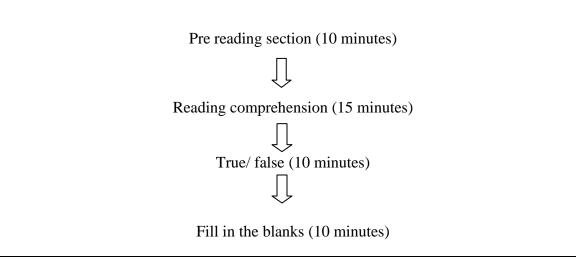
	(organizes subject matter; states clear objectives; emphasizes and summarizes main points, meets class at scheduled time, starts and finishes the lesson properly with an attractive warm up and a conclusive end- how the objectives of the lesson met/ what they have learned today)	very well. She was very specific about the objectives. She maintained the time properly. However, she started the class with an interesting warm up section
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 behaved friendly with the students. She asked questions and took feedback from the students. She provided the lesson's idea and information to 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)	She used CLT method and sometimes she used GTM. She encouraged students to participate in the activity spontaneously. Most of the time, she used real life examples which helped the students to understand.
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 presentation style was very good. She had a clear voice with standard English pronunciation.

MANAGEMENT

Was the time spent properly?

The teacher 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)



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 teacher handled the situation so there was no critical event.

Strengths observed:

- Clear voice
- Good communication skill
- Ability to make the lesson effective
- Good presenter

Suggestions for improvement:

The teacher can use more creative question answer for the students.

Overall impression of teaching effectiveness:

The teacher was interacting with every student and took feedback from them. Her presentation style showed she was clear about the content and delivered the lesson. Using of real life related question made her class interesting and students participated spontaneously. Overall, the class was good.

Daffodil International University Department of English Internship on "Online Class Observation and Conduction in English

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Checklist for Class Observation-2

School / College: Daffodil International University

Teacher's Name: Fatema Begum Laboni Class: English Section: UC-A

No. of Students Present: 36 Course Title & Code: English Language Usage

Room No: Online Peer/Observer: Kanta Maria Costa Date and Time: 23-06-2020 and 2.30 pm

Objectives of the lesson (as perceived):

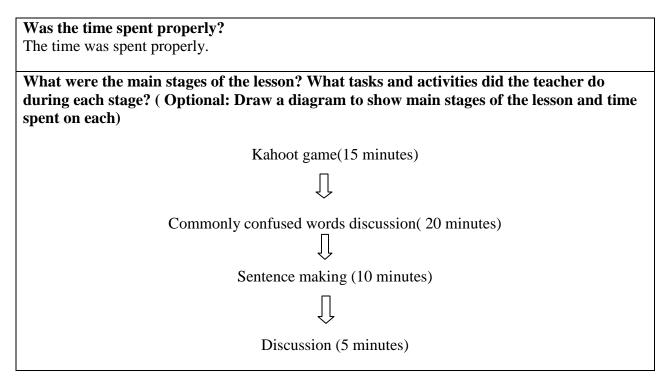
- i. To discuss commonly confused words
- ii. To learn make sentences with words
- iii. To teach new word meaning

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

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 showed confident which shows her knowledge about the subject matter. She helped the students to understand the subject matter.
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 gave students a brief idea about the lesson which clears the objectives. She organized subject matter but in the beginning her instruction was not clear. Besides, the teacher summarized the class at the end.

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 students were co operative and enthusiastic. They were confused during an activity but the teacher handled the situation in a positive way. The teacher discussed about some other assignment works and students confusion about the lesson.
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)	The teacher used CLT and GTM methods in the class. She uttered word with their Bangla meaning. She used English language most of the class.
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 presented in away that shows her presentation skill is very good. She had a clear voice and she was able to draw the student's attention by calling out their names.

MANAGEMENT



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?

Nothing notable.

Strengths observed:

- Able to draw student's attention
- Clear voice
- Good time management

Suggestions for improvement:

The teacher wasted lots of time behind a game rather than the main lesson. She could skip it and give some other activity. She can use some word related games and take some mini tests so that students can give the feedback. Her instructions should be clearer.

Overall impression of teaching effectiveness:

The teacher maintained the class in spite of some difficulties. She handled the class in her own way. She delivered the lesson fluently and her presentation style was good. She asked the students questions and tested their understanding about the lesson.

Lesson plan

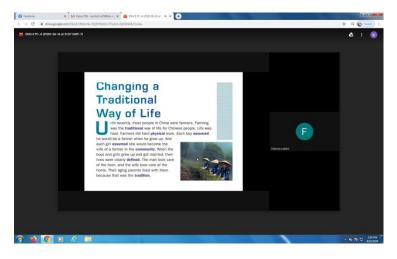
Course name: Writing and Comprehension (Eng- 123)	Teacher: Kanta Maria Costa	Number of students: 36
Section: PC-A (CSE)	Topic : Scanning	Date and time: 28 June, 2020 (11:30)

Main lesson overview:

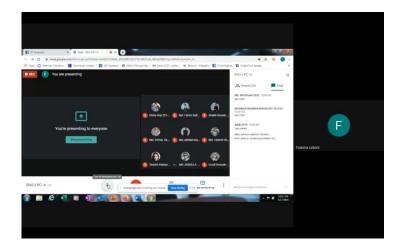
Objectives	 To find a keyword or number in the question. To get the basic info about scanning. To learn how to apply scanning technique for a passage
Materials	PowerPoint slide
	□ Video
	D picture
Duration of time	45-50 minutes
Warm up	Teacher will provide some keywords related to the lesson and the students will match the words. (5 minutes)
Introduction	Teacher will give key information about scanning and an elaborated introduction. Teacher will describe scanning techniques. (10-15 minutes)
	Students will be given a passage along with

Activity	some short questions and they will find the answers to use the scanning techniques. Throughout the activity they will identify keywords, numbers etc. Teacher will check some of the answers. (12 minutes)
Video	Teacher will show a video on scanning and sceaming to clear the content. (5 minutes)
Feedback	Students will fill up a short form to give their feedback. (3 minutes)
Conclusion	Teacher will conclude the class. (2 minute)

Photographs

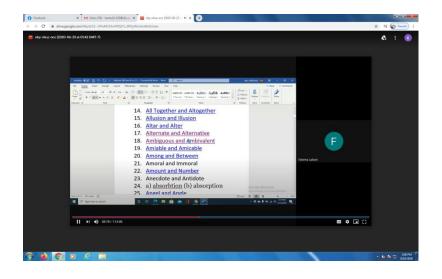


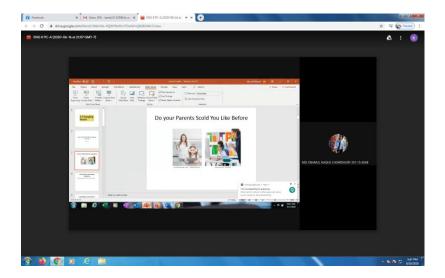
Picture: Class's lesson



Picture: Students

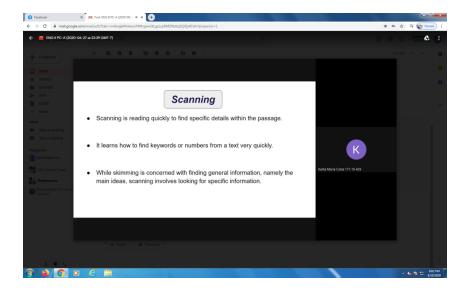
Photographs

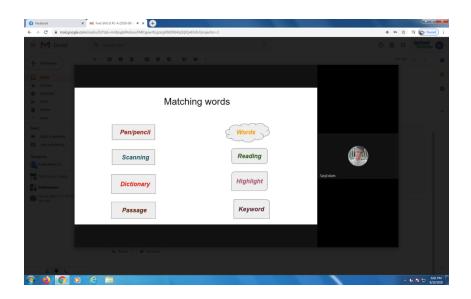




Picture: Class observation

Photographs





Picture: Class conduction

Class Recording Links

1. Class observation's links:

https://drive.google.com/file/d/1N6mhIs-XQ9tT8n0LU7DufoFvQIG8GMx7/view

https://drive.google.com/file/d/15--5PwM3SilmPRQI7x_9PQvfKsUenMs4/view?usp=sharing

2. Class conduction's link:

https://drive.google.com/file/d/19Y96uqv3_DIOTIMYESGuJyZHp0quu48s/view

Plagiarism report:

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4	academic.oup.com	1
5	yuhajung.com	1
6	en.wikipedia.org	<1
7	felicitysmoak.info.tm	<1
8	www.coursehero.com	<1
9	owngeek.blogspot.com	<1
10	www.enotes.com	<1
11	acwsalcta.ca Internet Source	<1
12	digitalcommons.liberty.edu	<1