**Internship Report on Online Class Observation and Conduction in English during the Outbreak of Covid-19**



**Date of Submission: 20 August  2020**

**Internship Report**

**On**

**Online Class Observation and Conduction in English during the Outbreak of Covid-19**

**Course Code: ENG334**

**Course Title: Project Paper**

**2020**

**Prepared by:**

**Sadia Nur Sadi**

**ID: 171-10-432**
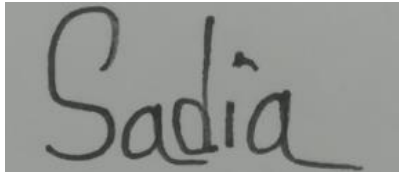
**Supervised by:**

**Nahida Akhter Poly**

**Lecturer of English**

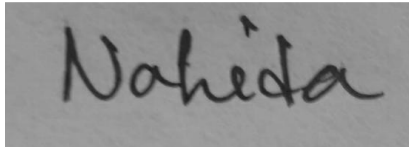**Daffodil International University**



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## Declaration

I hereby declare that the project work entitled "Report on Online Class Observation and Conduction in English During the Outbreak of Covid-19" submitted to the Dept. of English, Daffodil International University is a record of my original work under the guidance of Ms. Nahida Akhter Poly, Lecturer of English, DIU. I also declare that this project work is submitted in the partial fulfillment of the requirement for the award of the degree B.A (Hons) in English for the course Project Paper (ENG334)

*Sadia*

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Signature of the Intern

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## Certification of the Supervisor

I hereby certify that the intern, Sadia Nur Sadi, bearing the ID no. 171-10-432 has undertaken the course Project Paper (ENG334) with me. In the course she had taken one online class of Batch 1.2 of Computer Science and Engineering of the same university and observed two online classes of other interns. 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 being subject to the evaluation of the Panel of the Examiners. She must present the findings of the report in front of the Panel of the Evaluators.



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Signature of the Supervisor

## Acknowledgements

I express my gratitude to Almighty Allah who has given me the opportunity to present the Project on "Report on Online Class Observation and Conduction in English during the Outbreak of Covid-19".

Firstly, I am grateful to my internship supervisor Ms. Nahida Akhter Poly for her guidance, co-operation, valuable advice and suggestions which made me successfully complete the Project and for managing time for me anyhow. I am also thankful because she managed to arrange the classes which I took.

I am also thankful to the students of batch 1.2 (Dept. of CSE, DIU) who were very supportive and co-operative.

Finally, I would like to thank all my friends and seniors who had contributed to the Project with their valuable suggestions and time.

# Abstract

This report was an attempt to know about the present scenario of "Online Class Observation and Conduction in English during the Outbreak of covid-19". To complete the task I prepared myself in several ways depending on the elements: class observation, teaching manner, assessment, teaching substances and recompose. The purpose of this report is to know how teachers teach the classes, which materials are utilized in grammar teaching by the teachers , how they interact with the students and also to know  the strategies of enhancing their grammar teaching. This paper wraps up with some recommendation based on the lesson plan, findings and the check list from the observation that investigate the weakness and strengths of the observed teacher that can be helpful for passionate teaching.

# Table of Contents

# Chapter 1: Introduction

## Background

English is the sole medium of communication in the international area at the present era of globalization. English language is introduced at the primary level of schools and remains until tertiary level of education but still majority of the people cannot speak or write in English in a proper way after receiving higher education. Students usually memorize to learn the language in order to get higher marks and pass their examinations. In most of the Bangladeshi schools there is no or less place for students in creativity. In this case this is one of the main reasons why students cannot achieve English as a target language.

The Project focuses to establish an interacting situation to engage them in the class, enables students to perceive the content value.

**Chapter 2:**

**Objectives of the Teaching Practicum**

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

- To observe the classes and see the methods teachers apply to teach.
- To know about the present situation of language teaching in Bangladesh
- To find the strategy on how contextual factors regulate teacher's language usage.
- To know the teacher's attempts to engage students in reading understanding comprehension.
- To know the extra activities of teachers to improve student's English language skills.
- To find out effect of the technical application upon the learners.
- To learn to apply language teaching techniques in a classroom situation.
- To find student's ability, reading and speaking issues, what their lacking as well as their skills and interests.

**Purpose of Teaching Practicum**

The main purpose of the assignment is to identify the common practices of the teachers to teach English language to the school level students. Besides this, to find the solution for students to enhance their reading, writing, speaking and listening skills. It shows how teachers teach and interact in the classroom.

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# Chapter 3: Methodology

## Selecting an Institution

During the COVID outbreak as almost all the educational institutions were closed, it was not possible to manage a class in a school or other educational institutions. However, there were some institutions where online classes were being held. As my own University DIU held online classes, I took the opportunity to select a batch and take an online class. My supervisor helped me with the process.

## Selecting Class

The particular class I took was selected by my supervisor. She also permitted me to observe other interns' classes. I observed two classes and learned things related to the methods on how to take classes, how to arrange students and also how to utilize the time management. All of these helped me a lot when I took online classes. I took a sixty minute class of batch 1.2 of Computer Science and Engineering department.

## Selecting a Facilitator

Once again I got to thank my supervisor Ms. Nahida Akhter Poly, lecturer of English Dept. DIU, for making the process a lot easier. She managed the batch, asked other interns to share their classes and provided me with all necessary informations.

## Classroom Observation

First of all, I had to follow the schedule of other interns' classes that was provided by my supervisor. I observed two English grammar classes online. This observation is a part of teaching practicum which allows me to go through the teaching experience destined to promote my teaching pattern and procedure. I attended both the classes from the beginning till the end with my checklist for observation. During the class I noted the techniques and methods followed by the interns on my checklist. The total duration of each class was 60 minutes.

## Testing students and Self-assessment

I kept writing notes on how the interns were teaching and how students were responding and interacting which escorted me to write my repot in a proper and decent way. I had a chance to observe other things related to teaching methods including managing time and classes.

## Chapter 4:  Institution Details

Daffodil International University is a private university located in Dhanmondi, Dhaka, Bangladesh and the permanent campus is located in daffodil road, Ashulia, Savar. It was established on 24 January 2002 under the Private University Act of 1992. According to QS University Rankings: Asia 2019, DIU is a top-ranked private university among all the universities in Bangladesh. DIU is the first university in Bangladesh to have signed the UN's Commitment to Sustainable Practices of Higher Education Institutions. According to the SCOPUS indexed publications in 2019, DIU has been positioned 4th among all university and 1st among all private universities in Bangladesh.


**Campus:** Dhanmondi, Ashulia & Uttara

**Chairman:** Md. Sabur Khan

**Chancellor:** Abdul Hamid, President of Bangladesh

**Vice-Chancellor:** Prof. M. Lutfar Rahman, Ph.D

**Academic stuff:** 859

**Administrative stuff:** 780

## Students: 21752

# Chapter 5

## Class Observation Report One:

The first class I observed was an online based class of batch 1.2 of CSE Dept. on 24 June, 2020. On 'Google meet' platform, the class taken by Farzana Yasmin started at 10 am and finished at 11 am. The topic of the class was 'voice change'. 31 students were present during the class.

The teacher started the class with a greeting along with an attractive warm up. After that she started discussing about the topic of voice change. She presented some examples of the related topic and asked if they were familiar with it or not. She got fairly positive response from the students. Then she got into some details of the topic and gave some tasks to complete within 10 minutes. After that she moved on to the next section of the topic where there was a brief discussion.

Many of the students were very responsive. They co-operated with the teacher and did the tasks that were given to them. Some of the students asked questions to clear out their confusions and the teacher responded.

I found the teacher confident and well aware of the topic. So she was quite fluent and sound. Although most of the time the teacher communicated in English there were times when she spoke in the native language.

In the final part of the class the teacher asked the students if they had any question or confusion, but there was no question from the students. So she gave them some final tasks and told them to write the answers in the comment section.

Overall, the objectives were accomplished yet there were lack of teaching materials and resources. Still the students could understand the topic and could answer her questions.

The whole class can be shown through the following diagram:

Warm-up 5 minutes ⟶ discussion of first stage 5 minutes ⟶ showing examples 3 minutes ⟶

Giving task 10 minutes ⟶ correcting answers 5 minutes

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## Class Observation Report Two:

Next, I observed another English grammar class of batch 2.3 and 3.1 of English Dept. on 22 July,2020. The teacher named Shakhawat Hossain conducted the class. He started the class at 2:30pm and finished at 3:30pm.

On that day 27 students were present in the class and the topic was 'Commonly Confused words'. He started the class with greeting and a good warm-up, to which the students responded nicely. After that he gradually moved towards the topic. He was speaking without any break while his pronunciation was a bit rusty. During the lecture there were not enough examples of the related topic and he seldom asked any question.

He presented the students with some tasks. Only a few students responded due to the teacher's lack of liveliness. Although he finished the class on time, there was no question about students' confusion or questions.

I felt that his way of teaching was more like a presentation than an actual class. He was a bit hesitant and it was obvious that he does not teach classes very often.

The whole class can be shown through the following diagram:

Warm-up within3 minutes ⟶ discussion about the topic for 10 minutes ⟶ showing examples for 5 minutes ⟶ gave tasks for 10 minutes

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## Chapter 6

## Teaching Experience:

I took one class of batch 1.2 of CSE Dept. as per instruction of my supervisor. She managed the whole class for me according to their class schedule. So I prepared a lesson plan and showed it to my supervisor for correction and she permitted me to conduct the class. Then I created a meet link on Google meet platform where I was going to take the class.

On Thursday, 25 June 2020 I directed an English grammar class on "Narration". I started my class at 10.am and finished at 11.am. The total number of students was 31.

At the beginning of the class, I greeted the students and introduced myself to them. Then I warmed the class up by some movie songs where they had to guess the movie name by listening to those songs. For that, the link was given in the comment section. As it was my first class as a teacher and an online based class I was little bit nervous but when I got a good response from the students, I felt much better and comfortable.

After that, I approached my topic and asked a question about the topic whether they were familiar with it or not. They responded positively. Then I presented a PowerPoint slide and discussed about the first section of the related topic and gave some examples. I tried to give real life examples for their better understanding and in the whole process of teaching I didn't teach them narration with traditional rules. Because I feel students want to learn rather than to memorize. So I tried to teach them in a different way and they responded nicely. After finishing section one, I moved on to the second sections and discussed briefly and asked them to give more examples related to that. They were able to response and didn't have any confusion so far.

I also used Standard English and was quite loud and clear. Sometimes I used my native language to explain the examples briefly and for students' better understanding and also kept a friendlier behavior.

At the end, I gave them some final tasks and asked to write down the correct answer in the comment section. Most of them responded and they were right. Then I asked if they had any questions or confusion about the topic. Thus I finished the class within 60 minutes.

Overall, I tried to make the class full of active and competition by engaging them to improve their grammar skill. The students were very co-operative and followed my instruction.

# Chapter 7: Overall findings

## 1 Class observation findings

 I observed two classes of batch 1.2 and 2.3 both of which were English grammar classes taken by two of my fellow interns. I noticed that they were punctual about class timing. They started and finished the classes on time. Both the teachers were very friendly towards the students and had good understanding. The number of students was impressive. Teachers were translating English text into Bangla for student's better understanding. I felt student-teacher relationship was very warm and healthy. Students were very good at performance and also attentive.

**1.1 Lesson formation:** The teachers formed the lesson in a proper way, started and finished the class in time and did provide me an actual lesson plan when I asked for it. They had clear idea about how they were going to teach the students and achieve their lesson goals. However the teachers were able to finish their class with student's involvement.

**1.2 Lesson delivery:** First the teachers warmed up the students with interesting things like some games. After that the teachers started the class and interacted with students using English as their primary language. Sometimes they used Bangla for students' better understanding.

**1.3 Lesson management:** The teachers showed a good command to the rules and explained them in a proper way. They also used many examples and tasks for the lesson.

**1.4 Classroom management:** As it was an online based class, the teachers arranged the classes in Google meet where the students attended their classes via their devices. Teachers also managed the classes by presenting their own slides related to the topic, showed many examples, gave them tasks where the students also responded.

**1.5 Students' Involvement:** Although it was an online based class the students were fairly responsive. They interacted via microphone and shared their thoughts in the comment section. From the beginning of the class students were much involved as the teacher was encouraging them to ask questions.

**1.6 Use of Technology:** The whole process was based on technology. The teachers used their devices( i.e.) like- mobile, laptop or computers to create links for the classes to be held. The students also attended the classes via their own devices and experienced internet in a whole new way.

**1.7 Maintaining Rapport:** Though the teachers and the students were limited to the dimensions of their devices, good rapport was maintained throughout the classes. There was a good sense of understanding and trust.

**1.8 Use of language:** Using friendly tone of speech, the class teachers encouraged the students to talk about their problems. They showed the students a friendly manner. The teacher's words and language was generous, warm and sociable.

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## 2 Self Reflecting Findings:

Students were excited to have a new teacher. They welcomed me warmly. I was also feeling very good and comfortable with the students. I took one grammar class. In the time of my reflection I discovered several significant stuffs related to the students like how to deal with them, how to make them understand properly, how to gain their attention, how to manage the classroom environment and also how to maintain good rapport with the students.

**2.1 Lesson Preparation:** I was proficiently prepared for the class with a methodical lesson plan and other useful materials. I was planning to make the students more active and attentive and also to create an enjoyable environment so I made an interesting warm up where they had to guess the movie names by listening to some movie songs. I also prepared a colorful slide for them. I also kept tasks and examples related to the topic to create a competitive situation among them and to make the lesson more affective. My objective was to test their grammatical skill related to the topic.

**2.2 Lesson delivery:** As I was well prepared about the lesson I gave proper instructions to make them understand the topic along with the activities after the warm up. I used easy language and they all were able to understand me. The students were very co-operative and completed all the tasks that were given.

**2.3 Lesson Management:** I didn't divide my lesson into groups or pair activities. I arranged a competition and made them present the answers in the comment section. They also gave their answers by turning on their microphone on their device. I attempted to make the lesson more challenging for the students.

**2.4 Students' Involvement:** The students were very co-operative. They showed as much as involvement they could as I was able to make the class interesting. They put their full attention on the topic all through the class and shared their confusions with me. I also encouraged them to participate in the competitions

**2.5 Maintaining Rapport:** I couldn't maintain a good rapport with the students as I was not in front of them physically. But I tried to maintain my other stuffs that I supposed to. I made the lesson easier for them by asking them topic related questions. Students were not much confused and responded to my questions without any hesitation.

**2.6 Use of Language:** I talked with the students with very friendly and warm voice. I used easy language and sometimes the native language to make the students understand my words.

## Chapter 8: Recommendation

I observed two classes of two different teachers. They maintained good communication with students and did their job very professionally and nicely. They are well prepared and were friendly with the students. Though there were certain issues I think they did fairly well.

- **Attractive warm-up:** Although they did put warm-up in their routine before starting the classes it could have been more attractive and interesting so that they could catch attention of the students.

- **Presenting real life examples:** A teacher also needs to talk outside of the book and give real life examples to make the lesson more fun and relatable. Once they can make relatable real life examples, possibilities are very high that the students will never forget the topic. If the teachers just read and give activity only from the book it makes a lesson boring traditional.

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

- **Proper use of technology**: Since it was an online based class, the use of technology was obvious. By this process students have the advantages of technology, can learn others new things and get to know the proper use of technology. So I recommend every teacher should be concern about this issue and use technology in their classrooms.

- **Give them the scope to be creative**: English modern era we all know the value of a creative person and how rare a quality it is. So teachers need to train the students to be creative and give them the scope to explore and use their time creatively. For that the teachers can give the works that include thinking outside the box.

- **Making an interacting situation:** Classroom should be a place of study, comfort and creativity. So there should be fair amount of interaction between teachers and students. The assessment will be excellent if there is a big scope for students to express feeling, to talk and to interact with peer or with the teacher. Only teacher-student centered classrooms are not the solution of a successful class for the students. It will make a class very successful if there is a much scope for a student to speak and communicate.

- **Maintaining Rapport:** Maintaining rapport with the students is very crucial. To make a lesson successful the teacher must listen to their students' opinions and give them time. To handle a lesson this must. As a teacher he or she needs to give more space to the students, to show their creativity, to express their thinking and also listen to their problems cordially.

- **Maintaining sound behavior:** I often noticed many teachers react in a rude way. We need to remember that every student is not the same. Some of them are slow learner and that is totally fine. Teacher needs to treat them in a friendly manner and not to disappoint them in front of their friend. Humiliating in front of the class may cause low self-esteem.

- **Expanding vocabulary:** Good vocabulary makes the language/speech enrich and powerful. So to learn second language students must concentrate on vocabulary learning. To improve their vocabulary teachers can recommend particular blogs and essays from the internet.

- **Avoid memorizing:** A teacher must teach student a lesson in an understandable way so that they do not need to memorize it. A student should not be showed the path of memorizing.

- **Proper training for the teachers:** Bangladeshi teachers are in contrast with the teachers of other countries. They do not have much training about how to build up a record with a student or how to talk to them in an easy language to make them understand a difficult in English. Teachers like to teach their students as they were taught and apply zero new techniques or methods.

- **Relaxing and stress free learning:** The teacher should not pressurize the students to learn. If pressure is put on them, they will learn the lesson but it will harm their brains. Because of the stress and pressure the students will forget their lessons very fast even after understanding it. Putting a little fun into the study and lesson can help the students get out of the pressure and stress.

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## Chapter 9: Conclusion

The study reflects my teaching experience, also students' skills as well as their learning process. I observed the students have some grammatical issues. As I observed and took classes of computer science engineering students they are not often concern about their speaking and listening also. They just try to memorize the rules of grammar. They feel hesitation when speaking in English with the teachers but some of teachers were able to make them feel free to speak and comfortable. Through my observation I got to see teacher's methods of teaching. I am really happy that I got the chance to observe two classes of them. I learn how to make the students feel interested in class and through this I learn the ways to be a successful teacher.

**Appendices**

**Classroom Observation Checklist One**

# Daffodil International University
## Department of English
## Internship on "Report on Online Class Observation and Conduction in English during the Outbreak of Covid-19"
## <u>Checklist for Class Observation</u>

University: <u>Daffodil International University</u>

Teacher's Name: <u>Farzana Yasmin</u>          Class:  <u>CSE 1.2</u>          Section: <u>P.C.A</u>

No. of Students Present:<u>31</u>     Course Title & Code:  <u>Writing & Comprehension</u>

Room No: <u>Online</u>      Peer/Observer: <u>Sadia Nur Sadi</u>    Date and Time: <u>24-06-20, (1pm  – 2pm)</u>

**Objectives of the lesson (as perceived):**

i.Basic rules of Voice change.

ii.changing the voice into direct to indirect.

iii.completing the tasks.

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

| |
|---|
| The teacher teaches the students if they knew about changing voice. Then she taught them how to change voices and showed them examples. She also gave them tasks to complete and students did this nicely. So clearly the objectives were achieved. |

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| 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) | 1) Showed good command about the exercises. 2) Tried to develop knowledge about what to do when fire occurs. |
| 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) | 1) Met the class on time and also finished. 2) Tried to explain the objective clearly. 3) Warm-up was quite good. |
| 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) | 1) She was not fair to students and friendly. 2) Could hold the interest of students. 3) Provided proper feedback. 4) Interacted with students with warm voice and shows enthusiasm. 5) Both teacher and students was ready for the class. |

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| 4 | **TEACHING METHODS**<br>(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) | 1) She tried to encourage with asking questions.<br>2) Used some techniques and technology in class.<br>3) Couldn't make any group in giving task.<br>4) Used real life examples that were simple and clear.<br>5) Students responded with interest.<br>6) Stayed focus on the topic. |
|---|---|---|
| 5 | **PRESENTATION**<br>(establishes classroom environment conducive to learning; ensures learners' interests, maintains eye contact; uses a clear voice, strong projection, proper enunciation, and standard English) | 1) She could make the classroom environment very friendly and conducive to learning.<br>2) Ensured learner interest and used a clear voice.<br>3) Used standard English while teaching. |

## MANAGEMENT

**Was the time spent properly**? Yes

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**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)**

[Discussed about the topic within 10 minutes] ⟶ [gave them tasks for 15 minutes]

[gave examples of each stages for 10 minutes]

[asked them if they have any confusions]

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**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?**

There was no critical event in the lesson

**Strengths observed:**

1) The teacher grabbed the attention of the students very nicely.

2) Her voice was loud, clear and confident.

3) She could make them taught many new things.

**Suggestions for improvement:**

1) Teacher could use less colorful images on the slide which do not divert the attention of the students.

2)  Could ask them for giving examples in one or two sections.

**Overall impression of teaching effectiveness:**

Teaching process was good enough and effective.

**Classroom Observation Checklist two**

# Daffodil International University
### Department of English
### Internship on "Report on Online Class Observation and Conduction in English during the Outbreak of Covid-19"
### <u>Checklist for Class Observation</u>

University: <u>Daffodil International University</u>

Teacher's Name: <u>Shakhawat Hossain</u>          Class: ENG2.3 and 3.1   Section: <u>U.C.A</u>

No. of Students Present:          Course Title & Code:  <u>English Grammar</u>

Room No: <u>Online</u>       Peer/Observer:  <u>Sadia and Farzana</u>   Date and Time: <u>22-07-2020, (2:30pm-3:30pm)</u>

**Objectives of the lesson (as perceived):**

i.Commonly confused words

ii.Finding out confused words

iii.Giving examples

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

Teacher asked the students to find out many confused words which they did correctly and clearly.

| 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) | 1) Showed good command about the examples. <br><br> 2) He tried to develop knowledge about the topic. |
| 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) | 1) Met the class on time. <br><br> 2) Warm-up was not so attractive as teacher was fair. <br><br> 3) Couldn't able to explain properly. <br><br> 4) Students learned very few things in the 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) | 1) Sometimes he was unable to grab the attention. <br> 2) Could hold the interest of students. <br> 3) Could less interact with the students. <br> 4) Tried to be clear to them. |
| 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) | 1) Only used PowerPoint slides as it was an online based class. <br> 2) Practical examples were given. <br> 3) No group works. |
| 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) | 1) Speech was not so good. <br> 2) Asked questions to them. <br> 3) Couldn't ensure learner's interest. <br> 4) Tried to use a clear voice and standard English. |

**MANAGEMENT**

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**Was the time spent properly?** Yes

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**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)**

[Discuss the topic for 10 minutes] ⟶ [gave examples for 15 minutes]

[asked them questions for 10 minutes] ⟶ [gave them find out proper words for 10 minutes]

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**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?**

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There was no any kind of critical event that teacher had to face.

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**Strengths observed:**

1) Proper English

2) Loud, clear voice and confident.

**Suggestions for improvement:**

1) Teacher could be friendlier.

2) Could make the lesson more interesting to them.

**Overall impression of teaching effectiveness:**

His teaching was good.

**Observation Checklist for My Teaching:**


# Daffodil International University
**Department of English**
**Internship on "Report on Online Class Observation and Conduction in English during the Outbreak of Covid-19''**
<u>**Checklist For Class Observation**</u>

University: <u>Daffodil International University</u>

Teacher's Name: <u>Sadia Nur Sadi</u>          Clas<u>s:  CSE 1.2</u>     Section: <u>P.C.A</u>

No. of Students Present: <u>31</u>   Course Title & Code:  <u>English Grammar</u>

Room No: <u>Online</u>       Peer/Observer: <u>Farzana and Mehedi</u>       Date and Time<u>: 25-06-20, (10am-11am)</u>

**Objectives of the lesson (as perceived):**

i.Discussion about the topic

ii.Gave examples related to the topic

iii.Asked questions and gave tasks

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

| |
|---|
| Asked questions and answered. |

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| 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) | 1) Gave good command on the topic.<br><br>2) Developed knowledge seeking behavior. |
| 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) | 1)Met on time<br><br>2)Warmed-up<br><br>3)Tried to explain objectives clearly |
| 3 | **RAPPORT** (holds interest of students; is respectful, fair, and impartial; provides feedback, encourages participation; interacts with students, shows enthusism, both teacher and students are ready for the class not only on subject matter but also in manner, etiquette and attitude) | 1)Fair to students<br><br>2)Tried to be friendly with students<br><br>3) Grabbed interest nicely. |
| 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) | 1)used clear and simple PowerPoint slide<br><br>2) Responded with interest<br><br>3) Used real life examples<br><br>4) Stayed focused on the topic |
| 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) | 1)couldn't have eye contact during online class<br><br>2) clear and loud voice<br><br>3)used standard English |

**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)**

[Greetings and warm-up for 10 minutes] ⟶     [discussed about each stages for 15 minutes]

[gave examples for 10 minutes] ⟶     [gave them task for 10 minutes]

[asked them if they have any confusions]

**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?**

| |
|---|
| There was a little bit confusion with the answer |

**Strengths observed:**

Proper English

Enough friendly

Clear voice

**Suggestions for improvement:**

Could ask them more questions

**Overall impression of teaching effectiveness:**

Good enough to impress.

**Lesson Plan**

**Topic:** Narration

**Time:** 60 minutes

| Course | Project Paper |
|---|---|
| Teacher | Sadia Nur Sadi: 171-10-432 |
| Students | Semester: 1.2 batch |
| Lesson Topic | Narration |
| Aim of The Lesson | ❏ To make clear about direct and indirect speech<br>❏ Using proper verb according to subject<br>❏ learn the art of storytelling<br>❏ To understand the meaning of a speech |
| Date | 25 June 2020 |
| Learning resources | ❏ PowerPoint slides<br>❏ audio/ YouTube link |
| Estimated Time of Lesson | 60 minutes |

**Warm up**

Some mash up songs will be given. They will have to guess the movie name

## Presentation

| Topic | Teaching Process | Activity | Time |
|---|---|---|---|
| 1. Direct speech | I will give a proper idea of direct speech with some examples. I will briefly discuss it. | some tasks will be Provided to them. they will identify the Correct answer. | 10 minutes |
| 2. Indirect speech | I will talk about indirect speech with definition. I will try to make it easier for students. | I will also show some examples of it. they will find out indirect speech. | 10 minutes |
| 3.Reporting speech Reporting verb | I will briefly discuss with definition. some examples will be provided. | An article will be provided and students will find out the correct answers from the article. | 10 minutes |
| 4. Reported speech Reported verb | they will know about correct uses of it, how to change it according to the subject. i will briefly discuss it. | Students will make some sentences with it. | 10 minutes |
| 5.Making direct speech into indirect speech. | I will discuss narration change. | narration changing tasks will be given. Students will complete it. | 15 minutes |

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**Class recording link**

[https://drive.google.com/file/d/1w45U0rRdD6zViNdodDk2Tfr8VUgw169S/view?usp=sharing](https://drive.google.com/file/d/1w45U0rRdD6zViNdodDk2Tfr8VUgw169S/view?usp=sharing)

171-10-432

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