

ENG 334- Project Paper

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



Daffodil International University

11.08.2020

**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 fulfilment of the requirements of the degree of Bachelor of Arts in English.

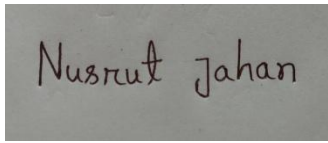
**Course Title: Project Paper
Course Code: ENG 334
Semester: Summer 2020**

Supervised by
Fatema Begum Laboni
Assistant Professor
Department of English (UC)
Faculty of Humanities & Social Sciences
Daffodil International University

Prepared by:
Nusrat Jahan
ID: 171-10-433
Bachelor of Arts in English
Daffodil International University

Declaration by the Intern

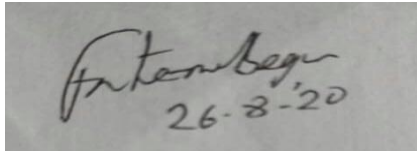
I hereby declare that the project work entitled "**Report on Online Class Observation and Conduction in English during the Outbreak of Covid-19**" submitted to the Department of English, Daffodil International University is a record of an original work done by me under the supervision of Ms. Fatema Begum Laboni, Assistant Professor, Department of English, Daffodil International University and this project work is done as part of the requirement for the award of the degree of B.A. (Hon's) in English for the course Project Paper (ENG 334). The results embodied in this project have not been submitted to any other university or institute for the award of any degree.

A rectangular box containing a handwritten signature in black ink. The signature reads "Nusrat Jahan".

Signature of the Intern

Certification of the Supervisor

I hereby certify that the intern Nusrat Jahan bearing the ID no 171-10-433 has undertaken the course Project Paper (ENG 334) with me. In the course she observed two classes and conducted one class online at Daffodil International University. 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.



Antarbegu
26-8-20

Signature of the Supervisor

Acknowledgements

At first, I am very grateful to the Almighty Allah for His blessings granting me to complete this project entitled "**Report on Online Class Observation and Conduction in English during the Outbreak of Covid-19**" successfully. I would also like to thank my parents to support me throughout my life. Without their prayers could not reach here. I would also like to thank my respected supervisor Ms. Fatema Begum Laboni for helping me to complete my project paper. Without her guidance it would not be possible to complete my project. Then I would like to thank all my teachers of the department of English. I would also like to thank my friends and classmates who were always support me and help me throughout my University life. I am also thankful to the students of Daffodil International University for helping me to execute my project in an effective way.

I am grateful to everyone.

Abstract

This report is based on the experience that I gathered during my internship project on conducting an online class focusing on self-evaluation of my teaching. For that purpose, I used Google Meet to complete my project. I made a proper lesson plan for the class. I prepared myself in various ways so that I could make the students attentive in online class. I tried my best to make a good relationship with the students. I used the Communicative Language Teaching (CLT) method and also Grammar Translation Method (GTM) for teaching. I always tried to make progress by using different methods depending on the context. I prepared myself in several ways depending on the elements: teaching materials, teaching style, class observation, assessment and feedback. The purpose of the project paper is to know how teachers organize the class, how teacher manage students on online class, which materials are used on online class, how they interact with the students on online class and how teachers make a good relationship to the students during online class. I tried my best to make the effective. I am really very happy to do my internship in my own university.

Table of Contents

Contents	Page No.
Title of the Report	i
Declaration by the Intern	ii
Certification of the Supervisor	iii
Acknowledgments	iv
Abstract	v
Table of Contents	vi
Chapter – I: Introduction	1
Chapter – II: Objectives	2
Chapter – III: Methodology	3-4
Chapter – IV: Institution Details	5-6
Chapter – V: Class Observation Report	7- 8
Chapter – VI: Teaching Experience	9
Chapter – VII: Overall Findings	10-11
Chapter – VIII: Recommendations	12
Chapter – IX: Conclusion	13
Appendices	
Appendix 1: Class Observation Checklist	14-22

Appendix 2: Lesson Plan	22-25
Appendix 3: Photographs	25-35
Appendix 4: Class Recording Links	36
Appendix 4: Plagiarism Report	37-38

Chapter I

Introduction

As this was my last semester of BA honrs of English, I had to take an internship course. The internship course's title is "Project Paper (334)". Because of the pandemic situation of COVID-19, our government ordered to close all educational institutions as long as the situation was getting better. Because of COVID-19, all our academic activities have transferred from academic to online platforms. Our project paper task titled "**Scenario of English Language Teaching in a Bangladeshi School**" has also been shifted to an online platform and the project paper task titled "**Report on Online Class Observation and Conduction in English during the Outbreak of Covid-19**"

Due to that reason all interns had to teach and observe classes on online. Our supervisor Ms. Fatima Begum Laboni instructed us with every detail of this project. Ms.Fatema Begum Laboni took our classes on online about project paper. She decided when I would conduct and observe classes on online about project paper. I was instructed to conduct a class on Writing and Comprehension of the CSE students of the of Ashulia Campus. As our teacher told us to observe her classes, I observed her classes from different courses. When I observed my teachers classes, I have learned a lot .When I conduct the class, my teacher observed my class. In this way I experienced how to take university classes using Google Meet and how to teach university students. I also experienced how to handle university students. It was a great opportunity for me to utilize my learning and experience to conduct a university class.

Chapter– II

Objectives

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

The objectives are:

- To see the online class situation and the interaction between the teachers and the students during online classes. To know how to maintain a good relationship with the students during the online class.
- To know the teacher’s attempts to engage students in reading and understanding comprehension in online class.
- To know the extra activities of the teacher to improve a student’s English language skills in online class.
- To know the advantages and disadvantages of online classes.
- To know how to encourage the students not to feel bored during the online class and also to encourage the students to participate.
- To observe my teacher’s patience, techniques, methods and involvement with the students during the online class.
- To find out the necessities (tools, teaching materials, equipment, logistic supports) to make this learning process more effective.
- To learn to apply language teaching techniques in online classes.

- To learn to take exam in online.

Chapter – III

Methodology

Choosing an institution

Generally, Students had to choose a school to do their internship. Unfortunately, I didn't get the chance to do my internship in a school because of this pandemic caused by COVID-19. Because of this situation, the authority of the university has decided to give me the opportunity to do my internship in my own university. They gave me the scope to observe and conduct classes on online platform to complete my internship. The name of my institution is Daffodil International University.

Class Selection

My supervisor gave me the opportunity to observe her two classes. She told me to take CSE (1.2) students course class. The course name is "Writing and Comprehension ". My supervisor selected a topic for me to teach the students. Before taking my class, I observed my teacher, s classes and I noted how she managed the class properly.

Getting a facilitator

The facilitator is my course teacher and supervisor Ms. Fatema Begum Laboni. She helped me a lot and guided me step by step.

Observation of the classroom

I observed two classes from two different courses. The names of the courses name were “Writing and Comprehension “(ENG 123) and “English Language Usage “(ENG 235). I learnt a lot of things while I was observing the classes. I learnt how to manage the students in online classes. When I observed the classes, I filled up the observation checklist.

Interviewing the subject teacher

Fortunately, my supervisor Ms. Fatema Begum Laboni is the subject teacher. I took her interview. She was very friendly to me. I asked her some general questions like how to make the students attentive during online class. She answered my questions. She said that in order to keep students focused on the classes, I had to ask them questions again and again. My teacher also told that she had to call them by their names and asked them questions. I also asked my teacher another question. The question was “Is it important to make a lesson plan before each class?”. She answered that I had to make a lesson plan so that I could take an organized class and she also said that lesson plan was very important.

Testing students and self -assessment

With the help of my supervisor, I conducted one class. Actually, this was my first experience to conduct class on online platform and so I prepared myself properly. I acquired more knowledge about my topic. After giving them basic information about the topic, I also said them how to

skim from a text. I also discussed many interesting topics with students. I gave them some questions in goggle form to evaluate their understanding and students answered the questions. They were helpful to me in the class.

Chapter – IV

Institution Details

Daffodil International University (DIU) is a co-educational private university. The university was established in 2002 with the approval of the university Grants Commission of Bangladesh (UGC) and the Ministry of Education for the Government of Bangladesh. It has three campuses like Ashulia Campus (Permanent campus), Dhanmondi Campus (Main campus) and Uttara Campus. DIU is the first university in Bangladesh to have signed the UN, s Commitment to Sustainable Practices of Higher Education Institution. There are 23 departments under five faculty. The University facilitate online admission to the admission seeker from distant areas. The university library is housed in six storied building seating 600 students. It has 24000 books, 13500 e-books and 2500 project report in various disciplines. It has large playground of Green and large permanent campus which is located on Ashulia, Savar, Dhaka. Md. Sabur Khan is the chairman of this institution 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

©Daffodil International University

Departments: 23

Faculty: 5

©Daffodil International University

Number of students: 21,752

Number of teachers: 859

Teacher's qualification: Master's Degree and PhD

Logo of the University:



©Daffodil International University

Chapter – V

Class Observation Report

I observed two classes of my supervisor Ms. Fatema Begum Laboni. Two classes were from two different courses. The names of the courses were “Writing and Comprehension” (ENG 123) and “English Language Usage “(ENG 235).

Class Observation Report One

At first, I observed the class of Writing and Comprehension course on 16 June, 2020 which was conducted by my honorable teacher and supervisor Ms. Fatema Begum Laboni. She started the class at 10.00 am and finished at 11.30 am. She began her class at the schedule time. For this pandemic situation, the class was held on online. 34 students attended the class out of 39 students. The teacher used the Google Meet app to take the class because of the pandemic situation. The objectives of the lesson were developing reading skill, learning new vocabularies, learning about linking words and its cause and effect relationship in the text and learning to do activities on reading materials.

To warm up, the teacher asked the students two questions about their present life in this pandemic situation of COVID-19. The first question was how the parents feel about student’s use of technology during this COVID-19 and the next question was where they wanted to see themselves after ten years. Students found these questions interesting. Students answered her questions. I also found this question interesting. The teacher discussed about these 3-5 minutes.

After that, the teacher shared her screen and showed a PowerPoint file to teach the students. Teacher showed a text on screen which is related to our present life. The title of the text was “Changing a Traditional Way to Life “. The teacher gave them enough time to read the text properly. The teacher wanted to teach the students new vocabulary, linking words and its cause and effect from the text. It would improve their reading skill. Some students were very active but some were not. As a result, the teacher had to call the students individually to make them attentive in the class. For student’s better understanding, sometimes the teacher used Bangla language. It would help the students.

After discussing and reading the whole text properly, the teacher gave them some activities. In the first activity, the teacher gave them some information about the text and the students had to find the information from the text. In the next activity, the teacher provided them some true/false and not given questions. The students answered the questions. After that, the teacher also gave them some “fill in the blanks “to do. About 10 to 15 students completed all the activities. The teacher concluded the class by giving them homework in BLC. The homework was about linking words.

Though the class held on online, the teacher showed good command and had enough knowledge on subject matter she tried to interact with the students by asking them questions and giving them some reading materials so that students can develop their reading skill. She maintained a good relationship and behaved nicely with the students and students were encouraged to ask if they had any confusion and she solved their confusion by clarifying. Overall, her class was very interesting and effective.

Class Observation Report Two

I had to observe two classes. Firstly, I observed a class on 16 June, 2020. After a few days, I observed another class on 23rd June. I observed the class of English Language Usage (ENG235) course class which was also conducted by my honorable supervisor and teacher Ms. Fatema Begum Laboni Mam. This class was also held on online. She used Google Meet for taking the

class. My teacher started and also finished on time. She began the class at 2.30 and finished at 4.00 pm. The objectives of the lesson of this class knew new words, commonly confused words in English Usage using kahoot and an online teaching-learning.

At the beginning of the class, the teacher welcomed the students on the class. The teacher sent a Kahoot quiz link and code in the Google Meet's comment section. The teacher gave the instructions to the students so that the students could give the quiz on Kahoot. Students could not understand properly and there was also technical problem so the students faced problem to give the quiz on Kahoot. The quiz based on their previous lecture. For this, the teacher explained them step by step. Students gave the quiz. I thought this session was the warm up season because sometimes I couldn't understand what's going on the class.

After wasting a lot of time on Kahoot, the teacher started the main session of the class. The teacher shared a slide on the Screen and discussed about the lesson topic. The teacher showed some commonly confused words on a doc file and asked the meaning of these words. Some students answered. The teacher gave the list on BLC before beginning the class. Some students did not understand and for this, the teacher discussed the topic so that students could understand properly. The teacher behaved nicely to the students. She encouraged the students to participate. However, at the beginning of the class, I thought that the class was not fully organized but after observing the class, I wanted to say that the class was very effective and well organized.

Chapter – VI

Teaching Experience

I conducted CSE students' class for the first time in my life on 28 June, 2020. It was great opportunity to prove myself. I conducted a class of the course "Writing and Comprehension (ENG 123). The topic I taught is called "Skimming". It is a part of Reading Skill.

Before conducting the class, I acquired lots of knowledge about the topic. I did not know how to conduct online class, how to use Google Meet for conducting class. For that, I searched a lot on YouTube and then I acquired knowledge about it properly. After that, I knew about it. I made an informative PowerPoint slides so that students could understand the topic. Before conducting the class, I practiced a lot and prepare myself very well. I was very nervous because I was going to take a class of CSE students for the first time.

I started my class at 11.30. At the beginning of the class. I shared my screen and opened my PowerPoint slides. At the beginning of the slides, I kept a word game to warm up the students. The game name was "Guess the word ". Students played the game very well. After finishing the warm up session, I started to teach the main lesson. At first, I told the students about reading techniques and then give basic idea about skimming reading technique. After that, I started to teach them when they have to skim a text or passage, how to skim something, advantages and disadvantages of skimming a text or anything. I gave the students so many examples of Skimming. I taught them step by step how to skim a text or passage. For skimming, I found out some interesting articles, story and pictures so that students could understand and enjoy my class.

The title of the story was “The Last Leaf “and the Titles of the articles are “Recent Research on Human Emotions “and “Level of Intelligence and Requirement of sleep “.

After teaching them everything about skimming, I gave them a quiz on Google form. I sent the link on the comment section so that students could find this very easily. About 19 students attended the quiz and got good marks. After that, I also sent them a class response link on the comment section. About 21 students responded on it.

After that, I thanked them and concluded the class.

Basically, I had no teaching experience before taking the class of the CSE students. At the beginning of the class, I was very nervous. I practiced a lot before conducting the class. I gained proper knowledge about the topic so that I could teach the students properly. Fortunately, when I started the class, I became more confident. The students were very active and friendly to me. I tried my best to make a good relationship with the students. The students helped me a lot. At last, I gave them some questions so that I could understand how much they understand the topic. Overall, my first-time teaching experience was very good because most of the students liked my class and find my class effective. I understood it from their responses in the goggle form.

Chapter – VII

Overall Findings

Observation finding

After observing two classes, I knew many unknown things about teaching. I tried my best to make my class, interesting, educative, enjoyable and resourceful.

●Lesson formation:

A lesson plan is an important and main key of teaching for a teacher. My teacher formed the lesson in a proper way, started and finished the class in scheduled time. At first, she taught them the lesson and gave them some questions like true /false and fill in the blanks to solve. When I observed second class, I couldn't find proper lesson formation.

●Lesson delivery:

At the beginning of class, my teacher gave the students some basic ideas of the topic and then she gave them all the information about the topic so that they could understand the topic very well. Sometimes, she used Bangla language for student's better understanding.

●Lesson management:

My teacher tried her best to make the lesson interesting. My teacher asked them questions again and again. For this, Students became attentive in the class and gave them a text which was related to our present life.

●Student's involvement:

Students were seen involved in the learning process as they were active and responsive all the time. The teacher tried her best to encourage them to participate.

●Advantages of online class:

Students could study anywhere as long as there was access to an internet connection. Students could accommodate different learning styles through different activities. Teacher could take feedback in online and could show everything from google if they need. Student could improve their technical skills. We can attend the class when we are sick. We don't have to travel. We can save our time.

●Disadvantages of Online Class:

Students and teachers also suffered from the poor connection of the Internet. Slow internet connections or older computers made accessing course difficult. Sometimes, the line was disconnected. Students failed to stay in the class. Students became sick because they had to use computer and mobile a lot and it is very harmful to our health. Sometimes, Students suffered serious headache for using computer. I have faced many problems during online class.

Teaching experience findings

●Lesson preparation:

I prepared myself so that I could take a good class. I practiced a lot. I tried to make a good relationship with the students so that they could ask me any questions. I wanted to ensure that the class must be interesting and so before conducting the class, I recorded my lecture in my mobile and then I found my mistakes. After that, I practiced again and again, so that I could avoid my mistakes and made my class effective and interesting.

●Lesson management:

I followed CLT and GTM method so that students could understand easily. I kept the lesson plan in front of me to check the time. According to my lesson plan, I practiced so that I could teach them everything about the topic on time.

●Student's involvement:

Sometimes, I asked some simple questions to make them attentive. I wanted to know their opinion about many things. By this way, I wanted to become a good relationship with them. I thought I could make them attentive by applying the process. Most of the students participated the mini quiz which is given by me. I also give them a class response form to know how much they liked my class.

Chapter – VIII

Recommendations

●Brainstorming:

It is significant part of learning. the students should be given chances to do more creative activities so that the students are interested and also feel the competition. Teacher needs to give them challenging group work and pair works. Therefore, teacher will lose the involvement of the students without brainstorming activity.

●Proper lesson plan:

Lesson plan is an important part. Teacher should make the lesson plan properly. It must be in written form and well organized. Planning is the most important part of teaching.

●Giving real life examples:

The real life should be introduced to them through their study and class lectures. A teacher has to talk with the students outside of the book. She needs to use real life examples to make the lesson more real. Real life examples provide concrete applications to knowledge and skills them in the classroom as they relate to the students themselves and society. Real life examples also encourage Real life examples can encourage the students to be aware of the choices they make and how they fit into a greater societal context. Real life examples make the students feel real. At present, we are facing lots of problems. If teacher gave them real life example, it would help them in their future life.

● Attractive warm up:

Warming up is essential. I think warming up session should be interesting so that the Teacher can catch the attention of the students and should be related to the lesson. When I observed the second class, I Found that the warm up session was not organized and so students lost their attention from the class. So, I think it should be improved and well organized.

●Ensuring connectivity:

For this pandemic situation, we had to attend online classes. However, Most of the

students of our university lived in rural areas. So, they had no proper internet connection. Online classes will only be successful when both the teacher and the students can ensure Internet connectivity and a certain degree of motivation.

Chapter – IX

Conclusion

This study reflects my teaching experience on online. I have completed this work as part of my final semester project. I observed my teacher's two different courses classes and gain the knowledge how to conduct class in online and how could I make a good relationship with the students during the class. By this internship, my view is affirmed that becoming a teacher is actually a tough job because teacher had to do many things before taking a class. Teacher had to make lesson plan, set up quiz, class response etc. Throughout this project work, I have made constant interaction with the students, noting their queries as well as maintaining a professional approach which is hard work both physically and mentally. Now I know what my teachers have gone through and how patient they have been while teaching us. However, I enjoyed a lot when I was taking the class and wanted to become a good teacher. This is one of the experiences that will pave my way towards a bright future and help me to be a better teacher to acquire my goals.

Appendix-1

Daffodil International University
Department of English
Report on
Online Class Observation and Conduction in English During the outbreak of
Covid-19

Checklist of Class observation-1

University: Daffodil International University

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

No. of Students Present: 39 Course Title & Code: Writing and Comprehension (ENG123)

Room No: Online Peer/Observer: Nusrut Jahan

Date and Time: 16/06/2020; 10.00 am

Objectives of the lesson (as perceived):

- Students will develop their reading skill.
- Students will learn new vocabulary.
- Students will learn about linking words and also its cause and effect.
- Students will learn how to do activities on reading material.

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

Yes, the objectives were achieved properly. After the class most of the students were able to answer questions.

©Daffodil International University

S/N	Review Section	In what ways? (Specific examples/ clarifications)
1	<p>SUBJECT MATTER CONTENT</p> <p>(shows good command and knowledge of subject matter; demonstrates breadth and depth of mastery; tries to develop a knowledge seeking behavior among students)</p>	<p>She showed good command and had enough knowledge on the subject matter. She tried to interact with the students by asking them questions and giving them, many reading materials so that students can develop their reading skill.</p>
2	<p>ORGANIZATION</p> <p>(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)</p>	<p>She organized the subject matter very well and she took the text from recent issues for teaching the students. She started the class on scheduled time and finished it within time also. To warm up, she asked the students some questions which are related to our recent lifestyle.</p>
3	<p>RAPPORT</p> <p>(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)</p>	<p>She maintained a good relationship and behaved nicely with the students. She encouraged students to participate. She was very friendly to the students. Students were encouraged to ask if they had any confusion and she solved their confusion by clarifying. She tried to make the class interesting by giving them some tasks.</p>

<p>4</p>	<p>TEACHING METHODS</p> <p>(uses relevant teaching methods, aids, materials, techniques, and technology; includes variety, balance, imagination, group involvement; encourages questions from students and responds with interest; is open to ideas; uses real life examples that are simple, clear, precise, and appropriate; stays focused on and meets stated objectives)</p>	<p>She used PowerPoint on the screen. She showed pictures along with the text for better understanding and the text was very interesting and related to our recent life. The text was “A changing way of life’ .She encouraged questions from students and responded to them with interest. She stayed focused on and met stated objectives.</p>
<p>5</p>	<p>PRESENTATION</p> <p>(establishes classroom environment conducive to learning; ensures learners’ interests, maintains eye contact; uses a clear voice, strong projection, proper enunciation, and standard English)</p>	<p>Her voice was clear and she used proper English. Sometimes she used Bangla language for explaining something.</p>

MANAGEMENT

<p>Was the time spent properly?</p> <p>Yes, effectively.</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)

1. The warming up session where she asked some questions about student's quarantine life.
2. Question and answer part where she gave questions (True or False or NA) to the students after giving them a lecture on a text
3. Gave some fill in the blanks.
4. Gave homework on BLC about linking words.

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?

As the class was conducted online, some students were facing net problems. Otherwise it was alright.

Strengths observed:

Ø Good interactions with all the students

Ø Can seek attention of students (Showed pictures and asked Questions again and again)

Suggestions for improvement:

She could give more text for practice for more understanding. As the class took place online, it would be more effective.

Overall impression of teaching effectiveness:

Overall, she did an excellent job. It was quite impressive the way she took class.

Daffodil International University
Department of English
Report on
Online Class Observation and Conduction in English During the outbreak of
Covid-19
Checklist for class observation

University: Daffodil International University

Teacher's Name: Fatema Begum Laboni Class: English (2.3,3.1) Section: UC-A

No. of Students Present: 25 Course Title & Code: English Language Usage (ENG235)

Room No: Online Peer/Observer: Nusrut Jahan

Date and Time: 23/06/2020; 2.30 pm

Objectives of the lesson (as perceived):

- Students will learn new vocabulary
- Students will learn about common mistakes and commonly confused words in English Grammar
- Students will learn how to use Kahoot

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

Yes, the objectives were achieved properly. After the class most of the students were able to answer questions.

S/N	Review Section	In what ways? (Specific examples/ clarifications)
1	<p>SUBJECT MATTER CONTENT</p> <p>(shows good command and knowledge of subject matter; demonstrates breadth and depth of mastery; tries to develop a knowledge seeking behavior among students)</p>	<p>The teacher had proper knowledge about the subject matter. Her behavior was awesome to the students.</p>
2	<p>ORGANIZATION</p> <p>(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)</p>	<p>She did not organize the subject matter properly but it was quite organized. Sometimes I did not understand what's going on the class. She started the class on scheduled time and finished it within time also. She warmed up the students to give a quiz on Kahoot but for technical problem, it took much time.</p>
3	<p>RAPPORT</p> <p>(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)</p>	<p>She tried to maintain a good relationship and behaved nicely with the students. She encouraged students to participate but sometimes she failed to make a good relationship with the students.</p>

<p>4</p>	<p>TEACHING METHODS</p> <p>(uses relevant teaching methods, aids, materials, techniques, and technology; includes variety, balance, imagination, group involvement; encourages questions from students and responds with interest; is open to ideas; uses real life examples that are simple, clear, precise, and appropriate; stays focused on and meets stated objectives)</p>	<p>She used kahoot app and also showed PowerPoint for teaching the main lesson. She encouraged the students to play the kahoot.</p>
<p>5</p>	<p>PRESENTATION</p> <p>(establishes classroom environment conducive to learning; ensures learners' interests, maintains eye contact; uses a clear voice, strong projection, proper enunciation, and standard English)</p>	<p>Her voice was clear and she used proper English and also Bangla Language.</p>

MANAGEMENT

<p>Was the time spent properly?</p> <p>Yes, quite effectively.</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)

1. At first, she gave a quiz on Kahoot.
2. Question and answer part where she asked the students about confused words.

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?

As the class was conducted online, some students were facing net problems. Otherwise it was alright.

Strengths observed:

Ø Quite Good interactions with all the students

Ø Can seek the attention of the students.

Suggestions for improvement:

As the class took place online, it would be more effective.

Overall impression of teaching effectiveness:

Overall, the class was quite good

Appendix-2

Lesson Plan

Course	Writing and Comprehension (ENG 123)
Teacher/ Facilitator	Nusrut Jahan
Enrolled students	39 Students
Section	PC-A (CSE)
Lesson topic	Skimming (Reading Technique)
Objectives of the lesson	<ul style="list-style-type: none">• Student will learn new vocabulary• Students will get the basic information about skimming reading technique.• Students will get the idea when we need to skim a passage or article• Students will know how to skim a passage or article• Students will know about advantages and disadvantages of skimming technique
Date and time	28 June 2020 (11.30 am)
Lesson resources	<ul style="list-style-type: none">• Pictures• PowerPoint

Teaching method	<ul style="list-style-type: none"> • CLT • GTM
Estimated time of lesson	50 minutes

Lesson Overview:

Purpose	Teacher's Activity	Student's Activity	Time
Warm up	Teacher will arrange English word game for the students. Teacher will show 3 words on the screen but the letters of the words will remain random. Teacher will ask the students to open their microphone and sort out the words.	Students will play the word game. They have to sort out the random words and open their microphone one by one to tell the right word to the teacher.	3 minutes
Introduction	Teacher will tell the students about reading techniques. After that, Teacher will give basic information about skimming reading technique.	Students will listen carefully and perceive the knowledge about skimming techniques.	5 minutes
Discussion	Teacher will teach the students when they need to skim a passage or article and how to skim something and also give all the information about this reading technique. Teacher will give some examples of it and will skim a short passage so that the students can understand how	Students will listen carefully and if they find any confusion and difficulty in this, they must ask the teacher. They can also write down their confusion in the comment section.	10 minutes

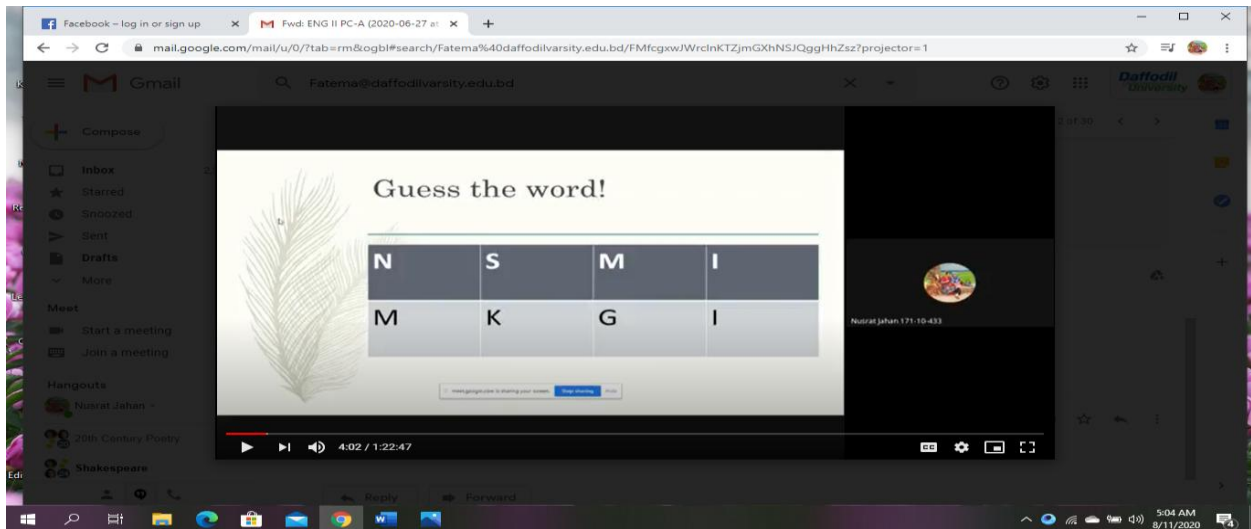
	to skim a passage properly. The title of the passage is “Recent Research on Human emotions”		
Activity	Teacher will give a short passage to the students to skim it. The title of the short passage is “Level of Intelligent and Requirement of Sleep “	Students will skim the short passage by using the technique. If they find any new word in the passage, they must ask their teacher about the word.	5 minutes
Quiz	Teacher will take a small quiz on the topic on google form. Teacher will give 5 MCQ questions in the quiz and give the google form link in the comment section so that the student can attend in the quiz.	Students will search the google form in the comment section and after finding the google form, the students have to attend in the quiz.	5 minutes
Feedback	Students will be given a google form to give their feedback in the class. Teacher will give the google form link on the comment section.	Students will share their opinion about the teacher and class.	2 minutes
Conclusion	Teacher will conclude the class	Students will take a leave.	1 minute

Appendix-3

Photographs

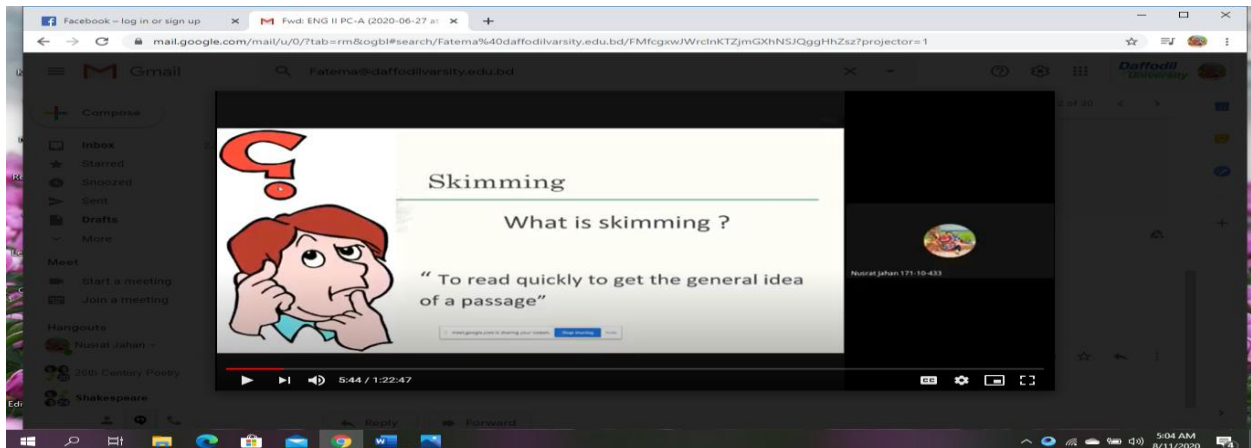
Online Class conduction Pictures :

Picture-1 :



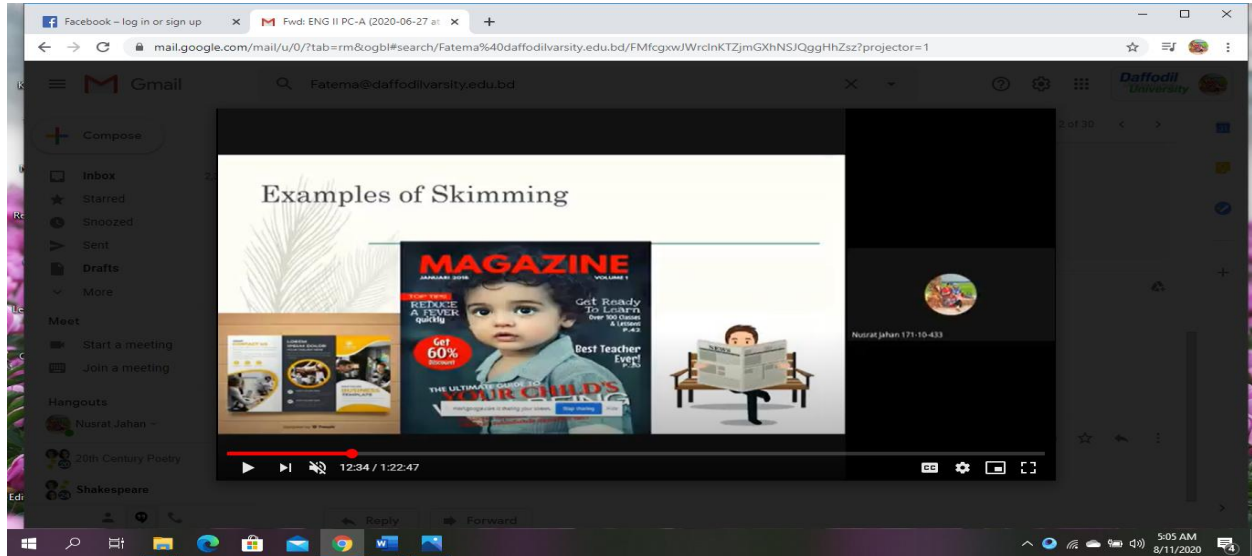
Warm up session

Picture -2 :



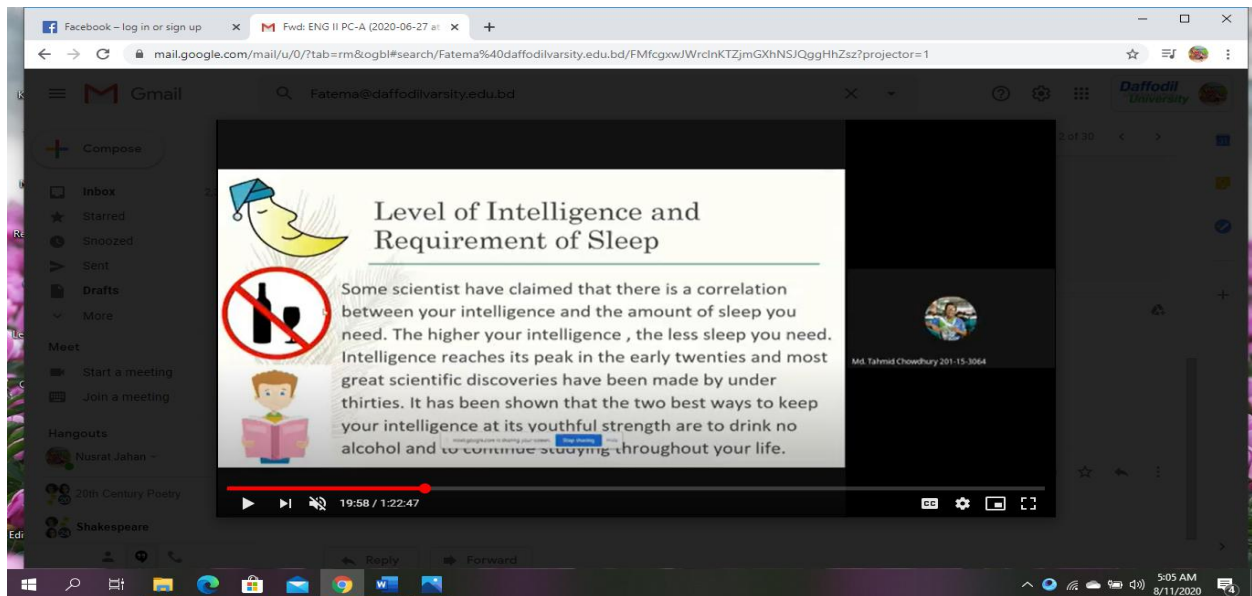
Introducing the topic

Picture-3



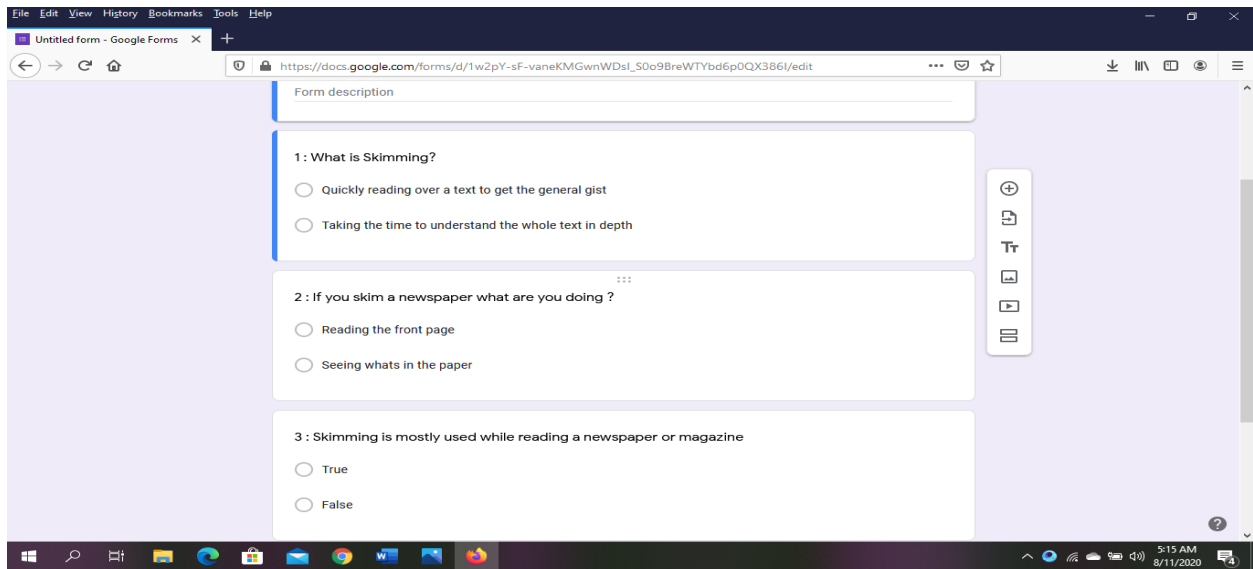
Showing some examples

Picture -4



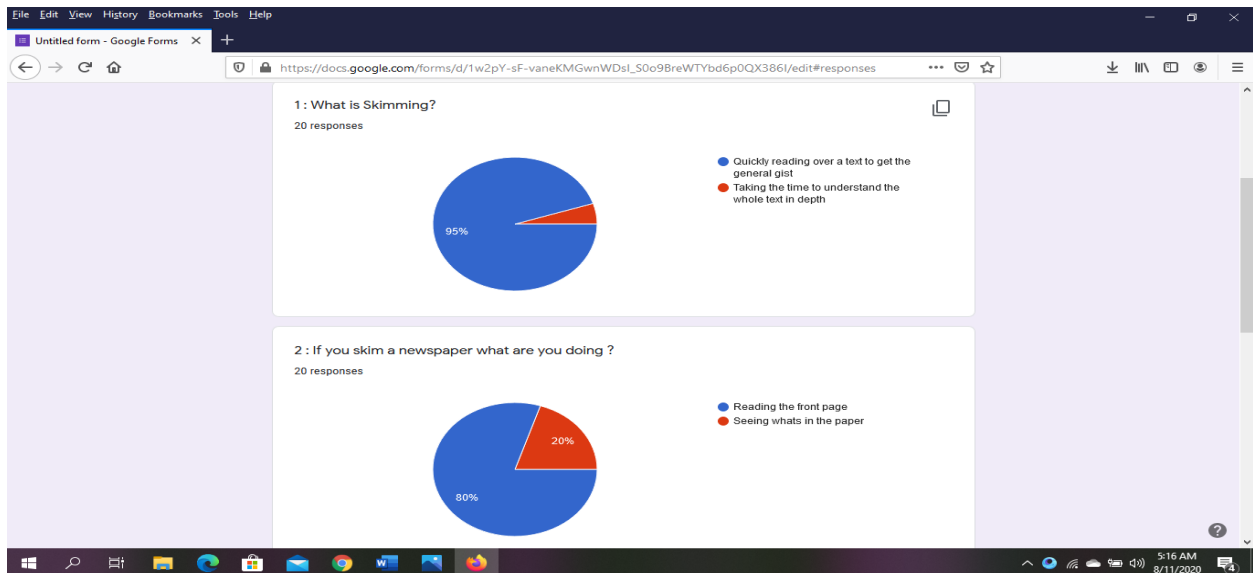
Practising from a text

Picture -5



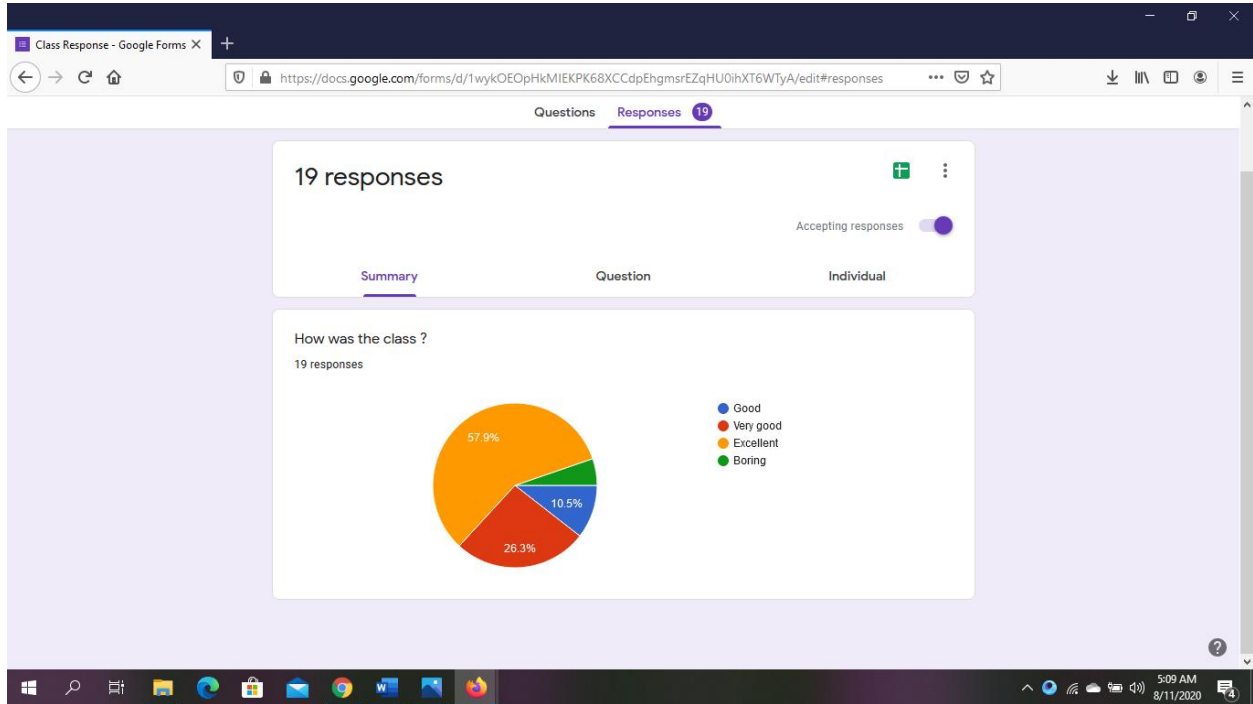
Giving a quiz on google form

Picture-6



Students response on quiz

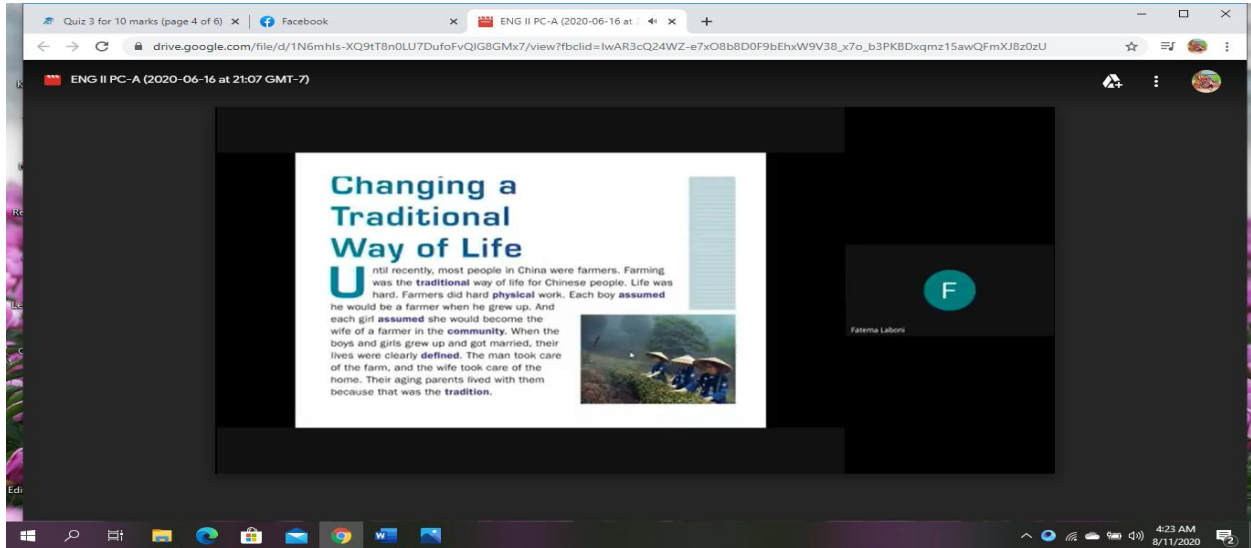
Picture-7



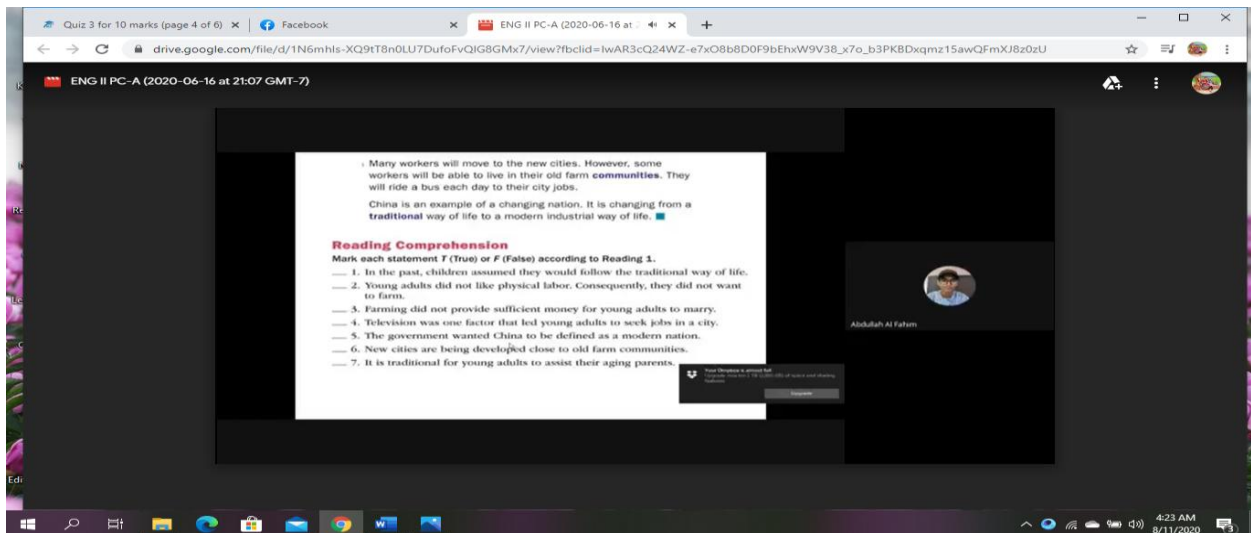
Class response

Online class observation pictures :

1st Observation :

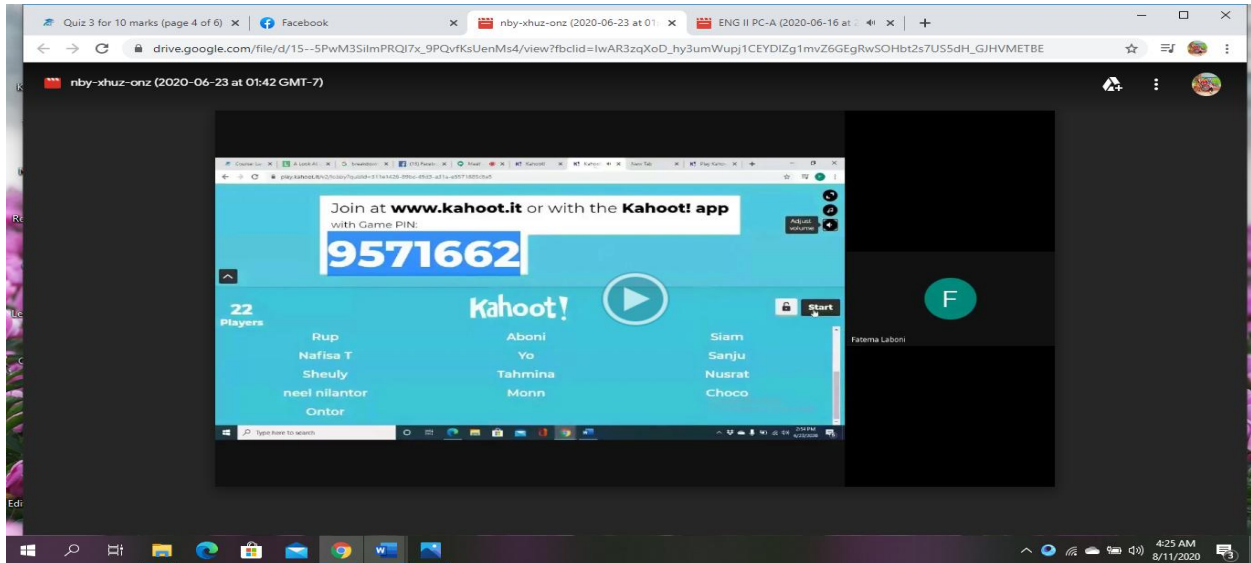


She is presenting a text on screen to teach the students

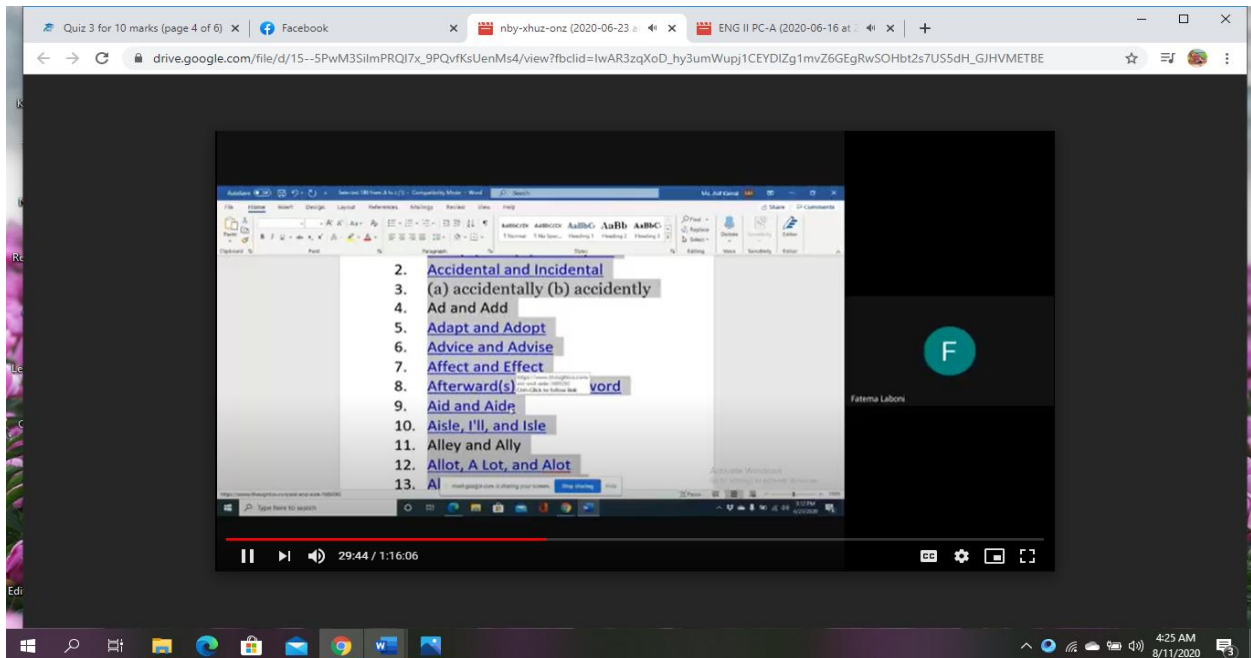


She gave some task to do the students

2nd Observation:



Quiz on Kahoot app



Showing some confused words

Appendix- 4

Class Recordings

1. https://drive.google.com/open?id=19Y96uqv3_DlOTIMYESGuJyZHp0quu48s

Nusrut Jahan: 28th June,2020

2. <https://drive.google.com/file/d/1N6mhIs-XQ9tT8n0LU7DufvQIG8GMx7/view?usp=gmail>

Fatema Begum Laboni: 16th June,2020

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

Fatema Begum Laboni: 23rd June,2020

Plagiarism Report

171-10-433

ORIGINALITY REPORT

10%	10%	0%	%
SIMILARITY INDEX	INTERNET SOURCES	PUBLICATIONS	STUDENT PAPERS

PRIMARY SOURCES

1	dspace.daffodilvarsity.edu.bd:8080	4%
2	repository.icesi.edu.co	2%
3	en.wikipedia.org	1%

4	serc.carleton.edu	1%
5	ccs.in	1%
6	academic.oup.com	1%
7	www.daitm.org.in	<1%
8	www.wiziq.com	<1%
9	www.researchgate.net	<1%

