Report on Online Class Observation and Conduction in English During the Outbreak of Covid-19.



Date of Submission: August, 2020.

Online class Observation and conduction in covid-19 outbreak.

A report submitted to the Faculty of Humanities and Social Science in partial fulfillment of the requirement of the degree of Bachelor of Arts in English.

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

Submitted by:

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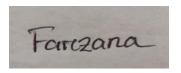
Supervised by:

Nahida Akter Poly
Lecturer,
Department of English
Faculty of Humanities and Social Sciences



Declaration by the Intern

I am Farzana Yasmin hereby declare that the report of project paper titled "Online Classes during Covid-19 outbreak" is prepared by me under the guidance of Nahida Akter Poly, Lecturer, department of English, after conducting one class and observing two classes during this Covid -19 outbreak. I also declare that; this project work is submitted in the partial fulfillment of the requirement for the award of the degree of B.A (Hons) in English for the course Project Paper (ENG 334).



Signature of the intern

Certification of the Supervisor

I am pleased to certify that the project report on online classes during covid-19 outbreak prepared by Farzana Yasmin, bearing ID: 171-10-442 of the Department of English has been approved for the presentation and defense under my direct supervision. During this whole process, she was in touch with me taking my guidelines on a regular basis, showed me her work and give me updates about her project paper. Farzana Yasmin has taken and observed classes via online platform during this covid-19 outbreak.

The report is made by Farzana Yasmin. I recommend the report prepared by Farzana Yasmin for further academic recommendations. She must present the findings of the report in front of the Panel of the Evaluators.

Nahida

Signature of the Supervisor

Acknowledgement

The internship work makes the ending and starting of another journey of my life.

In Bangladesh English is taught to students for developing their English language skill. I have got an opportunity to do my internship which will be effective in my career. I would like to thank my supervisor Ms. Nahida Akter Poly, Lecturer of Daffodil International University who supported me in this internship. I would also like to thank my parents for their whole-hearted support in the difficult situations. I had to take and observe online classes which was critical situation for me as I was ready to observe and teach classroom teaching.

As The students were very co- operative and effectual to participate in all the activities, also they joined the class on time, so it felt so over-whelming. The students made me realize that I can also be a good teacher. So, I would also like to thank Ms. Nahida Akter Poly, Lecturer, Department of English, in Daffodil international University.

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Abstract

This report was an attempt to know about the present scenario of English language teaching by observing and conducting class in English, during the outbreak of covid-19. As I mentioned before due to covid-19 all academic activities are postponed in Bangladesh, I had to take online classes to complete my task, for that purpose I visited Google Meet. My supervisor Nahida Akter Poly allowed me to proceed and observe the online classes. In that class, I taught and observed the classes of others pioneers. The purpose of this report is to acquire knowledge of techniques, instructions and some other aspects which are used by the teachers to maintain the classes. This report concludes with some recommendations based on the findings and the checklists from the observation. From this I get some views of different teaching techniques. I expect it will be helpful for me to develop my teaching skill.

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Chapter 1: Introduction Background

English is the solitary medium of communication in the international area at the present era of globalization. However, the English Language plays an important role in our life. It is understood by many people around the world, since it is the most spoken language. It is essential in our education.

At present English is the most communicative language. A large number of people try to learn English for global communication also for getting a lucrative job. Foreign languages expand one's view of the world, liberalize one's experiences, and make one more flexible and tolerant.

I took the online classes and observe classes on grammatical item that is," voice change" though we were expected to observe and conduct classes at a Bangladeshi school. Unfortunately, due to the outbreak of Covid-19, all educational institutions were closed by the order of Government. However, the students of the class were very communicative, active and helpful to do my activities.

Chapter 2: The Objectives of the Proposed Internship.

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.

- 1. To observe how to teachers become successful to teach
- 2. To know the approach of contribution in learning.
- 3. To see how students are co-operating
- 4. To point out how learners get involved in classes
- 5. Using a lesson plan to maintain the classes
- 6. To talk about some common method to effective English Teaching
- 7. To see the four language skills.
- 8. To observe how my peers are teaching the students in an effective way
- 9. To inspire students to communicate in English
- 10. To understand the exact method of learning English
- 11. To see how they are able to use the modern technology

Chapter 3: Methodology

Unfortunately, for an unavoidable circumstance and a different lockdown situation in the world, I have done my task at online during coved 19 outbreak. I could not visit any school and complete my project. My Supervisor Nahida Akter Poly gave me instructions to take online classes. Then she allowed me to take online classes. She was very cooperative and helped me to do my task. According to her selected times I observed two more online classes and take one class on different topics.

I took help from my supervisor by asking about our class and student management system and how she managed the students to be active and the class to be lively. She responded gradually and shared her teaching method with me.

With the help of my supervisor I conducted one class, she helped me with my lesson plan. This was the second time I took such class in my life. I tested the students by asking them questions regarding the topic and taking feedback from them. Everyone was very enthusiastic and responded properly to the questions I asked. I tried to create a friendly environment and tried to maintain it throughout the class.

Chapter 4: Background/ Institution Details:

Daffodil International University which main campus is in Sukrabad, Dhanmondi,

Dhaka.

It has another branch in Housebuilding, Uttara.

Address:

Daffodil International University,

Road-2 Sector-6, Uttara, Dhaka.

Chapter 5: Classroom Observation Reports:

Class Observation-1

On 25th June, 2020 I observed the first class through online platform named hangout meet. The teacher's name is Sadia Nur. The total number of students were 31. The class started at 10 and continued till 11. It was a Grammar class. She started with warm up session, then she tried to interact with the students. The objective of the class was giving some outline, tasks and examples regarding the topic, giving a beginning class test and finally taking a quiz. All the students attempted the quiz. The teacher showed PowerPoint slides and used Bangla for their better understanding. At the end of the class the teacher gave an online quiz according to her lessons. Her objectives achieved successfully; she explained her lesson well but while she was giving task instructions that was not really clear. Students faced difficulties understanding her instructions. The lesson was about Direct-Indirect speech, Reporting-Reported speech.

The activities are given in following:

Warm up 5 mins

Welcome and greetings 5 mins

Give brief description of every items 30 mins

Give online tasks 20 mins

Chapter 5: Classroom Observation Reports:

Class Observation-2

On 2nd July, 2020 I observed the second class on online platform named hangout meet. The teacher's name is Mohammad Mehedi Kawser Munna. The total number of students were 26. The class started at 1 pm and continued till 2pm. It was a grammar class. He started with warm up session, then he asked his students to guess the topic and the way he started was very impressive. Students responded very actively. The objectives of the class were - giving some outline, tasks and examples regarding the topic, giving a beginning class test and finally taking a quiz. All the students attempted the quiz. The teacher showed PowerPoint slides and used Bangla for their better understanding. At the end of the class the teacher gave an online quiz according to his lessons. His objectives achieved successfully, he explained his lesson well but he was having too much technical issues, while he tried to explain things to the students, since his voice was not very clear so students were facing difficulties to hear or understand him properly. The lesson was about Modifier, Participle, Quantifier.

The activities are given in following:

Warm up 5 mins

Welcome and greetings 5 mins

Guess the Topic 5 mins

Give brief description of every items 30 mins

Give online tasks 15 mins

Chapter 6: Teaching Experience:

Self-reflection-1

On 24th June, 2020 I conducted a class through online. The class was about Grammatical Topic, that is "voice change", The class was of 1.2 batch. The total number of students was 32. The objectives I used for the class were, I gave brief descriptions on each of the sections of voice change, showing a topic related online video to guess the topic, showing power point slides for better understanding, gave them online tasks. I started my class from 2 pm and it continued till 3 pm.

At the beginning I greeted them asked them if they are okay or not and how they are doing in their quarantine's days. I received a common answer, "boring" so I tried to make the class fun, I showed them a picture which they found funny and started responding more, I then asked them to be active throughout the class. Then I started the warm up session, there were some pictures given on the slide, seeing the pictures they had to guess the country name which they did successfully.

Then I showed them a related online video so that the topic can be assumed by them, which they did. It was "voice change". I started the lesson. I began explaining what actually voice change is, how does it work, say for example I told them, "There are two ways to express an action of a subject in reaction to it's object" and these two ways are,

- 1. Active- Subject perform the action and object received the action.
- 2. Passive- An action is performed on the object by the subject.

Then I provided considerable examples like, "I love online classes" and "Online classes are loved by me" after showing them the examples I tried to make them utter the structure by their own. The students of the class were extremely amazing, very much active and communicative. Most of the people tried to answer one by one.

I chose to teach them, 'simple present' and 'present continuous' tense and their three types for each section, since I didn't have that much time so I focused on these two only.

First of all, I started with simple present or present indefinite, I further explained what a simple present tense is and the three types. These three types are, Positive, Negative and Interrogative. I tried to teach each of type with different examples so that they could understand well.

A slide was given where there was an example of active voice only and the students had to transform it into passive, after finishing each type individually. Then I gave them an online task sharing the link in the chat box. The task was based on voice change on simple present tense regarding those three types, that I taught them already, they were given 10-15 minutes to complete the task, there were total 10 questions.

For the section two that is present continuous I started bit differently. First I showed them a picture of a lady who was making a cake, then I asked them what is that lady doing, they answered immediately and it became clear to them that we are now about to study "present continuous" tense and its types. After I finished the whole lesson, I again gave them another online task regarding present continuous, they had to convert both active into passive and passive into active.

Self-Reflection findings:

I conducted one online class. It was a grammar class. Two other teachers also the course instructor were present there to observe my class. During my reflection time I knew about how to conduct an online class, how to give tasks via online, how to make a plan for lessons, how to communicate with students and how to manage a classroom environment.

Lesson Management:

To conduct a systematic class, I make a lesson plan for my class. I was planning to make the students more active and attentive. So, first I showed them a funny picture and tried to convinced them to be active. I found an online video to show my students so that it gets easier for them to understand what they are going to study in this class.

Lesson Delivery:

For lesson management I followed the CLT method. I inspired every student to respond and complete their task. My lessons were divided into parts like, discussion on each grammatical section and sub-sections, showing videos, giving tasks, slide share. Finally I tried my best to fulfill the objectives of my class.

Student's Involvement:

I found the class very peaceful. Every student supported me to complete my class. They were very active. They showed as much as involvement they could so, I was able to make the class interesting. It felt like they are thoroughly enjoying the class. They did every task according to my instructions. They asked me questions whenever it arose in their mind and I tried every possible way to answer their questions. When I asked them any question, they were very competitive among themselves to answer to get the appreciation.

Using technology and materials:

As I took an online class, I provided questions worksheet from online. Firstly, I used PowerPoint slide. I provided the link of the video that I wanted them to watch on the chat box of Google Meet. I selected the task from online site.

Use of Language:

I used easiest words while giving them any sort of instruction so that each and every one from the class, could understand what they have to do. I tried not to make any confusion among them. They easily understood my lesson because I use very simple and easy language.

Maintaining the class:

I made a friendly environment in the class so that the students could easily ask me about their problems and did the task eagerly according to key instructions. By their support I took a complete effective class.

Chapter 7: Overall Findings:

I observed overall two classes at online platform named hangout meet, and both the classes were about Grammatical items. I observed teacher's individual method of teaching, and they used two different methods while teaching in the class.

- **1. Lesson plan:** Both the teachers had specific lesson plans for the class. By this lesson plans they completed their objectives and managed the class.
- **2. Management:** Though both had a clear idea of their topics but at some point one of them got nervous and messed up a bit, so class management hampered at some point.
- **3. Student's co-operation:** In both classes students were very active and attentive. They shared a good bond with their teachers and helped the teachers to take the class peacefully throughout the time. They responded the whole class. They also did their task and complete the test according to teacher's instructions.
- **4. Using Technology:** As it was during covid-19 outbreak a complete different situation and teachers could not take classes being present physically on the class because of lockdown teachers had to use technology. They shared their screen. They also provided the link of the online videos and asked the students to watch the video and then come back to the class.
 - Advantage of online class: Students did every class task within the allotted time. Attending class on time was not really an issue for online classes, student could join class even if they are sick.
 - Disadvantage of online class- Students and teacher also had suffered from the poor connection of the Internet. Sometimes, the line was disconnected. Students failed to stay in the class.
- **5. Maintenance:** The teachers' behavior was very friendly and asked questions about their problems. They tried to manage the whole class by keeping the students active.

Chapter 8: Recommendations/ Scopes for further Improvements:

I would like to thank my Supervisor Nahida Akter Poly and the other two observers who also conducted class via Google meet during this Covid-19 situation, they all were very helpful and supportive. There are some suggestions for my fellow observers.

- **Proper lesson plan:** For conducting a class, having a lesson plan is a must on a regular basis, otherwise teacher will get confused in the class what to do teach what to not. It must be in written form.
- Attractive Warm Up: Warm up is essential for a class, to build students' interest. Warm up can be done for 10 minutes if it can be linked to the lesson.
- **Brainstorming:** I think the students should be given chances to do more challenging and creative activity. Group works and pair works should be more practiced.
- **Giving Examples:** Real life examples should be given so that students could connect more to the lesson. The real life should be introduced to them through their study and class lectures
- **Language:** Teacher should use an easy with appropriate grammatical structures to make the students understand the instructions properly.
- **Instructions:** Instructions should be clear and specific. Teachers should not get confused while giving instructions.
- Ensuring connectivity: Online classes will only be successful when both the teacher and the students can ensure Internet connectivity and a certain degree of motivation.

Chapter 9: Conclusion:

In conclusion it can be said that, this particular task was very challenging experience for me, observing and conducting classes via online platforms during the Covid-19 situation. I have completed this work as part of my final semester project. This task reflects my teaching experience. This will help me to learn about how to develop the students' four skills and get a knowledge about students and teachers' performance in a classroom. This internship has been an excellent experience for me as I was very excited and honored to play the role of a teacher. By this internship, my view is affirmed that becoming a teacher is actually a tough job. However, all the praises I got from the students while taking the class, inspired me a lot to become a teacher. This is one of the experiences that will pave my way towards a bright future and help me to become a better person to achieve my goals.

Apendix-1

Class observation checklist -1

Daffodil International University Department of English Internship on "Scenario of English Language Teaching in a Bangladeshi School" Checklist for Class Observation

University: Daffodil International University

Teacher's Name: Sadia Nur Class: CSE 1.2 Section: P.C-A

No. of Students Present:31 Course Title & Code: Writing and Comprehension

Room No: Online Peer/Observer: Farzana and Mehedi Date and Time: 25-06-20

Objectives of the lesson (as perceived):

I. Direct- Indirect speech

II. Reporting- reported speech

III. Examples and tasks

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

Yes, the objectives were achieved properly. Explained quite well, after the class most of the students were able to answer questions.

S/N	Review Section	In what ways? (Specific examples/ clarifications)
1	SUBJECT MATTER CONTENT (shows good command and knowledge of subject matter; demonstrates breadth and depth of mastery; tries to develop a knowledge seeking behavior among students)	She had the proper knowledge of subject matter. Interaction with the students was pretty well. She asked them questions after each of the topic.
2	ORGANIZATION (organizes subject matter; states clear	She started and finished her class on the given time. She made a proper use of her time.

	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 endhow the objectives of the lesson met/ what they have learned today)	Her warm up session was not very attractive, she asked students to listen to some songs and telling the movie name.
3	RAPPORT (holds interest of students; is respectful, fair, and impartial; provides feedback, encourages participation; interacts with students, shows enthusiasm, both teacher and students are ready for the class not only on subject matter but also in manner, etiquette and attitude)	She could not hold the interest for a long time. She encouraged students a lot. She maintained a good relationship and behaved nicely with the students. She showed a good manner.
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)	Since she took her class via google meet she shared her screen for students' better understanding, but there was no picture in her PowerPoint slide that could increase the interest of the students or make the class lively. She didn't give any real life examples.
5	PRESENTATION (establishes classroom environment conducive to learning; ensures learners' interests, maintains eye contact; uses a clear voice, strong projection, proper enunciation, and standard English)	Her voice was clear and she used simple and proper English. Sometimes she used Bangla for explaining something.

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)
She gave questions in the slide and students had to answer them on chat box.

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?

White transforming Direct into indirect speech she got confused but then she managed to do it again

Strengths observed: Interaction she had with the students was good

Suggestions for improvement: she could give more clear instructions and could have little more confident.

Overall impression of teaching effectiveness: Quite Impressive.

Apendix-1

Class observation checklist -2

Daffodil International University Department of English Internship on "Scenario of English Language Teaching in a Bangladeshi School" Checklist for Class Observation

University: Daffodil International University

Teacher's Name: Mohammad Mehedi Kawsar Class: CSE 1.2 Section: P.C-A

No. of Students Present:26 Course Title & Code: Writing and Comprehension

Room No: Online Peer/Observer: Farzana and Sadia Date and Time: 02-07-20

Objectives of the lesson (as perceived):

I. Modifiers-Infinitive

II. Participle- Possessive

III. Examples and tasks

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

Yes, the objectives were achieved properly. Explained quite well, after the class most of the students were able to answer questions.

S/N	Review Section	In what ways? (Specific examples/ clarifications)
1	SUBJECT MATTER CONTENT (shows good command and knowledge of subject matter; demonstrates breadth and depth of mastery; tries to develop a knowledge seeking behavior among students)	He had the proper knowledge of subject matter. Interaction with the students was pretty well. He asked them questions after each of the topic.
2	ORGANIZATION (organizes subject matter; states clear	He started and finished his class on the given time. He made a proper use of time.

	-		
	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 endhow the objectives of the lesson met/ what they have learned today)	His warm up session very attractive, he asked his students to explain a thing whatever they have beside them with adjectives which was related to his lesson.	
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)	As well as he showed a good manner.	
4	TEACHING METHODS (uses relevant teaching methods, aids, materials, techniques, and technology; includes variety, balance, imagination, group involvement; encourages questions from students and responds with interest; is open to ideas; uses real life examples that are simple, clear, precise, and appropriate; stays focused on and meets stated objectives)	As he took his class via google meet he shared his screen for students' better understanding, and there was several pictures in his PowerPoint slide that increase the interest of the students or made the class lively. He didn't give any real life examples.	
5	PRESENTATION (establishes classroom environment conducive to learning; ensures learners' interests, maintains eye contact; uses a clear voice, strong projection, proper enunciation, and standard English)	His voice was not clear though he used simple and proper English. Sometimes he used Bangla for explaining something.	

MANAGEMENT

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)

He made the class talk for the whole time by giving them interesting tasks.

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?

From the beginning he was having some technical issues like, his voice was not clear, students faced difficulties to understand him properly, once he even kicked out from the class during the class for his poor internet connection.

Strengths observed: Interaction he had with the students was good

Suggestions for improvement: More clear instructions could be given.

Overall impression of teaching effectiveness: Quite Impressive.

Appendix -2

Lesson Plan:



Lesson Plan

Topic: Voice Change

Course title: Project Paper

Course code: Eng-334

Submitted to:

Nahida Afrin Poly

Lecturer; English department

Submitted by:

Farzana Yasmin: 171-10-442

Lesson Plan

Course	Writing and comprehension	
Teachers Students Lesson topic	Farzana Yasmin : 171-10-442 Semester: 1.2 of CSE department Voice Change	
Aim of the lesson	 How to change sentences keeping the same meaning. When they should use passive voice To build confidence in students To develop functional Intelligibility For better grammatical Understanding 	
Date	24 June2020	
Learning resources	 pictures of symbols Online practice sheet white board and marker Printed materials and some objects 	
Estimated time of lesson	60 minutes	

Warm up

Some symbols and pictures will be shown. The students will have to guess the country name from those emojis. A video will be shown before revealing the topic.

;-)

Presentation

Topic	Teaching process	Activity	Time
Voice change	I will give a brief description about what an active and passive voice is. Why we use active voice more than passive voice.	One example will be given, based on that they have to try another sentence like, "I Love online classes"	10 minutes
Voice Change on Present Indefinite tense. • Positive • Negative • interrogative	I will describe all these three types of this section. Again recount the structures of each types for both Active and Passive.	One Example for each type will be given with the answer, another example will be given without answer, they have to try it with the teacher. After finishing all those three types, an online practice link will be provided and they will try these three types from there.	20 minutes
Voice Change on Present Continuous tense. • Positive • Negative • Interrogative	I will describe all these three types of this section. Again recount the structures of each types for both Active and Passive.	One Example for each type will be given with the answer, another example will be given without answer, they have to try it with the teacher. After finishing all those three types, an online practice link will be provided and	20 minutes

	they will try these three types from there.	

PS: The participants students will be appreciated, praised, motivated, rewarded.

Appendix-2

Class link:

The link of my conducting online class has been given below-

https://drive.google.com/open?id=1viHmCU2kehwricNtCCa9DvP_fynyFksI

171-10-442

ORIGINALITY REPORT					
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