



Daffodil *International* **University**

Internship Report

On

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

Submitted by:

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Batch: 40th (C)

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Submitted to:

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The report is submitted in partial fulfillment of the requirements for the degree of B.A.

(Hons.) in English

Date of submission: 30th November, 2020

Declaration

I sincerely notify that the project report that I have written on “Report on Online Class Observation and Conduction in English during the Outbreak of Covid-19” reflects my own experience that I have attested during the practical participation as a teacher. This report is done for the course’ Project Paper’ (334) in the program of BA honors in English. I want to express my true-hearted gratefulness to my teacher, Ms. Shahrina Afrin Siddique, who has provided me with very helpful instruction in a proper manner to acquire the best outcome in my project report. This report under the work of the project paper is submitted to the Department of English, at Daffodil International University.

Fatema Sultana

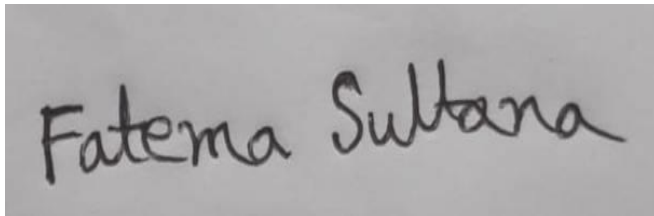
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Program: B.A honors in English

Batch: 40th

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A rectangular box containing a handwritten signature in black ink. The signature reads "Fatema Sultana" in a cursive, slightly slanted script.

Certificate of Approval

I am glad to certify that the internship report on “Online Class Observation and Conduction in English during the Outbreak of Covid-19” is done by the student of Daffodil International University in English Department, Fatema Sultana, ID: 171-10-1503. This work is the original record of her own practical observance. She was given guidelines and instructions by me and has successfully done her project under my supervision. I recommend this work for viva-voce and academic commendation. I wish her all the best in her future diligences.

Ms. Shahrina Afrin Siddique

Lecturer

Faculty of Humanities and social science

Department of English

Daffodil International University

A black and white photograph of a handwritten signature in cursive script. The signature reads "Shahrina" and is written on a light-colored surface. The signature is fluid and includes a long, sweeping underline that extends to the right.

Acknowledgment

This report is written to represent the current continuity of English language teaching in the subsistence of multiple methodologies in Bangladesh. I would like to convey my hearty and sincere gratitude to my supervisor for being available with her advice at every required point of the report. At every term of the project her constant guidelines have embodied the project report to a successful one. I would also like to express my special thanks to my supervisor Ms. Shahrina Afrin Siddique madam for sharing her brilliant concepts to work on my project paper and helping me to take my internship classes. The entire of my project report would have been quite difficult without the actual support of my group members Afsana Akter and Tasnia Nisfat Tafannum. Finally, special thanks to my caring, loving and supportive students of BBA department who collaborated with me a lot. This practical experience of this project paper opens a great opportunity to get supreme insight about the English language teaching in Bangladesh.

Abstract

This report contains the detailed explanation and analysis of the work done during the internship is “Observe the Online class and conduction in English during the outbreak of COVID -19”. For that reason, I had to observe one class of my supervisor and two classes of my group members Afsana Akter and Tasnia Nishat Tafannum. Finally, the report was prepared according to those observation classes. After the thoroughness of my entire project, I felt that new and innovation techniques of teaching English should be as a teacher with fall semester students of the BBA Department from Daffodil International University. I have tried to come out with appropriate and clear ideas so that I can keep it as much gradual as possible. Under the guidance of my supervisor, I have approached it in a very skilful way. I am very pleased to have such a unique experience and I hope it will very helpful to my upcoming journey. I hope that my report will provide some quick but accurate insight of the current situation of English language speaking in Bangladesh.

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Chapter 1

Introduction

As we know that English is a remarkable path of communication now a days. In today's global world, it holds a higher position universally. It is considered as major way that acknowledges us the progresses and taking place all around the world. So English learning is very important for all students. Knowing English is very important for everyone to improve in the future and keep pace with the whole world. But in our country, the student faces many difficulties in learning English due to lack of proper guidance regarding reading, writing, speaking and listening skills. Under the guidance and supervision of my teacher, I have conducted a class. Before that I have observed another class by my group member. In my own experience of my varsity life I decided to go taking class in Direct Method and Communicative Language Teaching. In my opinion, in order to advance the learning system CLT and Direct method are the best possible methodologies for the learners of foreign language. So it's benefited a lot, first I have taught them in Communicative Language Teaching under which students need to develop a habit of speaking in English. After that I focused on rules how they improve their speaking skills and how they properly presented them in any public speaking place with structures was emphasized. So it was a unique experience for me. I learned lots of new things.

Chapter 2

The objectives

The objectives of the internship report are:

- a) To observe the current situation of English language teaching in Bangladesh
- b) To observe the online teaching system in this pandemic situation.
- c) To understand the psychology of the student for English speaking in the classroom.
- d) To identify how to maintain the student and also to engage with them in the online class.
- e) To know the factors affecting the speaking of students

Chapter 3

Methodology

As a part of the course Project Paper I was guided with some instruction to complete the whole task. At first I received an email from my teacher Ms. Shahrina Afrin Siddique madam and from there I got acknowledged that she has been assigned as my supervisor. After that madam gave us a date for an online meeting where she would discuss the essential instructions. On the 11th of October she took the class and provided us with every possible instruction and information required for the completion of the project report. Finally, she selected for me fall semester students of BBA Department in our own University and permitted me to conduct a class with them on Google meet. So, Madam sent me the link of Google meet. She sheared the class link with the students. Most of the students joined in the class from that link and after that I started my class. At first I made it sure that all the students can hear me. And greetings them and I started taking my classes with permission from everyone. I also inspired them to come out with responses. I started the class focusing on Direct Method. I explained them about the topic and it's about the sub skills of speaking skills and told them that in this way of learning they must develop the habit of thinking in the target language and also enhance their vocabulary. Because normally when we speak in English, we first translate it inside our brain from our native language to English. The process of converting from one language to another is quite challenging. It helps us to build the habit of thinking in the target language. And I also used CLT as an outward part of this learning process. I tried to make them understand the basic rules of speaking such as how they are able to use daily life speech, like how they communicate easily with their friends and teachers. Students were able to connect with my lecture very easily because they also faced such kind of problems while speaking. I want to express my heartiest gratitude to the Ms. Shahrina Afrin Siddique madam for fixing everything by her without giving us any hassle at all and give me the permission to take a class on behalf where I can share my knowledge and experiences to the students. At last I prepared my project paper by following these steps.

Chapter 4

Institution details

The name of the institution is Daffodil International University and I am a student of this university. It was established in 2002, Daffodil International University has become a well known private university in Bangladesh. Its 150 Acre campus is full of life and positive energy, upbringing education and innovation for more than 20,000 students. The university has every enforceable facility for the multifaceted advancement of the students. The university authority and faculty inspire students to come out with innovative ideas and inventions. Students are very respectful to their teachers. So the overall position of the university is really up to the mark.

Chapter 5

The report of class observation

Class 1

The very first class that I observed it was on 13th October at 2:30 pm. And it was an online class. Before starting the class I made sure that I had a good internet connection. The class started at 2:30 pm and it was 90 minutes class. The course teacher was Ms. Shahrin Afrin Siddique madam my supervisor. She gave me the permission to observe one of her class. The class was on "Article" and she utilized her time with perfect materials and slides so that students not only learn in the class but also practice the topic in the class. She presented the topic so elaborately that each student found it easy and also interesting. She prepared a presentation slide so that the student properly could understand each and every point easily. Students were very cordial and immediately created a warm environment for making the class and tasks successful. Ma'am had brilliant communication skills and the students were engaging also. She taught them some rules on articles and provided them with examples of every rule for further clarification. After teaching the basic for 40 minutes, she engaged them with some practical task. Under this task she provided them some topics and told them to prepare for 5 minutes. After that, she told them to speak on those topics one by one. Soon it became a place of sharing thoughts and ideas. And she told students she uploaded all slides in BLC platform, so if any student forgets something or who missed that class they benefited. It was an informative and interactive class that I observed. She ended the class by playing a beautiful song so that students did not feel bored, because in this pandemic situation sometimes online classes are lacking in vivacity, so that time the students lost their attention to class that's why ma'am finished the class by playing a beautiful song.

Class 2

I observed the 2nd class which was conducted by my other group member Afsana Akter. She conducted her class with the student of CSE Department from the Daffodil International University. She started the class at 11.30 am in 29 October; she was started with a short intro with the students and made them feel comfortable. After that she directly moved to the topic. Here again her topic of the class was Reading skill. The students in her class all are very much cooperative at every point of the class. Along with this she inspired them to come out with responses and appreciated when she got any. At first, she taught them the basic of reading skill and discussed the way-out of all the problems associated with it. She used both Grammar Translation Method and communicative method in order to provide students with the understanding of both methods. She also ended the class in the proper manner. And she was very friendly with the students.

Chapter 6

Teaching experiences

Date: 29 October 2020

Class observer: Afsana Akter

Class: Fall Semester, BBA Department

Topic: Speaking Skills

My class was with the student of Fall Semester BBA department of the Daffodil International University. It was on 29th October at 08.00 pm. It was an online class and it took the class on an online platform it's called Google meet. I was a little nervous. But eventually I overcame my fear and try to conduct my class perfectly. At first madam introduced me to the class and gave me the floor so that I can conduct the class. There were more than 35 students in the class. It was a very exciting experience for me as I was taking class as a teacher for the first time. At the very outset, I introduced myself and greetings to the students, a little conversation with students for ice breaking and asking for their co-operation and I took permission to start the lesson. After that I started with definition of 'Speaking' and tried to focus on the root causes associated with it in my lecture. I got lots of responses from the students and soon it became a place of sharing thoughts on that very particular topic. For 35 minutes I talked about the problems and best possible solution associated with the learning of speaking English. In my lecture I focused on Direct Method at first and after I used CLT. I explained them why we need to develop the habit of thinking in English. I explained them that when we speak in English, we first think it in Bangla and then convert it in our mind in English and then we speak. It actually causes unnatural pauses, gasp and hesitation. But if we can think in the English directly then, there will not be all this issues. After that I talked to them the superficial problems such as Speaking English in public place and vocabulary I taught them the importance of knowing grammar because apart from the former issues the problem that hinders the way of correct speaking ability is grammar. Though one class is not enough for any of this topic but, I tried to give them a small glimpse of the whole affair. Finally, inspired them to

give it a small try in the class. So I gave them 4 topics such as Hobby, Daily routine, Music, Unexpected thing and told them they speak at one of this topic for a few minutes. I also gave them the liberty to come out with their own topic to make them feel easy and comfortable. After that what I got is the concrete outcome. Almost all the students participated in this task with their prime effort. They made the whole task very informative, humorous, and hopeful with their own experience. The student was very active on the class and concluded more interesting. This was my first approach as a teacher and I tried my best to bring out the best effect. Finally, I took some feedbacks from them about the class and ended the class.

Chapter 7

Overall Findings

It was very sweet and unique experience to be a teacher for the first time and to take class on an online platform. I have tried my best to present myself in the best possible way. In an online class a teacher must be concerned about the internet connection. Because there were some network issues but the students would have the class recording later in BLC platform. And it's the best thing we have in our online platform. BLC helped the students a lot sometimes, some students could understand clearly and some could not due to their poor network. In those cases I repeated the part of my lecture. Sometimes, after joining the class students leave the place. Some of their bad network because they lived in rural area they could not hear my lecture properly. In this case we do not have any way to check whether they are there or not .However, most of the Students were very cooperative and helping me out at every point. They were very friendly about their understanding. I have found that most of the students had certain goals and they feel the rebuke to toward learning.

Chapter 8

Recommendation

I have observed the classes of my group members very carefully so that I can come out with some concrete stuff. I realized that student must be able to develop their thoughts and increasing vocabulary in English and only then they will be able to speak fluently. So, if we want to make this happen direct method is the best possible way to do that. After that if they need more efficiency of rules or grammar. I have noticed that teacher speaks most of the time in the class which should be a little bit shorter. Because in online classes its gives boring vibes. Also BLC app should be easier. Another important thing is, our teacher should make sure that every student gets equal attention during the lecture if Students should be given more opportunities and should be encouraged to speak in the class then class will be more lively.

Chapter 9

Conclusion

I really like the teaching profession very much. I always follow my teachers' lecture very carefully. Finally, I am happy that through my internship report work I am able to apply all those learning in the online class. It was not very easy task for me. Teaching an online class has made me face lots of new challenges. It is really hard to hold the attention in online class. Sometimes students feel isolated despite being in class. They start doing another thing after joining the classes. So in future I will try to arrange my lesson plan in such a way that students pay proper attention in their class time. However, in this corona situation when everything has started to destroying, online classes have raised a new hope for educational side. Nothing is perfect, so the online class too. But still we can make the best use of it with the help of some new ideas. I have realized that in teaching profession needs patience, talent and dedication to succeed. At the same time I also realized that I should have some improvement for my teaching speed. I will keep working of those areas. While doing this project paper, I learn so many things and those things will help me in my future. Finally I will like to thanks Almighty Allah for everything and this is going to be an evergreen experience for me that I will apprehend in my heart for long time.

Appendices

- a) Class observation check list
- b) Certificate of internship
- c) Photograph/Class link

Daffodil International University
Department of English
**Internship on “Online Class Observation and Conduction in English during
the Outbreak of Covid-19”**
Checklist for Class Observation

School / College/University: Daffodil International University

Teacher’s Name: Tasnia Nishat Tafannum

Department: Department of Tourism and Hospitality Management

Batch: 21

Semester: Fall semester

No. of Students Present: 35

Course Title & Code: English for Hospitality 1 (ENG 101)

Peer/**Observer**: Fatema Sultana

Date and Time: _20 October 2020, 02.30 pm

Objectives of the lesson (as perceived):

- i. To make students able to speak English fluently.
- ii. To make student able to overcome the grammatical mistakes.

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

- The students understood the topic very well. They also talked about their problems and the teacher tried to solve their problem. The teacher used PPT slides so that the students could understand the topic well. She also describes elaborately how they can improve their grammar lesson.

S/N	Review Section	In what ways? (Specific examples/ clarifications)
1	<p>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)</p>	<p>She has a very good command on the subject matter. She has done it in a very gradual way associating the students.</p>
2	<p>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)</p>	<p>She conducts the class in good way. There was a clear time division for every part of the topic.</p>
3	<p>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)</p>	<p>It was a very engaging class. Students were responding spontaneously. She gave students enough time to come out with their own opinion in a proper manner.</p>

4	<p>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)</p>	<p>She plans the class in a very precise manner with every important point associated with the topic. She applied Direct method to make a better understanding.</p>
5	<p>PRESENTATION (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>From the beginning till the end it was a much illumined class. There were no unnatural pauses which made the class lively .She tried to listened and interact with every students also tried to solve their problem.</p>

MANAGEMENT

Was the time spent properly?

-Yes, the time was spent properly.

What were the main stages of the lesson? What tasks and activities did the teacher do during each stage? (Optional: Draw a diagram to show main stages of the lesson and time spent on each)

The teacher was teaching on reading from the slide, the rules of that lesson. She discussed many methods and techniques on that topic. She presented her lecture so elaborately so that the students can understand properly.

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?

-Yes I think as a teacher she managed the whole class nicely. She has a very good command over the subject matter.

Strengths observed:

1. Her presentation style was very impressive.
2. She had a good influence over the student.

Suggestions for improvement:

Teaching is all about crafting and I think she has that ability. All she needs to do is just practice and keep doing. And the internet connection should be strong.

Overall impression of teaching effectiveness:

Tasnia Nishat Tafannum is very smart at teaching. In teaching time she uses online based links and example in her class. She has a good management and communication skills. She follows her lesson plan and completes the task in time.

Daffodil International University
Department of English
**Internship on “Online Class Observation and Conduction in English during
the Outbreak of Covid-19”**
Checklist for Class Observation

School / College/University: Daffodil International University

Teacher’s Name: Afsana Zaman

Department: CSE

Class: Fall semester Section: 01, 02

No. of Students Present: Probably 46

Course Title & Code: Writing and Comprehension

Peer/Observer: Fatema Sultana

Date and Time: 29 October 2020, 11:30 am

Objectives of the lesson (as perceived):

- i. To fulfill active speaking strategies.
- ii. To know the factors affecting reading skills.
- iii. To be able to speak English fluently.

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

-Yes, the object was achieved. She also indicated the common grammatical mistakes that the students often did. She used a PPT to make the discussion more easily. She gave some task to do and the student did that very well.

S/N	Review Section	In what ways? (Specific examples/ clarifications)
1	<p>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)</p>	<p>She has a very good command on the subject matter. She has done it very straight way associating the students.</p>
2	<p>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)</p>	<p>She has done this proper way. She came to the online class on time. There was a clear time division for every part of the topic.</p>
3	<p>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)</p>	<p>It was a very engaging class. Students were responding spontaneously. The students enjoyed the class very much. Moreover she inspired them throughout the class. She gave students enough time to come out with their own opinion in a proper manner.</p>
4	<p>TEACHING METHODS (uses relevant teaching methods, aids, materials, techniques, and technology; includes variety, balance, imagination, group involvement;</p>	<p>She planed the class very proper manner with every important details combined with the topic. She used GTM and Direct Method to make a better understanding.</p>

	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)	
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)	From the beginning till the end it was a very excellent class. There was no unnatural problem that's why the class was perfectly done.

MANAGEMENT

Was the time spent properly?

-Yes, the time was spent properly.

What were the main stages of the lesson? What tasks and activities did the teacher do during each stage? (Optional: Draw a diagram to show main stages of the lesson and time spent on each)

The teacher was teachings about reading skills. She was presented her topic very easy and knowledgeable way that's why students learn many things from her.

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?

Yes there were some critical events in her lesson. Students were not able to understand properly .That time the teacher handle the situation another way. But I think as a teacher she tired the whole class nicely.

Strengths observed:

- i. Very confident on the subject matter.
- ii. Her voice was very clear and loudly
- iii. She had good influence over the students.

Suggestions for improvement:

Teaching is all about a art and I think she has that ability. All she needs to do is just practice and keep doing.

Overall impression of teaching effectiveness:

She is very smart at teaching. I hope one day she will be a superior teacher.

Class Link

Class that I took:

Classes those I have observed: