

A Project Paper
On
**“Online class observation and Conduction in English During the outbreak of
Covid-19”**

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A Project Paper on online class observation and conduction in English during the outbreak of Covid -19 is submitted to the Faculty of Humanities and Social Science in Partial Fulfillment of the Requirements for the Degree of Bachelor of Arts (BA).

Date of Submission: 01 September 2020

Declaration

I would like to announce that this project paper has been completed under the valuable supervision of Mr. Mohammad Elius Hossain, Assistant Professor, Department of English, Daffodil International University. I would declare hereby that this paper or any part of it has not been displayed or submitted anywhere for any certificate or degree.

Abu Raihan Arif

ID:171-10-157

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Certificate

This is to certify that Abu Raihan Arif , ID: 171-10-157, is a regular student of the Department of English at Daffodil International University, Ashulia Campus. He has accomplished his project paper under my supervision and worked sincerely to prepare this report.

All types of information and findings presented in this report are original. I wish him success in his future career.

.....

Mohammad Elius Hossain

Assistances Professor

Department of English

Daffodil International University

Acknowledgement

First of all, I would like to thank almighty Allah for his grace in accomplishing my internship report titled “**Online Class Observation and Conduction in English during the Outbreak of Covid-19**” on time. I would like to express my gratitude to my academic supervisor Mr. Mohammad Elius Hossain sir from the core of my heart for his kind support, guidance, constructive, supervision, instructions and advice and for motivating me to do this report. I would like to thank Mr. Md Rafiz Uddin sir for allowing me to observe one of his classes, and for providing various key information. I would also like to extend my thanks to the students of the classes that I observed and also the class that I conducted. I also remember with thankfulness one of my class friends who has been very helpful in showing me the work process and providing me relevant information for my report whenever I approached.

Abstract

The time when I went to complete my project paper that was pandemic situation due to Covid-19 all over the world including Bangladesh. The project paper was assigned to know how English Language class would be taught online in this pandemic situation. As all the schools and colleges were closed due to the pandemic situation, Daffodil International University gave us this Opportunity to complete the project at the Department of English. I observed two English language classes and conducted a language class myself. The findings of the observation and teaching experience have been presented in detail later with particular mention of the strengths and weaknesses. Towards the end of the paper, I have offered a few recommendations for the improvement of online teaching-learning situation.

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Chapter - I

Introduction:

Thanks to authority by whom we got the convenience and opportunity to finish the project paper course (ENG 334). My supervisor Mr. Mohammad Elius has suggested me to observe the classes carefully and conduct at least one class. So i listened to him respectfully, and asked for the permission to Mr. Mohammad Elius Hossain and Mr. Y to allow me to observe and conduct the classes i mentioned. So, with the permission of The Authority i got two classes to observe on 16th and 17th batch between separate sections and took one class of Section PC-A of 16th batch. With the help and generosity of my supervising teacher and Mr.MD.Rafiz Uddin I have successfully completed my course curriculum.

Chapter - II

Objectives:

The main objective of the project work was to find out online Class Observation and Conduction in English during the Outbreak of Covid-19”.

- 1) Observation and Conduction in English at the time of Outbreak of Covid-19” at tertiary level.
- 2) Teaching technique observing.
- 3) Teaching style observing.
- 4) Observing and finding strength and weakness of online class.

Chapter - III

Methodology

Selecting an Institute:

During this pandemic situation all educational institution was closed, that's why I completed my project paper at my university (Daffodil International University, Ashulia Campus) Whereas my department head and faculties took decision to do this.

Selecting Class:

As a student of daffodil international university, I knew the class teacher and class schedule. This was summer 2020. I knew I would have to observe two classes for observation and one class for teaching of 16th batch department of English.

Selecting Facilitator:

In this observation I chosen my honorable teacher Mr. Mohammad Elius Hossain sir and MD. Rafiz Uddin sir. They both of them gave me the chance to observe their language related class. At first, I observed Mr. Mohammad Elias Hossain sir class. He introduced me with the student before conducting the class. Therefore, he started his lesson. I would like to thank for helping me to complete my Internship project.

Using Checklist:

For the purpose of observation, I used one semi-structured checklists in order to catch the real seniors of teaching-learning of those classes.

Classroom Observation:

I observed two classes which were English language related. I got the class schedule from my honorable teacher, Mr. Z. I completed my first-class observation in 29th June 2020 at 2:30 p.m. The class teacher was Mr. Z. Then I had completed my second-class observation on 19th July 2020 at 8:30 p.m. which was the class of another honorable teacher, Mr.Y. Both teachers started the class with warm words, and at the beginning, they discussed a summary of the previous class topics.

Chapter - IV

INSTITUTION DETAILS

History

Daffodil International University is one of the most renowned university amongst the best prevailing university not only in Dhaka area but also all over Bangladesh. It was founded in 2002. As soon as it started, the reputation of this university growing up in abroad. The founder and chairman, Board of trustees of this university is Mr. Sabur Khan. Daffodil International University started their journey from Dhanmondi, which is their main campus.

Present Structure

The university selects students for undergraduate and postgraduate program. The university works in two shifts. In every class there are different sections. In every section there found about 35-40 students. The University area is very large, beautiful, green and situated over 150+ acres of land. This university has large auditorium where many programs are arranged. All the member of DIU family celebrates Foundation Day every year on 28 January at this auditorium also this university has large playground which is so decorated besides this play ground there has mosque and well decorated canteen.

About course teacher

In my department more than 10 teachers are teaching us. Every teacher has good communication skills, deep knowledge and passion for their subject matter, ability to build caring relationship, strong work ethic here some of them are well experienced. For my class observation I chose Mr.

Mohammad Elius Hossain sir and Mr. Md Rafiz Uddin sir whereas both are well experienced. They have a great bonding with their students and they are very much friendly charming person.

Students Number

This university has 24 thousand students where they studying in CSE, EEE, Pharmacy department.

Faculties

- 1) Faculty of Science & Information Technology.
- 2) Faculty of Business & Entrepreneurship.
- 3) Faculty of Humanities & Social Science.
- 4) Faculty of Engineering.
- 5) Faculty of Applied Health Science.

Teachers Qualification

There are 70 teachers who work in this university and the majority of the teachers are accomplished from various renowned universities where most of them are well experienced.

Uniform

The university has no dress code but every student should maintain courtesy, no slipper is allowed also wearing student ID card must be maintained.

Cultural Activities

They celebrate social program and excursion in occasion. They have sports class where they play and learn with a game's instructor. They have scouts, cultural club where they organized lots of program in the university arena.

Fees Payment Procedures

The fees payment procedures are different than other university in Bangladesh. Though it is a private university that's why it takes tuition fees with three terms, Student can pay full semester academic fees in advance at the time of registration. However, student can also pay academic fees in three installments.

Chapter - V

Class Observation Report

As a requirement of this project, I was supposed to do two observations. Due to the present pandemic situation, I could not do the observation sitting in any physical classroom. Therefore, I observed two classes in different two courses that were being conducted online.

Class Observation-1

All the students and the teacher were present in time. Though this is online class so it organized for video conference, the materials of this class was-google meet, PowerPoint slides. The overall environment of this class was so peaceful and the behaviors of students were so friendly.

It holds on 29th June 2020. The class was started in time. The subject was English for academic purposes Which was conducted by Mr. Z. Class duration was one and half hour. At first the teacher warms up getting to the student then he discussed how life is going on this pandemic situation. Then he called attendance where 35 students were present. Then the teacher went to the lesson plan and introduced the topic.

He discussed about "Summery Writing" and " Paragraph structure". He discussed the lesson with examples. He tried to ask questions and take question from the students. All the students understood this topic after giving the definition. Then the student knew about its writing structured and they learned about paragraph structure and its summery writing. The teacher was so experienced and well known about the subject matter of the class. He taught the topic smoothly sometimes he gave relevant examples about this topic. It can be said that the subject matter was so

decorated. He made the PowerPoint slide based on this topic where objectives included. The class was very enjoyable for all student due to students and teacher good relationship. He always tries to motivate his student for practicing to the class for examples. The students of this class were maintain courtesy, manner, etiquette. He was using electives method in his class. Though it was online class that's why teacher using presentation slides with video conference. He handover the question and always tried to give the reference from the text. On the other hand, he also gave the real-life examples that the students easily understood the topic. The presentation skills of this teacher were so fluent. He delivered clear voiced towards to his students with smiling face. Which made good friendship among teacher with student. That's why attractive environment was staying into the classroom.

Strengths observed:

1. Teacher provided clear voice.
2. Teacher used Correct pronunciation during his lecture.
3. Teacher always tried to maintain Smiling face.
4. Teacher Preparing classroom as a learning place.
5. Skill for handling power of critical situation
6. Teacher was so knowledgeable and well experienced.

Weakness Observed:

- 1) In online class face to face interaction is missing.
- 2) Internet signals were different place to place, where many students live in village area.
- 3) Sound missing or interpret problems.
- 4) Have a chance to copy answer from internet during exam.
- 5) Unable to recognize attentive students.

Class Observation-2

I observed the second class which was Basic Grammar and writing (ENG-111) conducted by Mr. Y. There were 35 students present there. Voice Changing is the topic of this class. They learn about how to do voice change after listening and practicing. The teacher was so much knowledgeable and strategic person about subject matter of the class. He taught the topic easily where sometimes he was providing some short cut rules for developing knowledge seeking behavior among students. The subject matter was so decorated. He used PowerPoint slide about the subject also he included objectives in an organized way. The class was very enjoyable for all students because the teacher and student's relation were so friendly. Because students maintained mannerism, etiquette in their behavior. The teacher asked about topic related question and then the students tried to answer this question here someone answer was not correct then the teacher gave correction. He applied eclectic method in his teaching. This was online class that's why the teacher used PowerPoint slide in the video conference. Teacher always tried to give reference from the text where he provided some question and always encouraged to read out the text. He used real life examples to his students. The presentation was outstanding because of his clear and fluent voice. He had a smiling face which helped to make good friendship between teacher and student. That's why an attractive environment was in the class room. The teacher used perfect pronunciation and standard English in classroom. He used class time properly because all thing is pre decorated.

At the first stage the teacher introduced the topic which was voice change. Then he gave relevant examples based on this topic. Then he showed some grammatical voice change rules. As this this online based class that's why we are faced internet connection problems here the teacher and the students easily recovered this.

Strengths Observed:

1. Teacher provided clear voice.
2. Teacher used Correct pronunciation during his lecture.
3. Teacher always tried to maintain Smiling face.
4. Teacher Preparing classroom as a learning place.
5. Skill for handling power of critical situation
6. Teacher was so knowledgeable and well experienced.

Weakness Observed:

- 1)In online class face to face interaction is missing.
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- 5)Unable to recognize attentive students.

Chapter - VI

Class Conducting Report

To complete all the requirement of this project, I conducted an English language class at the Department of English. My supervisor arranged one class for me. It was one one four sections of batch-16 of our department.

Lesson Plan:

Internship teacher: Abu Raihan Arif

Topic: Sentence Combining
Terminal Objective: After discussing the lesson student will <ul style="list-style-type: none">• have learned about Coordinating Conjunction• have learned how to use connectors (Adverbial, Conjunctive adverb).• have seen a text with highlighted example for better clarification• have seen a video about the topic
Student level: Undergraduate student L1T2, 16 th batch, PC-A
Materials: Laptop, Internet, Video clip, Pen drive, google meet for video conference.
Class duration: 1 hour

Stage	Procedure	Focus On	Time
1.	Introducing	Sentence combination	5 min
2.	Talking about Coordinating Conjunction	Sentence combination	5 min
3.	Connectors (Adverbial, Conjunctive adverb).	Sentence combination	5 min

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4.	Exercise	Clause marker	10min
5.	Video clip and text	Rules of grammar with example	5min
		Total=	30min

Teaching Experience:

I conducted online class with tertiary level of student who were from 16th PC-A, L1T2 batch.

The online class duration was same with physical class it was 1 hour and 30 minutes but I was selected for taking a part of the class for 30 minutes. The second part of the class was conducted by another candidate who was my friend. At the beginning of the class, the honorable course teacher took 20 minutes for introducing us to the students the subject matter of the class was Combining Sentences. Before taking a class, I had completed the lesson plan and prepared Power Point Slides where I included definition, sentence Structure, with specific topic and some specific examples so that they can easily understand. I conducted whole class in English and Bengali language for better understanding as much as possible. I asked one of them a topic related question for making interaction between us. During the binding time of the class, I always tried to entertain the student by making some funny examples and adding some interesting videos which was topic related. Then I finished the class by giving some suggestions about sentence combination.

Chapter - VIII

Overall Findings

As the requirement was to observe two classes and conduct one class. I have completed the task with my maximum efforts. There were few positive and negative sides.

Observation findings:

The teacher was very friendly and an expert with his teaching method. He was using devices and applications that made the concepts easier. The communication between the teacher and was very fluent. But the student attendance was not so impressive, of course we can understand, there's been some network problem with a few certain areas, which can cause this type of irregularity.

Teaching Findings:

Before I made a perfect lesson plan about combining sentences which included some digital technologies, like laptop, Pen drive, ppt and microphone during the class. In one of my class i asked questions to students to grow their attention towards the topic. I always tried to collaborate with them by interacting with various Q/A session, and that made my class more cheerful. I felt nervous at first, because this was happening for the first time in my life. Due to poor internet connection or network issues, students sometime couldn't hear my lectures, in those times, i repeated my lectures for the well fare of them.

Chapter VII

Recommendations:

- 1)The teacher should speak English and Bangla when they will teach because it would be better for understanding.
- 2)Teacher may need more training in the area of online class conduction.
- 3)Teacher need to give more class activities.
- 4)Class duration should be increased.
- 5)The institute should provide laptop to the students so that they could attend the classes on a regular basis.

Chapter - IX

Conclusion:

After I was done with my internship, I obviously gained much experience about "Online Class Observation and Conduction in English during the outbreak of Covid-19". I want to conclude with giving an opinion about the online classes. It is only communication-based class, where a teacher cannot show a practical example to the students. The classes were less enjoyable because of the hearing problem for having network issues. But at last, online classes were important in Bangladesh. In this pandemic situation, it was a great help for students.

Appendices-1
Classroom Observation Report-1
Daffodil International University
Department of English
Internship on “Online Class Observation and Conduction in
English during the Outbreak of Covid-19”
Checklist for Class Observation-1

Institute name: Daffodil international University

Teacher’s Name: MD: Elius Hossain

Batch: 16th Section: PC-C No. of Students Present: 35

Course Title & Code: English for Academic Purposes (ENG 123)

Room No: Online Class Peer/Observer: Abu Raihan Arif.

ID:171-10-157.

Date and Time: 29 June 2020

Objectives of the lesson (as perceived):

- 1) Summery writing
- 2) Paragraph structure

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

The students understood all the idea about the topic after giving definition of the main topic. Then the student knew about its Summery writing structure and learned about paragraph structure.

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>Teacher was knowledgeable and experienced about subject matter of the topic. He taught the topic nicely sometimes he was taking about the topic related question from 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>The subject was so organized. For Instance: he made Power point slide about the subject and some objectives were included in a very organized way.</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>The teacher and student relation were so pretty because both are friendly. He always motivated students for participating to the class for example: One student Late to enter the classroom for a specific reason at the moment he welcomed to the student with smile. Indeed, the class was not robotic. It was always enjoyable with manner, etiquette and attitude.</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)</p>	<p>Elective method was using in his class. Actually, it was video conferencing and power point presentation. However, it was online session. He provided some question and always tried to read out the text. He used real life example while he taught this lesson.</p>

	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, uses a clear voice, strong projection, proper pronunciation, and standard English)	The presentation style of the teacher was so nice and fluent. Teacher and students bonding are so pretty for the reason attractive environment was staying into the classroom. The teacher uses proper pronunciation and standard English in the classroom

MANAGEMENT

Was the time 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 used time properly. During the First stage he Introduce the topic which was summery writing. And gave some examples for all student to clear the subject matter. Then He showed some sub topic under the main topic of the class. After that he requested to read out the topic and help to the student to understand the topic by explaining.

CRITICAL EVENT (If took place)

Was there any ‘critical event’ in the lesson? (a point where communication broke down and there was a confusion). How did the teacher handle the situation?

There was a little critical situation. For example: some of the student could not understand the topic. In this situation personally he helped the student.

Strengths Observed:

1. Teacher provided clear voice.
2. Teacher used Correct pronunciation during his lecture.
3. Teacher always tried to maintain Smiling face.
4. Teacher Preparing classroom as a learning place.
5. Skill for handling power of critical situation
6. Teacher was so knowledgeable and well experienced.

Suggestions for improvement:

I have no suggestion for the teacher

Overall impression of teaching effectiveness:

It is very much effective and important for online learners.

Appendix-2

Classroom Observation Report-2

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-2

Institute name: Daffodil international University

Teacher’s Name: MD: Rafiz Uddin

Batch: 16th Section: PC-C No. of Students Present: 32

Course Title & Code: English for Academic Purposes (ENG 111)

Room No: Online Class Peer/Observer: Abu Raihan Arif.

ID:171-10-157.

Date and Time:30 June 2020

Objectives of the lesson (as perceived):

1) Voice change

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

After listening and giving more information end exercise students learn about how to do voice change,

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>Teacher was knowledgeable and experienced about subject matter of the topic. He taught the topic nicely sometimes he was taking about the topic related question from 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>The subject was so organized. For Instance: he made Power point slide about the subject and some objectives were included in a very organized way.</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>The teacher and student relation were so pretty because both are friendly. He always motivated students for participating to the class for example: One student Late to enter the classroom for a specific reason at the moment he welcomed to the student with smile. Indeed, the class was not robotic. It was always enjoyable with manner, etiquette and attitude.</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>Elective method was using in his class. Actually, it was video conferencing and power point presentation. However, it was online session. He provided some question and always tried to read out the text. He used real life example while he taught this lesson.</p>
5	<p>PRESENTATION (establishes classroom environment conducive to learning; ensures learners' interests, uses a clear voice, strong projection, proper pronunciation, and standard English)</p>	<p>The presentation style of the teacher was so nice and fluent. Teacher and students bonding are so pretty for the reason attractive environment was staying into the classroom. The teacher uses proper pronunciation and standard English in the classroom</p>

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<p>Was the time spent properly?</p>
<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)</p> <p>The teacher used time properly. During the First stage he Introduce the topic which was voice change. And gave some examples for all student to clear the subject matter. Then He showed some sub topic</p>

under the main topic of the class. After that he requested to read out the topic and help to the student to understand the topic by explaining.

CRITICAL EVENT (If took place)

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There was a little critical situation. For example: some of the student could not understand the topic. In this situation personally he helped the student.

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5. Skill for handling power of critical situation
6. Teacher was so knowledgeable and well experienced.

Suggestions for improvement:

I have no suggestion for the teacher

Overall impression of teaching effectiveness:

It is very much effective and important for online learners.

