



An Internship report on
“ Online Class Observation and Conduction in English during the Outbreak
of Covid-19

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Date of Submission:

This report on “ Online Class Observation and Conduction in English during the Outbreak of Covid-19” is submitted to the Department of English, Daffodil International University, for the partial fulfilment of Bachelor of Arts Degree (B.A.)

ii. Declaration

I, hereby, declare that the final project report entitled "Online Class Observation and Conduction in English during the Outbreak of Covid-19" is submitted by me to Department of English, Daffodil International University, under the supervision of Md. Rafiz Uddin, Assistant Professor, Department of English. I further declare that the work report in this project has not been submitted and will not be submitted, either in part or completely for the award of any other degree in this institute or any other institute.

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iii. Certificate

This is to certify that, Ria Moni, ID: 173-10-230 is a student of English Department of Daffodil International University, Ashulia Campus. She has completed her internship project under my supervision and worked hard to prepare her report.

I wish her success in her future life.

Md. Rafiz Uddin

Lecturer, Department of English

Daffodil International University

iv. Acknowledgement

I would like to express my gratitude to my supervisor Md. Rafiz Uddin, Assistant Professor, Department of English, for his endless support and guidance to finish my project paper. His endless patience, authoritative guidance, encouragement, consultation, valuable advice, edification, reading deficient drafts and correcting them in all stages have made it possible to complete this project paper.

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Abstract

The purpose of this term paper is to put forward the situation of Online Classes in English and the strategies of teaching during the Outbreak of Covid-19 pandemic. Online classes added a new dimension to technology. Though our normal life has been stopped due to this Corona crisis online platform helped us to continue the education process. Basically, in this paper, we tried to find the strengths and weaknesses of online classes in English and we review the basic situation of students also that how they are learning in this critical situation. We chose two classes to observe the teaching methods and techniques of teachers and a class for conduction so that we could get a clear picture of the English language teaching-learning situation online.

This project aims to know the methods teachers are using in this Corona pandemic situation for online classes of English language and their outcome. How far the objectives are being completed is also an important part of the study.

This paper is written to point out all the weaknesses of English language learning strategies so we can reorder them further with all the strengths and possible techniques. Also, some recommendations are given into the section of “overall findings” according to the two observations and from the class conducts experience.

Chapter-I:

Introduction

Introduction

The Covid has gotten a scourge around the world. Also, to control the pandemic circumstance each instructive foundation has been closed down. On March 18, 2020, Bangladesh education ministry declared all educational institutions to remain close due to coronavirus outbreak just like other countries. But as the teachers were worried about the study of students so they started to take online classes all over the world. The pandemic situation caused unexpected changes in the education system with a distinctive rise on the digital online platform. ("Coronavirus disease (COVID-19): Schools", 2020) Starting online classes were not easy in Bangladesh as many of our old teachers are not so fast and known with the advance technology but still, they worked so hard to keep pace with the world. ("Covid-19: Educational institutions engaging in online, virtual classes", 2020) Things are now different from previous physical classes This causes the student to proceed with their schooling remained at home. Daffodil International University is one of them. As a student of English Department, I am appreciative for that.

We observed and made a report based on the situation of online classes in English during this Covid-19 outbreak. As we know, English is an international medium of communication and widely spoken all over the world. In Bangladesh English is a foreign language and learning English is compulsory for all level students and almost every student started learning from the very first day of their school life. Due to our country's poor educational systems, most of the students are not fluent at speaking and do not have sufficient knowledge of English. (Naik, 2020) In this arrangement, the course Project Paper (ENG334) has been effectively done by me. The difficult work was done by the combined effort of teachers and head of the Department made it fruitful to complete the undertaking report.

By the guidelines of my supervisor, I noticed two various classes. At that point, he instructed me to direct a class. As per the guidance, I took a 45 minutes class on the subject "Basic Grammar and Writing (ENG 111)". I took the class following past class perceptions. With the unique consideration and exertion of my supervisor Md. Rafiz Uddin, I effectively finished my temporary position report.

Chapter- II:

Objectives

Objectives

The objectives that I found during the project work are given below:

1. To know the effectiveness and benefits of online teaching and learning during this Covid-19 outbreak situation
2. To know the proper uses of teaching methods, strategies, and lesson plan during taking online classes.
3. To observe the management skills of teachers and the environment of classes.
4. Teaching process, using teaching aid.
5. To observe the student' s response and participation while teaching.

Chapter- III:

Methodology

Methodology

I have followed a mixed-method approach for conducting this research. I have followed a checklist and I was permitted to observe two classes and to conduct a class. I have followed the steps given below to conduct my class successfully.

1.Choosing an Institute and Class:

According to the choice of my University (Daffodil International University), I finished my venture work in on the web. During the flare-up of COVID-19, our teachers took this choice. I took the class of English Department as my supervisor instructed me to do so. I likewise took an online class of the students of the first semester.

2.Observing Class:

I observed two English classes of the same course. Before I noticed the class, I had a meeting with my supervisor Md.Rafiz Uddin. The exercise that intends to improve the certainty level of the students is comprised of students who were frail in English and punctuation. The first-class observation was held on 5th December 2020 at 10:00 am-10:45 am and the second one was also on the same day at 10:45 am-11:30 am. Both of the intern teachers were included the students through the distinctive kind of inquiry. At the middle and last part of classes, they gave some homework. Students response was beyond expectations and they were very communicative with their teachers. It was overviewed from the observed classes, how was the interaction in online classes between teacher and students, how the intern teachers communicated with the students while taking classes. As online classes added a new turn in our regular educational system, every side of online classes was observed while observation.

3.Class Conduction:

I had to take a class in English Department. Observing the other two classes of the intern teachers helped me and encouraged me to go through this class conduction. The duration of my class was 45 minutes and the class were taken through "Google Meet" application.

4.Using Checklist:

A checklist was used to observe classes and to collect overall information about the class and the checklist is attached as an appendix at the end of the paper.

5. Time Management:

Time management in the class was closely observed.

Chapter - IV: Institution Details

Institution Details

The Institution was well known private university in our country named Daffodil International University and it is one of the top-level private University. DIU is recognized in independent government assessments as one of the high graded universities in our country. The private university has been established by Daffodil Group with the approval of the Ministry of Education under the Private University Act of the year 1992 and its amendment in the year 1998 and DIU came into being on 24th of January in the year 2002, the university combines impressive modern facilities and a running approach to research & teaching with its proud heritage of service and achievement. (Rahman, 2020)

To be among the very best in our country which is the most difficult goal has been set for the university of DIU. This has done so as it is only through working and we can get the very highest level of standards in faculties, curriculum, teaching, and other activities which can realize the maximum potential of the academic community. The main vision reflects the service to our society. The mission of the university is to pursue research, learning and teaching of international distinction for the benefit of the nation. The University is serving the citizens of the country through its research, proper instructions, and preparing Bangladesh to respond successfully to the uprising challenges of the entire global economy. The University has paid the top priority to resource allocation to under-graduate and postgrad study and for the better future development of those areas and aspects that represent the traditional strengths, reputation, uniqueness and quality of the university which continue to properly respond to the needs and requirements of students. (Rahman, 2020)

Chapter - V: Class Observation Report

Classroom Observation (1)

The researcher observed the English classes of the students of English Department in Daffodil International University. There were 40 students in total. It was one of their compulsory course of Fall semester 2020. The name of the intern teacher is Md. Al Mamun. The respected intern teacher first started the class by asking questions about how they are doing as if everybody could have felt comfortable to talk with him. Students replied very comfortably and they also asked the same question to their intern teacher. After the ice-breaking session, the teacher asked them some questions about their experience in online classes and their interest in learning grammar.

After that, the intern teacher told them about the topic of the class and also presented a PowerPoint presentation to make the lesson more effective and interesting. He opened up the slide and asked the students if they could see the screen properly or not. The topic of the class was "Linking Words". Then he showed the details about the linking words and gave an example of real-life experience to make the topic clearer. After that, he asked the students to read what was given in the screen, then he asked the students though the topic is understandable or not, he was asking the students, again and again, to respond without any hesitation. Then he showed some examples and gave the students to try it on their self.

The intern teacher had taken the class in the target language but sometimes when the students were not getting the lessons, he also offered native language to make them understand. After he gave a lecture about the full topic, he made sure everybody knew all the features about linking words at the end of the class. He was successful enough to hold on the interest of the students by engaging them with brainstorming, question asking session, good communication and full of informative content and examples. He provided many opportunities for students to interact in the class where students were active and participative.

The class was overall very interactive and participative; the intern teacher was also very attentive and caring about each of the students. However, there are some drawbacks as well. According to me, the class duration was not enough to learn linking words and he made a huge mistake in Bangla pronunciation during taking the class. So, these are the weakness I found during the class.

Overall, the interaction and communication between the intern teacher and the students were really good.

Class Observation Report (2)

In the second class, the researcher observed the class on the same day in the same Department. Then the second class started immediately after the first intern teacher finished his class. The number of the students was the same and the class was taken in the same topic "Linking Words". The second intern teacher was Amyau Marma Urmi and she started her class differently, she did not start her class directly with the lecture. At the very beginning, she asked that though the students could hear her clearly, after their response she asked them the reason of their getting admission in this English Department and what they aim to do after completing their graduation from this Department. The student response was countable, and they were talking about the matter with great excitement. By this time, students became more comfortable with the class; because they were talking very comfortably and asking questions without any hesitation. As we know that, the first intern teacher gave a long lecture regarding the topic, for that reason the second intern teacher did not feel the necessity to give a huge lecture on the same topic. Though she gave an overview of the whole lecture in a very decorated way and gave the students some exercises to let the students brainstorm to share their answers. As the intern teacher was conversational which helped the class to become more interactive and participating.

The teacher used native language for making the class understand clearly about all the features and parts of English language skill as they were a little bit weak to understand target language fluently. All the materials which the teacher used in class were according to the competency level of learners. Mainly the intern teacher followed the student-centred technique to engage the students into the lesson more. She also emphasized the key points to make the whole class clear and easy to remember for the learners. At the end of the class, everybody was able to understand everything clearly and by this time they could answer the questions more quickly than the first class. She had great knowledge about communication with the students and she didn't face any difficulty while pronunciation. Before she could give any homework, a teacher told the students that they will ask questions to the intern teacher in the next class if they face any difficulty. Overall, the class was very effective and interactive. She tried her level best to give space to the

students to give their own opinion, asking any questions and she conducted a successful class as an intern teacher.

Chapter - VI: Teaching Experience

Teaching Experience

The class was taken at a very renowned varsity named Daffodil International University. Students were from the English Department and 40 students were present in the class. The total duration of the class was forty-five minutes and the topic of the class was "Determiners".

At the very beginning, students were greeted and given lesson objectives. A powerPoint presentation was presented for the betterment of their understanding. At first, different types of Determiners along with structure had been shown in the slide and interaction with the students happened by asking them for example of every type of Determiners. Each type of Determiners took 5 minutes to elaborate and few more at listening to the examples given by the students. Students were very comfortable with me and they as well shared their thoughts and examples openly. Definition and structure of four types of determiners took 20 minutes to describe. After that, a slide was given to them to do some exercises and asked them to give their answers in the comment box. Though I checked the answer of some students and tried to make them correct, but as I couldn't check all the answers so I gave the answers in the next slide to check it by themself. Though they made mistakes most of them responded in the class by participating in the exercises provided by me. At the end of the class, the topic seems to easier for them and they could give the right answers in their first attempt. Though the students are from the first semester, their response, participation, communication with me and the teacher was outstanding and beyond my expectation. They were very well behaved and cooperative with their teachers. Time was managed effectively and lesson objectives were completed properly.

Chapter - VII: Overall Findings

Overall Findings

After observing two classes and conducting one, the researcher came across the following findings:

1. Organisations:

The organizations of class schedule and objectives of the lessons were stated very successfully. Both intern teachers had followed the student-centred approach for teaching so students were able to express their thoughts very comfortably. Both intern teachers were able to take the control of classes very quickly. But one's pronunciation was incorrect and less clear.

2. Subject Matter Content:

Both intern teachers had good command in their subject and they had chosen effective lesson plans for the students and answered all the question answers patiently. Due to selecting worthwhile learning activities students were able to answer all the questions at the end of the class. The intern teachers used the native language and the English language to make deliver a clear concept about the topic. As both of the classes were on grammar topic, I think it will be easier for all the students if the teacher uses native language rather than target language to speak while taking classes.

3. Use of Materials And Teaching Technique:

Due to this corona pandemic situation, the classes I observed both were online classes so the only material they used to teach, was PowerPoint presentation on the topic. But both of their slides were informative and full of relatable examples which made the students to get more connected with their class and their teacher.

Both of the intern teachers gave the students the opportunity of self-learning so the students can get the opportunity to utilize their knowledge and they become more interested to learn by themselves. Other teacher explained the examples with real-life experience and used a storyboard to make the lesson easier and asked for examples from students after every topic. Both intern teachers used brainstorming session. Another thing was common for both, both made the students participative and active by their activities.

4. Students Engagement and Environment:

Students were enough connected with their teachers during the class but somehow, I feel that physical classes are more effective as a teacher can at least check students' facial expression to understand if they are getting the point or not. Eyes contacts were also missing in online classes which is another way to reach the students. Though online classes are also effective I feel that the duration of the online classes should be 1 hour rather than 1.30 hour. Because in online classes I noticed after a limited time the students started to lose their interest from the class. Long duration class is one of the main reasons to lose the students interest and attention from their classes.

5. Lesson Delivery:

Teachers were able to deliver the objectives of the lesson following proper time management. One thing could have added more enjoyment to the class that is humour. Even though intern teachers gave real-life examples but I felt something missing.

Finding from Conducted Class

What I wanted to achieve:

I needed to ensure students comprehend what I was instructed to them and guarantee the targets of the exercise are being conveyed to them appropriately. I was pleased to know that they perceived the topic and their interest improved the class. I appreciate them who gave me examples at the end of each topic, corrected them who gave wrong responses and urged them to ask questions. Though I wanted to give them homework and wanted to overview their understanding it was not possible as I got the chance to conduct only one class.

Few Drawbacks I Noticed During Conducting Class:

I think that being confident and having a commanding voice are some compulsory qualities every teacher should have. I was successful due to having confidence and clear voice but somehow, I was a little bit nervous as it was my first time taking a class as a teacher. That's the reason I couldn't take the class according to my plan, I think that I could add some more real-life example to make the topic clearer and more understandable to the students. Other things like interactions with learners, PowerPoint presentation and giving the lecture all had been done very successfully.

Chapter VIII: Recommendations

Recommendations

I. In language classes every student should try to speak in English for practice and the teachers should encourage this.

II. Long classes are boring so the class time of online classes should be limited to 1 hour.

III. Sometimes using native language can help a student better. So, the best way to deliver a lecture online or offline is to use both Bengali and English.

IV. Teacher should be familiar with new technologies like Zoom, Meet, Module, Google Classroom etc. Because a lot of changes are taking place in online classes so the teachers should also help students to adapt to new technologies.

V. More focus should be put on student-student interaction rather than teacher-student interaction for better teaching-learning experience.

Chapter IX:

Conclusion

Conclusion:

In this Corona pandemic situation, online classes became a source of the continuous learning process for students and a way of learning technologies too. Online teaching does not require any travelling overhead so teachers and students can teach or learn right while sitting at their home. Online teaching is the safest way of learning and teaching in this situation. This project was a little attempt to observe the situation of English language classes online and find out the advantages and disadvantages of online learning. It was a great experience for me to observe two classes of honours level in a renowned university in Bangladesh. The teaching techniques and methods the teachers have used for online classes were admirable. The teachers and students helped a lot in this process of observing and teaching. Even if the techniques and materials of this university were quite impressive but few suggestions can be applied. After observing and conducting a class, the present situation of online teaching and learning in English can be seen but not all the institutions have the same situation. Looking through the process few recommendations are added in this paper.

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Appendix – I

Checklist-1

Instructor evaluated _____

Course Basic Grammar and Writing

Number of students present 40

Date 5th December, 2020

Evaluator(s) Ria Moni

Topic Linking Words

Time: started 10 am and ended 11:30 am

Format (s) lecture

small interactive
group other

LESSON PLAN AND EXECUTION					
	Compl etely	Mostly	Some what	little bit	No t at all
a. The instructor got the attention of learners early		√			
b. The instructor stated purpose in interesting way			√		
c. The instructor asked stimulating questions					
d. The instructor highlighted important points	√				
e. The information was presented for	√				

given time period					
f. The instructor linked content with application	√				
g. The stated objectives were met		√			
h. The instructor encouraged student responsibility for further learning				√	
Comment:					
Teaching Techniques					
	Compl etely	Mostl y	Som e wha t	lit tle bit	No t at all
a. The instructor was maintained control of class		√			
b. The instructor asked the students to answer questions		√			
c. The speaker used brainstorming	√				
d. The students generated responses		√			
e. The teacher used audiovisuals					√
f. The instructor was conversational		√			
g. The instructor used eye contact					
h. The instructor varied the pace of the presentation			√		
i. The instructor avoided standing in a stiff manner or hiding behind a podium					√
j. The voice quality/volume of teacher was					

adequate			√		
k. The instructor showed interest in the subject	√				
l. The instructor appeared to have prepared for the presentation		√			
m. Overall, the instructor tried to help the learners learn the subject	√				
Comment:					

Class Management					
	Co mp l etel y	Mostl y	So me wh at	lit tl e b it	Not at all
a. Teachers presence in the class was appropriately approachable not stifling		√			
b. Teacher established a rapport with the class before starting the lesson				√	
c. Teacher took the time to introduce the lesson to the	√				

Class					
d. Lesson was complemented by the Teacher's tone, gesture, posture and demonstration (if necessary)		√			
e. Lesson material was meaningful, motivated, contextualized		√			
f. Used of ample example or reference		√			
g. Use of activities to engage the students (Group work, pair work, peer evaluation)					√
h. Effective balance of STT (students talk time) and TTT (teacher talks time)		√			
i. Time maintenance was effective			√		
Comments:					
LEARNING ENVIRONMENT					
	Co mp l etel y	Mostl y	So me wh at	lit tl e b it	Not at all
a. The class atmosphere was warm, open and accepting		√			

b. Classroom facility was adequate and furnished with necessary equipment (Board, Marker, Speaker, Multimedia etc)					
--	--	--	--	--	--

c. Classroom environment was appropriate to facilitate learners' learning (Light, fan, AC)					
d. The seating arrangement is suitable, not over crowded					
e. Peer feedback and feedback from Teacher was supportive and constructive on students' behavior with teacher		√			
Comments: As the class was happened online so there are few options which I didn't answer. Due to online class managements few things were different from the option.					
Use of English Language					
	Co mpl etely	Mostl y	So me wh at	Lit tle bit	Not at all
a. The teacher speaks in the target language in the classroom appropriately and effectively			√		
b. The teacher offers opportunities for native language use		√			
c. The teacher uses familiar words related to what s/he is teaching in class	√				
d. The instructor presents information about some very familiar topics using native language	√				
Comment: As it was language class but the topic was grammar related so teacher often used native language for student's betterment.					

Presentation skills of the Teacher					
	Compl etely	Mostly	Som e wha t	Little bit	Ne at al
a. Teacher's voice is enough audible for all the students.			√		
b. Teacher's pronunciation is clear enough to understand.		√			
c. Teacher is able to keep pace while giving lecture		√			
d. The teacher gives adequate pauses while giving lecture.				√	
e. The teacher is able to make eye contact with all the students.					
Comments: Eye contact was not necessary as it was an online class but the teachers communication skill was good.					
Teaching Materials (Teacher designed / Supplementary)					
	Com pl etely	Mostl y	So me wh at	Litt le bit	M t a a
a. Materials are designed according to the age level.	√				
b. Material fulfills the objective of the lessons provided.	√				
c. Materials includes lessons which are interesting and can motivate the learner			√		
d. Use of other teaching aids along with the prescribed text. Ex: audiovisual materials.					
e. Materials are used effectively and efficiently	√				
Comments:					

Treatment of Feedback					
	Com pl etely	Mostl y	So me wh at	Lit tle bit	N t a
a. Teacher provided effective feedback to each activity		√			
b. Teacher provided feedback after the activity is finished		√			
c. Teacher provided feedback individually		√			
d. Teacher gave feedback to the whole class			√		
Comments:					

Additional Comments:

What specific suggestions would you make concerning how this particular class could have been improved?

h. The instructor encouraged student responsibility for further learning	√				
Comment:					
Teaching Techniques					
	Com pl etely	Mostl y	Som e wha t	lit tle bit	Not at all
a. The instructor was maintained control of class		√			
b. The instructor asked the students to answer questions		√			
c. The speaker used brainstorming	√				
d. The students generated responses		√			
e. The teacher used audiovisuals					√
f. The instructor was conversational	√				
g. The instructor used eye contact					
h. The instructor varied the pace of the presentation			√		
i. The instructor avoided standing in a stiff manner or hiding behind a podium					√
j. The voice quality/volume of teacher was adequate			√		
k. The instructor showed interest in the subject	√				
l. The instructor appeared to have prepared for the presentation	√				
m. Overall, the instructor tried to help the learners learn the subject	√				
Comment:					

Class Management					
	Co mp l etel y	Mostl y	So me wh at	lit tl e b it	Not at all
a. Teachers presence in the class was appropriately approachable not stifling		√			
b. Teacher established a rapport with the class before starting the lesson		√			
c. Teacher took the time to introduce the lesson to the Class	√				
d. Lesson was complemented by the Teacher's tone, gesture, posture and demonstration (if necessary)	√				
e. Lesson material was meaningful, motivated, contextualized		√			
f. Used of ample example or reference		√			
g. Use of activities to engage the students (Group work, pair work, peer evaluation)					√
h. Effective balance of STT (students talk time) and TTT (teacher talks time)		√			
i. Time maintenance was effective	√				
Comments:					

LEARNING ENVIRONMENT

	Co mp l etel y	Mostl y	So me wh at	lit tl e b it	Not at all
a. The class atmosphere was warm, open and accepting		√			
b. Classroom facility was adequate and furnished with necessary equipment (Board, Marker, Speaker, Multimedia etc)					
c. Classroom environment was appropriate to facilitate					
learners' learning (Light, fan, AC)					
d. The seating arrangement is suitable, not over crowded					
e. Peer feedback and feedback from Teacher was supportive and constructive on students' behavior with teacher		√			

Comments: As the class was happened online so there are few options which I didn't answer. Due to online class managements few things were different from the option. Classroom was not crowded as the students turned their microphone off while the teacher was presenting.

Use of English Language

	Co mpl etely	Mostl y	So me wh at	Lit tle bit	Not at all
a. The teacher speaks in the target language in the classroom appropriately and effectively			√		
b. The teacher offers opportunities for native language use	√				

c. The teacher uses familiar words related to what s/he is teaching in class	√				
d. The instructor presents information about some very familiar topics using native language	√				

Comment: As it was language class but the topic was grammar related so teacher often used native language for student's betterment.

Presentation skills of the Teacher					
	Com p l e t e l y	Mostl y	Som e wha t	Little bit	No t at all
a. Teacher's voice is enough audible for all the students.	√				
b. Teacher's pronunciation is clear enough to understand.	√				
c. Teacher is able to keep pace while giving lecture			√		
d. The teacher gives adequate pauses while giving lecture.			√		
e. The teacher is able to make eye contact with all the students.					

Comments: Eye contact was not necessary as it was an online class but the teacher's communication skill was good.

**Teaching Materials (Teacher designed /
Supplementary)**

	Co mpl etely	Mostl y	So me wh at	Litt le bit	Not at all
a. Materials are designed according to the age level.	√				
b. Material fulfills the objective of the lessons provided.	√				
c. Materials includes lessons which are interesting and can motivate the learner		√			
d. Use of other teaching aids along with the prescribed text. Ex: audio-visual materials.					√
e. Materials are used effectively and efficiently	√				
Comments:					
Treatment of Feedback					
	Co mpl etely	Mostl y	So me wh at	Little bit	No t at

			at		all
a. Teacher provided effective feedback to each activity		√			
b. Teacher provided feedback after the activity is finished		√			
c. Teacher provided feedback individually		√			
d. Teacher gave feedback to the whole class		√			
Comments:					

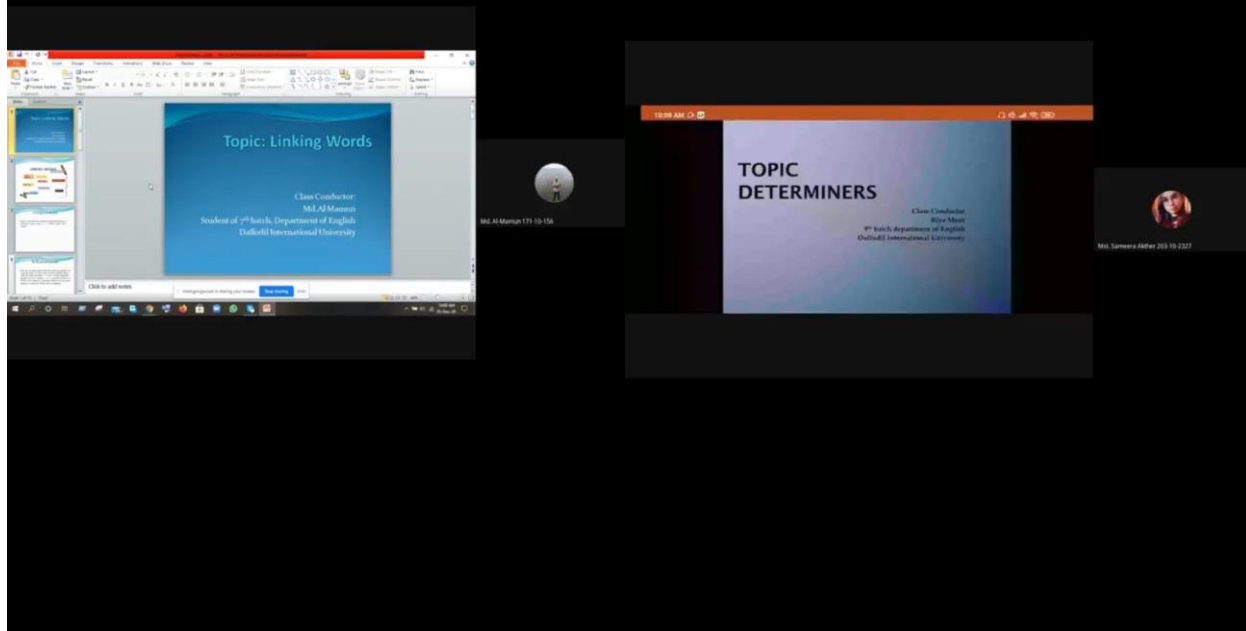
Additional Comments:

What specific suggestions would you make concerning how this particular class could have been improved?

Appendix - II

qid-qbdi-rgq (2020-12-04 at ...

xwd-cojj-pth (2020-12-08 at ...



The End