



# **Daffodil** *International* **University**

**Report on**

“Online class observation & Conduction in English During the COVID-19”

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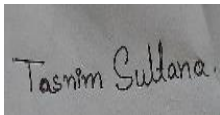
Daffodil International University

Dhaka Bangladesh

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# Declaration

I am declaring that the internship report which I completed by myself submitted to the Department of English, Daffodil International University is a bona fide work for the fulfillment of my course titled “**Project Paper**” (Course code: ENG-334) under the program of B.A (Hons) in English and honorable Ms. Siddique Department of English, Daffodil International University, has supervised me in writing my report.



Name: Tasnim Sultana

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Department of English

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## **Acknowledgment**

First of all, we all are know about the ongoing pandemic. So, my full family also faced this COVID-19 and by the bless of almighty Allah we have recovered this situation. And now I have been able to write the project paper without any hindrance and also very grateful to Allah that Allah has given me enough will power to recover, courage and serenity to complete my work successfully. I am very thankful to the respective Authority of English department at Daffodil International University to allow me to do my internship under them. I am very grateful and pleased to my supervisor Ms. Siddique for her wonderful constant support. It's very easy to complete my entire project paper work under her wonderful guidance. I am also grateful to Ms. Siddique to give me the opportunity to conduct one of her classes. It means a lot to me. Along with her I would like to thank Md. Emtiakh Faisal Emon and Rabby Bhuyan for allowing me to observe their classes. And lastly, I would like to thank the whole class of first semester of Pharmacy department. Who joined my class and helped me a lot by their continuous response? They were only first semester student, but I was surprised to see their effort.

# Certificate of Approval

A square image showing a handwritten signature in black ink on a light-colored background. The signature is cursive and appears to read 'Shahrina'.

Ms. Shahrina Afrin Siddique

Lecturer

Department of English

Daffodil International University

## **Abstract**

The internship project work is prepared by “online class observation and conduction in English during the outbreak of COVID-19”. To complete my project paper. I had to do my internship online and at my own varsity, which at other times I have to do everything physically by attending a different school / college. The project paper work was about “Online Class Observation & Conduction in English During the Outbreak of COVID-19”. I think it was an amazing topic selection according to the situation around the world and through this journey I have experienced so many things about online teaching platform. Since I had never experienced an online internship before, it seemed a bit difficult at first. I was even more tensed about the issue of online class conduction because I had no teaching experience anywhere before but I am very grateful to my supervisor for her endless support. Since I conducted my supervisor's class and observed the classes of my group members. After getting the permission from my supervisor, I conducted the class for the first semester students at the department of Pharmacy. Since everything was happen through online, I had to do all this using Google Meet. In the case of class observation, since I could not experience everything face to face, I noticed their teaching method, attitude, teaching style, teaching material, time management etc. It seemed like a great experience to me after the whole project was done.

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# Chapter i

## Introduction

As we all know that nowadays English is the most demandable language in the world and spoken by all it is an international language. In many countries English is used as the first language and there are many countries use this language as second language. In every sector of job, the necessity of good skill in English is peerless. Due to lack of proper guidelines and techniques in learning English, many people could not cope up with the current world. So, we have to learn the all skills of English properly. In speaking English skill there is a term of asking question. Which is very important to clarify our observation? So, in my project paper relating conducted class I took this related class. Which is a wonderful class. Students really enjoyed it. We know that, our current situation is very difficult to us, we are going through a pandemic. For this pandemic, we had to do all things like our job, our school, college and university's classes through online. I also observed and conducted class through Google Meet to have the experience and find out the methods to learn and teach in this pandemic situation.

All this had been possible for the immense support of supervisor. I would like to thank her thousands of time for everything she did for me to complete my internship successfully.

# Chapter ii

## Objectives

1. To gather proper knowledge about online class.
2. To observe the connection between teachers and student.
3. To observe how the students are learning everything properly.
4. To observe the advantage and disadvantage of doing online class.
5. To collect data how does the teachers and students cope up the study through online.



## Chapter iii

### Methodology

For my project paper, I had to follow some instructions. After receiving the email from my university, I came to know about who will be my supervisor. After knowing my supervisor Ms. Siddique, I collected her mobile number and contacted her. She suggested me to open a group in WhatsApp. As per her instruction, I opened a group in WhatsApp and she arranged a first team meeting in Google Meet on 4th October, 2020. She clarified our basic questions about our project paper. Then she emailed me some documents where there were some instructions for our project paper and conducting class. After that, she gave me proper instructions for my conducting class. She helped me a lot. Seriously I am so lucky to have such a supervisor like her. Whenever I asked her for anything, she never felt disturbed, she tried to answer as soon as possible. Then I selected to take class Tourism and Hospitality Management department on 20th October, 2020. The experience of my conducting class was really great. I got enough support from my students also. I tried to follow my respected supervisor's instructions properly.

# Chapter iv

## Institution Details

Name	Daffodil International University
Address	Daffodil Tower, Shukrabad, Mirpur road, Dhanmondi, Dhaka-1207
Established	2002
Number of Campus	2
Number of Teachers	More than 1000
Number of Students	More than 30,000
Education system	Classroom education & Online
Online platform	Blended Learning Center (BLC), Google Meet and Google classroom
Library	yes
Shift	Yes
Shift	Yes
Teachers Room	yes
Cultural Activities	yes
English Lab	yes
Computer Lab	Yes
Vehicles	Yes
Auditorium	Yes
Playground	No
Security	Yes
Canteen	Yes
Prayer room	Yes
Staff room	Yes
Mosque	No

# Chapter v

## Class observation Report

### Class 1

#### **First Online Class Observation:**

On 06<sup>th</sup> March, 2021 at 9:30 A.M, I observed the first class which was taken by my Md. Emtiakh Foisal Emon (ID: 173-10-1642) from 42<sup>nd</sup> batch of batch of English department. At first our supervisor Ms. Siddique gave the link of the class in this group of WhatsApp. We joined the class in Google Meet. Ms. Siddique waited for all the students to join the class. When everyone joined in Google Meet madam started the class and introduced us.

After that Emon started his class with department of Batch 211, Course code – ENG 112. He was taking the basic grammar (Conditionals).

First of all, he started his class with real life example and after that he gave them some conditional structure and then he gave them some examples and exercise to do. In my observation if he could give some video about conditional technic or role play game then it could be more enjoying for the students. Allover his online class was very enjoying. This was my observation of his class.

**Second Online Class Observation:**

On First April, 2021 at 9:30 A.M, I observed the class which was taken by my Mr. Rabby Bhuyan (ID: 172-10-1614) from 41<sup>th</sup> batch of English department. At first our supervisor Ms. Siddique gave the link of the class in WhatsApp. We joined the class in Google Meet. Ms. Siddique waited for all the students to join the class. When everyone joined in Google Meet Ms. Siddique started the class and introduced Mr. Rabby, Mr. Emon and me. But he couldn't join the class timely.

He took the class of Civil Engineering, Course- Professional English- 3, Course code-ENG- 200.

And he took the class about write a cover latter. He started the class with the introduction of cover latter. Used pdf slides, he tried to understood the whole topic to the students but unfortunately, he had some Technical problem and he could not guide and engage the students properly. So, the class became futile. If there is no technical problem then the class would be more enjoying. It was my observation of his class.

# Chapter vi

## Teaching Experience

In the beginning, I was excited for the class conduction. From the day when I heard that, I had to took class I started planning for this. When I got the email for my project paper from my beloved university. I was so excited. I came to know about my supervisor Ms. Siddique. Then I contacted her and she is so friendly and helpful person to everyone. Whenever I face any problem regarding my project paper, she always helped me. I am really thankful to her.

I took the class of 19th March 2021 at 4pm. Ms. Siddique shared the link in WhatsApp. I took the class by google meet. After joining the class, I noticed that about 48 students have already joined the class. I was a little scared to see so many students. Since I was nervous and they did not even know me, I talked to them for a while to get rid of the nervousness in the beginning. Since they were first semesters student, everything was new to them. So, I started my class with the basic definition **“What is Question”** and after that I showed them a short video of making question easily with question word. Then they got some idea about this topic. After that I started to teach them in more details and gave examples. I also gave them many exercises in the chat box and told them to answer those exercise. And I checked it in chat box after a few minutes later and checked them on that time. I took 30 students’ class and though it’s an online class. And I try to communicate with everyone and make them engage on that time. Lastly, I played a game with them so that they could understand the full subject I taught them. So, I gave them a task of role playing where they had to ask questions by playing different roles. So, they enjoyed a lot on the other hand they understand the topic very easily. And our honorable supervisor also enjoyed a lot. My other group members also enjoyed my class. Some of them asked me when I would take their class again. Which makes me so happy. This way I finished my class.

## Chapter vii

### Overall fillings

1. Online teaching experience is a very new phenomenon to a country like Bangladesh. As such, both the student and the teacher have adapted themselves, which is quite admirable.
2. It seems to me that it is a little difficult to handle so many students together in online, as we cannot always see each other face to face like in a physical class, in which case we don't always understand how much everyone is paying attention at all.
3. Each teacher on the BLC platform has a well-arranged lesson plan that gives students an idea of the entire semester. Which is highly commendable.
4. Network problem is the biggest problem in online classes. Sometimes we get disconnected due to network problems, for which we cannot understand the whole class. The system of class record link is a very good step.

# Chapter viii

## Recommendations

1. Keeping students engaged through homework is a very good step.
2. If the teacher takes the class by turning on the video, the students can get some concentration.
3. Many students do not do regular homework. By doing this, they get into troubles. For those who do not do regular homework, teachers need to find a way to encourage them to do their homework.
4. By giving the students exercise and immediately check it in chat box will help them to attentive in online classes.
5. Since online classes are a new experience for both students and teachers, I think both the teacher and the student need to be cooperative so that we can get a good environment for studying online.

## Chapter IX

### Conclusion

By the grace of Almighty Allah, I finished my project paper. I am thankful to my parents that they have encouraged me when I was doing my project paper. And I am very grateful to my supervisor Ms. Siddique. I may not complete my project paper without her help. She gave me proper instructions. I will be always grateful to her. After finishing my project paper on "Online Class Observation and Conduction in English during the Outbreak of COVID- 19" I realized one thing that. Being a teacher is not an easy job. We know that, teachers are the builder of a nation. Nowadays we are passing a tough time, so all of us depend on online platform for our class and job. I think, we all should use internet for our welfare. From this whole internship, I gathered so many ideas and experience about teaching and learning especially online. I think, this project paper will be help me in future in any job sectors. It has been a great experience for my lifetime. There maybe I will get more opportunities in future, but the first experience is always being special. Through this internship, I became aware of my ability. I learned how good I am at handling online situations and teaching platforms. Yes, I know I had a lot of lackings, I did a lot of things wrong, but I am sure that I have learned a lot from these mistakes.



## Appendices

**Appendix-1: Class Observation Check List**  
**Daffodil International University**  
**Department of English**  
**Internship on “Online Class Observation and Conduction in English during the Outbreak of Covid19”**

School / College/University: Daffodil International University

Student’s Name: Emtiakh Faisal Emon

Batch: 42<sup>nd</sup>

Section: Not Applicable, No. of Students Present: 30

Course Title: Professional English-1

Course Code: ENG-211

Room No: Online Platform (Google meet)

Peer/Observer: Tasnim Sultana

Date and Time: 05/03/2021 at 9: 30 AM

Objectives of the lesson (as perceived):

1. To provide students with a full idea about Conditional.
2. To learn about Conditional and explain with examples how they can be used in real life.
3. Ask them to create a sentence using structure to find out how much they understand.

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

From my point of view, the objectives of the class were achieved very accurately. The students had a good idea about the Definite Article and could answer any question on their own. They could even use defined articles to create their own sentences. They also responded well to the practice task at the end of the class. Some students had a little trouble doing the exercises, but she explained them well. Overall, it was a good experience for me and the students.

Review Section	In what ways? (Specific examples/ Clarifications)
<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>He saw a good command on English grammar. She explained everything elaborately. She managed everything very good.</p>
<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) I saw a good bonding between them. Whenever any student asked a question immediately she tried to solve the problem. Sometime she encourages to solve their problem. Yes, Teacher and student both were ready for the class.</p>	<p>Emon was equally connected and was showing concern for everyone. Most importantly, he was talking to everyone with a lot of respect. In addition to various tasks to keep the monotony in the class, he gave them a lot of feedback to make them concentrate to the class.</p>

## Management

<p>Was the time spent properly? - No, the time was not spent properly for bad internet connection.</p>
<p>What were the main stages of the lesson? What tasks and activities did the teacher does during each stage? (Optional: Draw a diagram to show main stages of the lesson and time spent on each) He did well in the class but some of the moment the students got bored because if he could add some interesting conditional videos. So that it will be more enjoyable.</p>

### 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?

No there were no issues. Sometimes some of them disconnected. When they again joined the class then he again discussed the topic again.

### Strengths observed:

1. He had a good command on internet
2. He clear her every point very good.
3. He had a good bonding with students.
4. His class was well organized.

**Overall impression of teaching effective:**

He did over all good job. But he should be learning more effective roles to make student engaged.

**Appendices**

**Appendix-1: Class Observation Check List**

**Daffodil International University**

**Department of English**

**Internship on “Online Class Observation and Conduction in English during the Outbreak of Covid19”**

School / College/University: Daffodil International University

Student’s Name: Rabby Bhuyan Batch: 41

Section:            No. of Students Present: 20

Course Title: Professional English - 111 Course Code: ENG-200

Room No: Online Platform (Google meet)

Peer/Observer: Tasnim Sultana

Date and Time: 01/04/2021 at 2:00 PM

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

From my point of view, the objectives of the class were not conducive. The students failed to understand the class properly because of the technical issues of Rabby brother. They couldn't understand the examples. So, they got confused. They couldn't respond well to the practice task at the end of the class. Many of them had trouble doing the exercises on the other hand he couldn't explained them well. Overall, it was a bad experience for me and the students.

Review Section	In what ways? (Specific examples/ Clarifications)
<p style="text-align: center;">SUBJECT MATTER</p> <p style="text-align: center;">CONTENT</p> <p style="text-align: center;">(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>He took the class without preparation. So that he had to face technical and conducting problem.</p>
<p style="text-align: center;">RAPPORT</p> <p style="text-align: center;">(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) student both were ready for the class.</p>	<p>He was not connected and was showing concern for everyone. Most importantly, he was talking to everyone with a lot of respect. But though he has some technical issues so that he couldn't made the class manageable and engaged.</p>

## Management

Was the time spent properly?

- No, the time was not spent properly for bad internet connection.

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

He couldn't make the class useful because of his less preparation and sound problem. If it would be managed it would be more enjoyable.

### 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 issues of technical and for this problem the class was not became understandable.

### Strengths observed:

1. He had a bad command on internet.
2. He clear his every point not so good.
3. His class was not well organized.

### Overall impression of teaching effective:

He did over all good job. But he should be learning more effective roles to make student engaged. And he should be more careful on his technical issues.

**Appendix-2****Attachment of recoded class**

<https://drive.google.com/file/d/1P9MoUsbc0-PH2-Z7uDUnz8OsU7goGnyo/view?usp=drivesdk>

[https://drive.google.com/file/d/1oJl\\_7YYKR2M0Yz-tHk5MuYVg9alyJCWB/view?usp=drivesdk](https://drive.google.com/file/d/1oJl_7YYKR2M0Yz-tHk5MuYVg9alyJCWB/view?usp=drivesdk)

[https://drive.google.com/file/d/1n\\_M\\_o96X8S\\_YFO1\\_SOGD7i5TQYNCSZ1N/view?usp=drivesdk](https://drive.google.com/file/d/1n_M_o96X8S_YFO1_SOGD7i5TQYNCSZ1N/view?usp=drivesdk)