

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

Submitted To:

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This Report is submitted in Partial Fulfillment of the Requirements for the Degree of
B.A. (Honors) in English

DEPARTMENT OF ENGLISH
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Declaration

This is to declare that this internship project work titled “Online Class Observation and Conduction in English during the Outbreak of Covid-19” is originally completed by me under the supervision of my honorable project supervisor Ms. Tabia Tasmia (Lecturer, Department of English) which is under the course “Project Paper (Course Code: ENG334)”. This project paper is submitted solely to the Department of English, Faculty of Humanities and Social Sciences (FHSS), Daffodil International University, on the purpose of obtaining the Degree of Bachelor of Arts in English.

I have written this report based on my practical experiences and knowledge gained through conducting and observing classes online during the outbreak of Covid-19.



Name: Sifat Akhter

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Batch: 43rd

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Bachelor of Arts in English

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Certificate of Approval

I am satisfied to certify that the Internship Report on “**Online Class Observation and Conduction in English during the Outbreak of Covid-19**” administered by Sifat Akhter holding ID: 181-10-1713 of English Department is an original record of her work based on her practical experience. She has successfully completed her project under my supervision during the Summer Semester 2021.

I am glad for the authenticity of her work and that I strongly recommend this work for viva-voce and academic commendation.

I wish her every attainment in life.

Tabia Tasmia
Lecturer and Supervisor
Department of English
Daffodil International University

Acknowledgment

Initially, to whom my gratitude is unrestrained is my creator as he has showered me with the blessing of good health and perseverance to complete my project work in time. I am very much grateful towards my supervisor Ms. Tabia Tasmia, Lecturer, Department of English, Daffodil International University, as she has made all the difficult things easier for me with her efforts, dedication and steadiness for doing the work more gracefully. She has always been there to help me out from the very beginning and gave me permission to conduct one of her classes. In this regard, I would also like to convey my gratitude to the authority of Daffodil International University as they allowed me to conduct classes in the University considering the situation of this pandemic where we did not have to seek permission to other institutions for conducting classes. I would like to mention my family as well whose faith and motivation inspired me a lot to keep me concentrated towards my aim.

I would like to express my thankfulness towards my group mates who were also there to help me by letting me observe their classes which was a compulsory task to complete this project work. They motivated me, provided their valuable feedback and kept screenshots of my class which have been very helpful for me. Last but not the least, the students of the Department of Tourism and Hospitality Management were so incredibly communicating throughout the whole class, their co-operation made the class graceful and for this reason I am so grateful towards them. Before finishing, I would like to mention the name of my supervisor Ms. Tabia Tasmia again, because I am so much proud and grateful towards her at the same time. I feel blessed to have her as without her inspiration, this project would not have been successfully completed by me.

May Almighty bless all of them with good healthiness.

Name: Sifat Akhter

ID: 181-10-1713

Bachelor of Arts in English

Daffodil International University

Abstract

This internship report is on “**Online Class Observation and Conduction in English during the Outbreak of Covid-19**”. In doing so, at first, I myself conducted a class on my own under the supervision of my supervisor. Then I observed two classes conducted by my group mates who conducted those classes as a part of their internship as well. After completing my class conduction and class observation, I realized that different teaching strategies have to be implemented to teach the students to cope up with the existing situation as the pandemic situation has brought a wide range of difficulties and challenges in the class.

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Chapter I

Introduction

The title of my project paper “Report on Online Class Observation and Conduction in English during the outbreak of Covid-19” which is under the Internship course named Project Paper (Course Code: ENG 334). This course is assigned to the students of final semester of graduation. As a student of the final semester, I have undertaken this course under the supervision of my honorable ma’am Ms. Tabia Tasmia, Lecturer, Department of English, Daffodil International University.

Because of the global pandemic caused by Covid-19, the socio-economic condition is being hampered globally and Bangladesh is not an excluded one. Despite the situation, educational system in our university is going smoothly through several platforms such as Moodle (BLC- Blended Learning Centre), Google Meet, Google Classroom, Zoom, Kahoot etc. alongside with the help of Microsoft Office, Google Docs, Google Forms etc.

In the 21st century, English is the most dominating international language in almost every sector of life such as science, education, technology, entertainment, international business etc. and it is being used across the world as both a first language and second a second language and as well as serving as the most important foreign language in different countries worldwide. For 743 million non-native speakers including Bangladesh (source: Ethnologue, 21st Edition), this internationally recognized Lingua Franca is considered as the most important foreign language. The importance of people who are fluent in English is increasing gradually. Our university is providing all the facilities to make the students fluent in English by improving their proficiency and preparing them for the challenging 21st century world based on its demands.

According to the title of the Project Paper, we were supposed to complete our original piece of work in English by conducting and observing the online class during this pandemic. Among my peers I was the first one who conducted the first class. I was able to conduct the very first class of mine on online very readily with the help of my supervisor. At first, I felt it very challenging but my supervisor was very kind, helpful, and informative that she has provided all her knowledge, ideas, replied all my queries, shared her online conduction techniques and gave her best to make the environment of the class favorable. Her dedication, motivation and trust on me gave me enthusiasm to work hard. Finally, I was able to overcome with success and be the inspiration for my group mates to do their works successfully as well.

It was a great and unparallel experience for me while conducting the class and observing the classes of my peers was also incredible as they did a great job as well.

Chapter II

Objectives

The objectives of this project which will be availed from conducting and observing classes during this outbreak of Covid-19 are given below:

- I. To acquire practical knowledge while acting as a professional teacher including manner, etiquette, attitude, lesson plan, methods and technique used in a classroom.
- II. To observe the teaching approaches and methods, content, presentation, interactions and effectiveness of my fellow mates' classes.
- III. To gain more cognition, analytical power and to come up with extensive range of ideas by comparing the methods used by me and my fellow mates.
- IV. To find out the effectiveness of a teacher's enthusiasm on the students.
- V. To discover the student's mental state during the online classes, how much attention they have, whether they are facing any issue while attending classes online etc.
- VI. To point out the strengths, challenges and barriers of online classes and come up with probable solutions based on the issues.
- VII. To observe how far the students are capable of coping with the online platforms such as Google Meet, Blended Learning Centre, Google Classroom, Zoom etc. and how the tools are used by their teachers.
- VIII. To perceive the success of online classes as an ideal substitution of practical classes.
- IX. To search for the effectiveness of the Lingua Franca-English on the students and their dependency on their native language.

Chapter III

Methodology

The methodology I have used for this internship report from the beginning to the end is given below:

First of all, after completing my registration for the final semester, my advisor assigned me the course “Project Paper” under which I had to do this internship work. I found out that we are going to do it in a peer and I have four more group-mates under the same supervisor Ms. Tabia Tasmia.

Secondly, our supervisor added all of us in a Whatsapp group and met with us on Google Meet once a week and if it was needed, we met twice or thrice. Our supervisor explained all the necessary and important things. Our inquiries were answered as well.

Thirdly, according to the guideline for Project Paper, we had to conduct classes of one of the courses taught by our supervisor. As Ma’am has been teaching both of the language courses English I and English II and she allowed us to choose lesson topic based on our preferences. Ma’am asked for our lesson plans at the first place.

While selecting topics, Ma’am gave us options and we selected topics that we thought we could teach more effectively. I choose the course English II and my teaching topic was “writing a Cover Letter” under the section ‘Writing Skills’. We let ma’am know about our selected topics. After that, I had a long discussion with my supervisor regarding her teaching approaches and methods, the techniques to remain focused during the class, how to engage students more and make them attentive throughout the entire class. We also discussed about the techniques which are best suited for online classes and the different technical tools that are permitted to be used

during an online class. Ma'am gave me all the tips and tricks, samples and most importantly encouraged me a lot.

Then I made my lesson plan and Power Point slides for class conduction and sent them to ma'am via e-mail. Ma'am provided her valuable feedback with necessary corrections. I rewrote it again following the feedback and prepared myself for the class by practicing it in front of my classmates via Google Meet. They helped me with their feedback as well.

I was the first in my group who conducted the first class on June 09, 2021(2:30pm) with the students of department of Tourism and Hospitality Management. My supervisor and my peers were present for observing the class.

My supervisor gave ideas on how can I break-ice and engages with the students in a friendly manner and makes the classroom environment comfortable as well as engaging. I was really excited to conduct this class and it increased more when I found that the students were equally excited as well. The students were communicating with me throughout the whole class and were participating accordingly. Their participation gave more enthusiasm and added beauty to my hard work. I tried to give my level best so that I can make my supervisor proud.

Most interesting part for me was doing class work with them as their understanding of getting things quickly gave me positive reinforcement and inspired me to continue with the class. I used a YouTube video for teaching the content and shared a Google Doc to get their feedback about my class. My supervisor liked my performance and encouraged me to keep it up.

After working such hard, I was successfully done with my very first class which helped me advance to another stage in life. I tried to inspire and motivate my other peers for their classes as well. Finally, I observed my fellow mates' classes and enriched my knowledge. This was indeed an incredible experience of which I am going to remember for the rest of life.

Chapter IV

Institution Details

Daffodil International University, popularly known as DIU, is one of the top graded private universities in Bangladesh. Daffodil Group established this university on 24th January, 2002 with the approval of ministry of education under the Private University act of 1992. The total area of the campus is about 125 acres of land. Thousands of students from various backgrounds, nationalities, culture are receiving higher education here including more than 500 international students. DIU is providing 36 programs (graduate and undergraduate) under 25 departments with two campuses (Daffodil Smart City-Ashulia, Savar and City Campus-Dhanmondi, Dhaka. It is also offering scholarship and waiver based on the financial need and excellent academic results. It has hostel facilities both for male and female students, transport facilities (50+buses), library facilities, prayer room, and Lab facilities and is under the control of CCTV. The university is run by modern technologies and online platforms such as Blended Learning Centre, Google Classroom etc. The faculty members are also well educated and up to date with the technologies that they are coping up with the pandemic situation with the help of authority so proudly that DIU has scored 1st position among the private universities in Bangladesh in Times Higher Education Impact Rankings 2021. DIU owned 'Beautification Award' for its green campus.

Name: Daffodil International University (DIU)

Type: Private University

Location:

1. Daffodil Smart City Campus (Daffodil Smart City, Khagan, Ashulia, Savar)
2. City Campus (102, Shukrabad, Mirpur Road, Dhanmondi, Dhaka-1207)

Chairman: Md. Sabur Khan

Chancellor: Abdul Hamid, President of Bangladesh

Vice Chancellor: Prof. M. Lutfar Rahman

Academic Staff: 859

Administrative staff: 780

Students in Number: 21,752

Dress code: Semi-Formal and wearing ID card is mandatory

Motto: A landmark to create the future

Website: daffodilvarsity.edu.bd

Logo:



Chapter V

Class Observations

According to the internship project's title to present the report, we were supposed to observe our group mate's classes and for that purpose I was present in their classes. I am writing my observations about two of my fellow-mate's classes.

Class observation report one:

The first class that I observed was conducted on June 14, 2021 at 10 AM by **Nusrat Sultana Prity** containing the ID 181-10-1675; the class was with the students of department of MCT and the course was **English-II (Writing and Comprehension) ENG-102;**

The class was conducted through Google Meet where the numbers of present students were 17. Nusrat showed her enthusiasm from the beginning of the class as she greeted them, had a little conversation with them and tried her best to make them comfortable and engaged with her throughout the whole class.

After that, she presented her PowerPoint slides which she decorated with all the essential information regarding the topic which was '**How to Write a Cover Letter**'. Her inclusion of visual aids for making topic understandable shows her intellect to make the right use of source in an online teaching platform. She used interactive techniques and CBI-Content Based Instruction through which she showed her mastery regarding the subject matter as she was perfectly handling the questions of the students by providing answers accordingly. She gave pros and cons knowledge about the topic by giving theoretical explanation, then showed format, provided real life examples gave tasks and did it gracefully with the students by using Microsoft Word file and thus she held the interests of the students throughout the entire lesson. The way the students were

interacting made the class livelier and did not seem like an online class rather a practical class taking place in a classroom.

As per the objectives of her class she brought out the outcome so nicely which was reflecting while they were doing the class works. She had the ability to grab the attention of the students and to hold that attention for a long period of time. Her time management impressed me the most. I think the reason behind this lively class taken by her was her friendly nature, her open mindedness and her using of both Bangla and English to communicate with the students, gave them a very comfort zone to be engaged. There was no critical moment taken place and the class went on so gracefully and without any interruption.

Overall, her class was enjoyable and praise worthy that gave me a professional teacher vibe and I did not feel for a while that she was conducting a class for the first time. I was so mesmerized by her presentation and learnt a lot specially regarding managing time appropriately.

Class observations report two:

The second class that I observed was conducted on June 16, 2021 at 9:30AM by **Abrar Shahriar Khan (ID: 163-10-1424)**; he has taken the class of the students of department of Textile; PC-A (46th) and the title of the course was **English-I (ENG101)**. The class was conducted on Google Meet and the number of present students was 17.

He was the last person from our project-group to conduct the class and I was present in his class from the very beginning. He started with a happy smiling face, as his camera was on. I think this gesture gave the students a very comfort zone and the teacher's eagerness to do the class fruitfully was clearly visible through his words and his face as well. He tried to have a little chit chat with the students and immediately after that he starts his class by presenting the PowerPoint

slides on screen and discussed the title of his topic which was “**Misplaced and Dangling Modifiers**”.

His slides were well organized and informative. He explained all the detailed information regarding modifier including its criteria, example, usage, importance and the process to identify them in sentence. He tried his best to engage the students in the class and the students were participating with curiosity to learn more. Students were asking questions and obeying the teacher’s instruction and the teacher was also giving them feedback by answering the questions informatively. He tried to show a YouTube video to explain the topic more clearly but there was an issue regarding some technical issues but the link of the video was delivered to the students immediately. As his class was supposed to start sharp at 9:30 but he started at 9:39 because of electricity issue and the students had another scheduled class from 10:30, he got less time than an hour. That is why he had to finish his class a bit earlier. But he tried his best to overcome the situation and assigned task and provided feedback to the students accordingly. Thus, he was able to fulfill his objectives of the class. He finished his class by greeting the students and the supervisor as well.

So, as an observer I found him as a very good teacher who is able to tackle nicely with the harsh situations. I have learnt from him the importance of turning camera on during an online class and how to keep patience and deal with difficult situation if occurs. I have enjoyed a lot while observing the class and gained ideas about students and teacher’s conditions and difficulties as well while attending an online class.

Chapter VI

My Experience of Teaching

The excitement of teaching my juniors at my own University was beyond any description. It happened for the first time that I was not acting as a student in a class room, moreover in an online classroom taking place on Google Meet. As a student I liked the dedication of our teachers and all of these online platforms and tools those have been helping in the academic purposes during the outbreak of Covid-19. We are not stuck because of this pandemic rather fighting it with dignity and positivity. That positive exertion and smartness of operating online tools by our teachers motivated me a lot. As I am doing online classes since March, 2020, I am now used to most of the online platforms used by our University such as Blended Learning Centre, Google Meet, Google Classroom, Kahoot and have mastery on several soft skills.

Hence, with the positivity in my mind, I started my preparations for the class. I made my lesson plan to manage the particular time properly. As my topic was **“How to Write a Cover Letter”** which is under the course titled **Writing and Comprehension** with the code **ENG102**. I had knowledge about the topic but I did all the necessary research on Google, YouTube to add more to my knowledge. After that I made my PowerPoint slides which includes all the pros and cons details about writing a Cover Letter such as definition, how to format with example, usage, steps to follow while writing and a YouTube video was included to make the topic clearer. I tried my best to provide them all the detailed information and worked according to that.

I conducted the class on June 09, 2021 at 2:30 PM with the students of department of Tourism and Hospitality Management. I joined the class on time and my supervisor turned the record on and gave the floor under my control. I started presenting my slides and meanwhile I introduced myself to my students and tried to have a little conversation with them to make the environment

comfortable and friendly. They greeted me back and we started our class with exertion. My supervisor and my group mates were present to observe my class. I tried to hold their attention and make them engaged in the class. I asked them to read slides for me and gave instruction to be attentive about what is being taught, about upcoming tasks and usefulness of being attentive. They cooperated according to my request and remained engaged throughout the whole class. I have realized that holding attention of the students for one hour long is quite a challenging task to do. But it seems to me that they were also very excited about my class as they were asking questions, obeying my command and answering my questions as well.

I tried to give all the theoretical knowledge with a format example of cover letter and explained it more, showed a YouTube video that was informative, explained the steps in detail including header, salutation, body paragraphs, and conclusion. I also asked them to feel free to ask questions and after that I assigned class work. In an online class doing class work is a sort of tough job so I did the class work along with them for making it easier. I asked them to write on chat box and to choose the best option by themselves and then I wrote on a Microsoft Word file according to their selected. In this way, we were able to write two paragraphs including header and salutation part. I told them to write the third paragraphs by themselves at home as a home work. Then told them to write a conclusion with me, they spoke and I wrote accordingly. And finally, I gave them some tips about the topic and for their academic career as well. They showed their interests towards my class and my presentation slides.

Before finishing the class, I gave them a Google Form to provide their feedback about my class. After that I ended the class with greetings and they greeted me back. My supervisor praised and said precious words to me which means a lot and the feedback from the students are also very important to me. After finishing my class, I was mesmerized by my group mate's reactions, they

said they felt proud of me and enjoyed my class a lot that they even assumed me as a professional teacher. They said they are inspired and not nervous anymore as they were the next to conduct classes.

All of the things were very special and unique for me. I feel very lucky to have Ms. Tabia Tasmia as my supervisor because if she was not there to help me out from my obstacles those I faced while making my lesson plan, study materials and to motivate me, it would not have been possible to come out so smoothly.

In a nutshell, my teaching experience was great with successful results. It gave me so much practical knowledge and chance to acquire a very unique and unparalleled experience which I am going to remember throughout my whole life. Moreover, it also removed one of my misunderstandings that teaching is not a suitable career choice for me.

Therefore, according to my experience, teaching needs hard work and full dedication as it is one of the greatest and responsible jobs across the world. Here the responsibility of raising generations is lying. I have enjoyed a lot while conducting the class.

Chapter VII

Overall findings

One of the main objectives of conducting the class and observing other classes of my group mates online during this outbreak of COVID-19 was to find the strengths and difficulties of online classes. I am mentioning overall findings below based on my experience and observing the classes:

Strengths of Online Teaching and Learning according to my findings:

- I. Substitute of practical classes where everything is done through advanced and up to date technologies. The usage of online platforms is helping both teachers and students to deal with the critical situation like pandemic and making them prepared to survive for the competitive world.
- II. As it is online all the study materials are provided through BLC and from this platform both students and teachers are able to view them at any time they want, can download and use for future need. All the recordings of the classes are provided on BLC, as a result the students can listen to them at their preferable time if they have missed any class because of electrical issue, network issue or other technical issues.
- III. The right and equitable use of internet is executing during online classes. For example, if any critical event occurs it can be solved within a short period by searching for the solution on internet instantly.
- IV. As all the exams and activities are taking place on online and the students are using Microsoft Word, PowerPoint, Google Forms etc. their soft skills are increasing day by day which is very helpful for future carrier sectors and they will be able to present themselves smartly in front of the world.

- V. Online exams are minimizing the need of memorizing answers because the questions are in analytical form which are not possible to copy and paste from internet and thus the analytical skills of the students are increasing day by day.
- VI. As the students and teachers are engaging with full enthusiasm, it almost feels like practical classes. And most importantly the students are able to attend class from their home and access their study materials at any time.

Drawbacks of Online Teaching and Learning according to my findings:

- I. Most of the students and teachers as well are dealing with the electricity and network issues because of that they are unable to attend the class on time and sometimes they are unable to know if they are connected in the class or not.
- II. Some of the students lack knowledge regarding the usage of Google Meet. For example, they do not know how to zoom their own device's screen, how to share screen etc.
- III. Sometimes teachers are unable to draw attention of the students as they feel uncomfortable to open their cameras during the class and the teacher is unable to make eye contact with them. For this reason, the weak students are lagging behind.
- IV. As the students are able to access the class recording at any time, they do not attend classes regularly.
- V. Doing the class work on online is very critical and time-consuming compared to practical class.
- VI. Exams and quizzes require more time, attempt and easier ways to submit based on the students need and teacher's comfortable ways.

VII. The students must have the common and essential knowledge to use the BLC successfully, smoothly and within time as the exams are taken here but most of the students and teachers as well face BLC problems as it goes slower most of the time.

Chapter VIII

Recommendation

Recommendation those I want to mention for the improvement of online class are depicted below:

- I. The authority should take steps to improve the capabilities of BLC so that it can give smooth and uninterrupted service to both teachers and students.
- II. The authority should also arrange programs to give proper ideas and information about using the used online platforms properly.
- III. Students and teachers both can use mobile data as an alternative to handle electricity and network issues especially during the examinations.
- IV. The teachers can try to arrange activities during class or after class where each and every student can participate.
- V. Friendly and helpful behavior by the teachers and the cooperation from the students can make the online classroom livelier and can remove the need of practical class during this pandemic.
- VI. Teachers should provide their valuable feedbacks after each quiz or exams so that the students get the ideas of improving themselves for the upcoming tests.
- VII. Students should be motivated and inspired by the teachers that they should not take this pandemic as a curse rather as an opportunity to build themselves in a wide range by using the technologies and methods to enrich their soft skills and knowledge.
- VIII. Authority can arrange programs to make the opportunities for the students to improve the English proficiency skills.

Chapter IX

Conclusion

The whole internship work from making lesson plan to conducting and observing the classes and after that writing the report was very interesting and exciting for me because I experienced this unique thing for the first time in life. While making lesson plan, I have realized that it is a job which requires dedication as it is a big responsibility to teach a new generation. I gained knowledge while using my planned method in a classroom and by comparing it to my mate's methods while observing their classes I added more to my knowledge and enriched my analytical ability. I have gained practical experience of teaching at my own University which makes me feel so proud and happy.

While doing the work in a team we got the experience of team work where our respective supervisor remains as a powerful, helpful and motivating leader who was always there for any need of us. I feel blessed to have her as my supervisor who kept her faith in me and gave me the opportunity to take one of her classes.

Finally writing the report paper including all my experiences and observations was the most interesting and pleasurable part of this internship work for me. Moreover, I enjoyed each and every work related to this paper. It is the most memorable work of mine which I am going to remember for the rest of my life as it gave me chances to enrich my abilities to grow more for the future.

I am grateful to the authority my university that it gave me the opportunity to conduct the class in my university as there was no chances to go outside to conduct the class and helped me to grow my confidence.

I think it would have been more interesting if I could conduct the class physically by appearing at the university. Otherwise, it was a whole package of gaining new experiences and knowledge.

Appendix-A

Lesson plan

Name of the teacher: Sifat Akhter

Subject/Course Title: English– II (Writing and Comprehension) **Course Code:** ENG 102

Batch: Tourism and Hospitality Management **Topic:** Writing Skills **Duration:** 1 hour

Lesson Topic: Writing a Cover Letter

Learning Tools and Resources: Google Meet, Internet, E-text, Video Materials (YouTube), Google Form, PowerPoint slides, Laptop and Mobile.

Date and Time: June 09, 2021 (2:30pm)

Method: Audio-visual and interactive method, CBI (Content-Based Instruction), Process approach in writing

Overall Aims or Objectives:

1. Students will be able to know the pros and cons of writing a cover letter (what, where, how).
2. They will be able to generate cover letters in response to any job advertisement
3. They will be able to grasp all the criteria of writing an effective cover letter.
4. They will be able to learn what to include and what to exclude in a cover letter.
5. Overall, they will be able to write a cover letter perfectly.

Detailed sequences of the lesson including taken time:

Stage	Timing	Quest	Procedure	Interaction
Stage 1	5 Minutes	Introduction and Warm up (Ice braking)	-Start presenting screen by showing PowerPoint slides -Get introduced with the students -Ask about the health and condition of the	Students-whole class-Teacher- Individual Students-

			students	Teacher
Stage 2	5 Minutes	Seeking attention through question and encourage them to be engaged	-Asking questions related to the Cover Letter -Listen to the student's ideas -Precede to the objectives of today's lesson	Teacher- whole class-Teacher- Individual Student-Teacher
Stage 3	5 Minutes	-To give basic idea about the format of a Cover Letter	-Will show a format and introduces primarily about the sections those are required in a Cover Letter -asking students to be attentive while watching	Teacher- whole class
Stage 4	10 Minutes	-To give more ideas about "how to write a Cover Letter"	-Tell the students about "what do we understand by Cover Letter?" -Teacher will show a YouTube video that will give more information regarding generating a Cover Letter -ask the students to summarize what they have understood so far,	Teacher- Whole Class/Individual Students-Teacher

Stage 5	15 +extra time if needed	To provide detailed knowledge regarding a cover letter	-Teacher will share all the information through the help of PowerPoint slides - Ask the students if they are able to understand or not -Encouraged them to raise questions -Teacher will answer the student's questions	Teacher-whole Class- /Individual Students- Teacher
Stage 6	10 Minutes	To give more clarification and practical ideas about generating a Cover Letter	-Teacher will show a advertising link(job circular) -will show a cover letter based on that job circular -Ask the students to be attentive, take notes and raise question if needed.	Teacher- whole Class- Teacher- Individual Student- Teacher
Stage 7	10 Minutes	-To know how far they have understood about Cover Letter -Correct them if needed	Teacher will assign class work to the students -to write any of the parts (Header and Salutation, Body Parts, Closing Part) of a Cover Letter. - Teacher will provide feedback to their writing - Students will correct them	Teacher-Whole Class- Teacher- Individual students- Teacher
Stage 8	5 Minutes	To get feedback and thanked	-will end the class meanwhile provide a feedback link	Teacher-Whole Class- Teacher-

		them for their active participation	-students will participate in the form Teacher will greet the students and the students will greet her back	Students
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References:

1. Google and Wikipedia (Ethnologue, 21st Edition); previous ideas; used a sheet got from a teacher; used a format from my teacher as an example.
2. YouTube video links: watched several videos but the below mentioned got more emphasized, a. <https://youtu.be/jHg0b7Nai6c> (showed in the class) and b. <https://youtu.be/WmWtK3iZYw0> (useful video to give whole idea)
3. An advertising link: http://jobs.bdjjobs.com/jobdetails.asp?id=969393&fcatId=1&ln=1&utm_source=jorabd&utm_campaign=jorabd&utm_medium=organic

Comments: The first and most important task was to make this lesson plan for the project paper where I wanted to give my best. I went through several pieces of research to add detailed information to my slides and decorated them accordingly. It was a bit challenging as I had to follow one specific method keeping in mind the time management. It was worth doing as I have added more to my knowledge while doing it.

Appendix-B

Daffodil International University

Department of English

Internship on

**“Report on Online Class Observation and Conduction in English during the Outbreak of
Covid-19”**

Checklist for Class Observation-1

Institution Name: Daffodil International University

Teacher’s Name: Nusrat Sultana Prity

Class: MCT

Section:

No. of Students present: 17

Course Title & Code: English– II (Writing and Comprehension); ENG102

Room No.: Google Meet

Peer/ Observer: Sifat Akhter

Date and Time: June14, 2021; 10 AM

Objectives of the lesson (as perceived):

- I. By the end of this lesson students will be able to write cover letter according to the rules.

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

The objective of Nusrat’s class was to be able to write a cover letter. According to my point of view, the objective was achieved fruitfully as she has explained the essential details, showed a video where the format of writing a cover letter was included and finally through the activities done by both teacher and students corroborated that the students have learnt how to write a cover letter.

S/N	Review Section	In what ways? (Specific examples/clarifications)
1	<p>SUBJECT MATTER CONTENT</p> <p>(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>I have seen her good command and knowledge of the lesson topic as she was able to answer the questions asked by the students; she was able to present her mastery in front of them as she gave the theoretical knowledge besides tried to put examples; the way she tried to be informative and accept her mistakes made the class enjoyable and developed a knowledge-seeking environment.</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 teacher starts her class at 10:08, finishes at around 11:15. Throughout the whole class, she was so enthusiastic and energetic. She was organized with her study materials including her PowerPoint slides (used to delivered the theoretical information-establish the subject matter, puts objectives, emphasized and summarized the important points), YouTube video (used to give more details), and Microsoft word file (used for practising) through which the objective of the lesson met to its achievement.</p>

		Finally, end the class by greeting and good wishes.
3	<p>RAPPORT</p> <p>(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>	Throughout the whole class the teacher gracefully holds the interest of the students, was respectful, fair and impartial as she listens to them equally, encourages them to raise questions and be engaged and provides feedback as well, thus the class was interactive on subject matter and manner, etiquette and attitude as well.
4	<p>TEACHING METHODS</p> <p>(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>	The teacher uses the teaching method that is best suited for the course Writing Skill which is Audio-visual and interactive method, CBI (Content-Based Instruction), Process Approach in writing. She uses YouTube video and Microsoft word file as her aids in the class and stayed focused during the class.
5	<p>PRESENTATION</p>	She maintains the interests of the students, the

	(establishes classroom environment conducive to learning; ensures learners' interests, maintains eye contact; uses a clear voice, strong projection, proper enunciation, and standard English)	voice was clear and her pronunciation of English was good and her code-mixing with the Bangla form helps the students to engage more with her.
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MANAGEMENT

Was the time spent properly?

Yes, her time management was admirable.

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)

Stages	Tasks and Activities by the Teacher	Spent Time
First	Tried to make the environment of the class flexible(introductory part)	3-4 Minutes(10:08-10:11AM)
Second	Explains theoretical information(definition of cover letter, objectives, contents , showed YouTube video)	30 Minutes(10:11-10:41AM)
Third	Activities done by both teacher and students	23 Minutes(10:41-11:03AM)
Fourth	Questions and Answer session, Supervisor's participation-	8 Minutes

	adding things, more interactions	
Fifth	Finishing part	3 Minutes(finishes at 11:15)

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?

No, there was no such “critical event” and the class went on smoothly.

Strengths observed of Online Classes:

According to my perspective, online classes are the best alternative to practical classes because both the students and teachers can enhance their skills and competencies in technology; soft skills and most importantly they can take advantage of the internet. They can get solutions to any problem instantly during the class; can enhance their writing speed on the computer which is one of the most crucial things in 21st century. Nusrat's strength according to my observations is she was quite friendly and enthusiastic throughout the whole class and her time management attracted me the most. Her usage of online resources was meritorious.

Suggestions for improvement of Online Classes:

I think she possibly could be a little bit more informative while delivering some crucial information such as being careful regarding spelling and grammar mistakes, and about trying to put the receiver's address and not being informal.

Overall impression of online teaching effectiveness:

I think Nusrat can perform quite like a professional teacher, especially in online classes because I felt like I was observing a practical class. She was so lively and interesting while conducting the class. I appreciate her teaching strategy.

Daffodil International University

Department of English

Internship on

**“Report on Online Class Observation and Conduction in English during the Outbreak of
Covid-19”**

Checklist for Class Observation-2

Institution Name: Daffodil International University

Teacher’s Name: Abrar Shahriar Khan

Class: Department of Textile Section: PC-A (batch 46th) No. of Students present: 17

Course Title & Code: English I; ENG101

Room No.: Google Meet

Peer/ Observer: Sifat Akhter

Date and Time: June 16, 2021; 9:30AM

Objectives of the lesson (as perceived):

- I. Students will learn about modifiers in sentences with proper example, different types of modifiers, how to identify, use and importance of modifiers in grammar.

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

According to my observation of Abrar’s class, the objectives were achieved successfully as the students were given detailed information regarding “Modifiers” including examples, types, usage and importance in grammar. After the end of the session, they were able to solve the exercises provided by the teacher and some of the students faced difficulties while solving the exercises but the teacher was providing them feedback with the right explanations.

I think, if the teacher was not being late for the class because of the electrical issue and got enough time, the target objectives of the lesson would come more successfully and they would have been able to complete the full class. So, I think the students required a bit more time. In other respects, it was worthy of admiration.

S/N	Review Section	In what ways? (Specific examples/clarification)
1	<p>SUBJECT MATTER CONTENT</p> <p>(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>The teacher showed his good command and knowledge about the subject matter which reflects in his slides and speaking; he tried his best to make the environment engaging and developed a knowledge-seeking behavior among the students; I think he could demonstrate his depth of mastery in the lesson more successfully if he kept backup internet and attended the class on time.</p>
2	<p>ORGANIZATION</p> <p>(organizes subject matter; states clear objectives; emphasizes and summarizes main points,</p>	<p>The teacher was organized with his materials including PowerPoint slides where he presented the subject matter, pointed out definite, examples, types, usage and</p>

	<p>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>importance) and YouTube video(though was not able to play for some technical issues). He was late for the class due to an electrical issue and thus started at 9:39 AM and had to finish a bit hurriedly. But he was able to grab and hold the attention throughout the class the way he started it.</p>
3	<p>RAPPORT</p> <p>(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>He was successfully holding the interests by interacting with them frequently and the students were engaging with their teacher as he was providing feedback, shows his interests and encourages them to participate in the class. He was impartial, fair and respectful towards all of his students.</p>
4	<p>TEACHING METHODS</p>	<p>The teacher responds to the</p>

	<p>(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>student's questions with interest and tried his best to provide his knowledge by using study materials and his prepared PowerPoint slides. He was focused and able to meet his objectives of the lesson. His provided materials and ideas were simple, clear and precise so that the students were able to grasp everything.</p>
5	<p>PRESENTATION</p> <p>(establishes classroom environment conducive to learning; ensures learners' interests, maintains eye contact; uses a clear voice, strong projection, proper enunciation, and standard</p>	<p>The teacher tried his best to make the environment feel like practical classes and that's why he kept his camera on throughout the whole class. He ensures his learner's interests, kept eye contact, his voice was clear and his usage of the English language including Bangla</p>

	English)	was standard.
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MANAGEMENT

Was the time spent properly?

The time was not spent properly as he starts late due to an electrical issue and had to end the class hurriedly because the students had to attend another class.

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)

Stages	Tasks and Activities done by the teacher	Spent Time
First	Starts with Warm up(introductory part)	3 Minutes(9:39- 9:42AM)
Second	Explains theoretical information (topic, grammatical views, definition, example, importance, types, how to identify and usage), meanwhile encourages and allows engaging, participation and raising questions and provides feedback with proper explanations	46 Minutes(9:42- 10:24AM)

Third	Tried to play a video (was not able to play as there was a problem regarding the sound system but provided the video link so that the students can have a look while studying)	2 Minutes (10:24-10:28AM)
Fourth	Tasks provided for the students	5 Minutes(10:28-10:33AM)
Fifth	Finishes with greetings	2 Minutes(end at 10:35AM)

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, there were two critical events.

Firstly, while playing a video, the sound was not audible, and then the supervisor suggests giving them the link so that they can hear it after the class.

The second was, the teacher got disconnected due to a network issue but was able to manage it within a while.

Strengths observed of Online Classes:

As we know, the problems that occurred during the online classes can be solved within a short period as there are so many alternative ways available that help enhance our technological skills.

I have seen Abrar facing problems but handling those problems quite easily through other substitute ways. His efforts to hold the knowledge-seeking environment was admirable. I also admire his attempt of opening the camera while conducting the class.

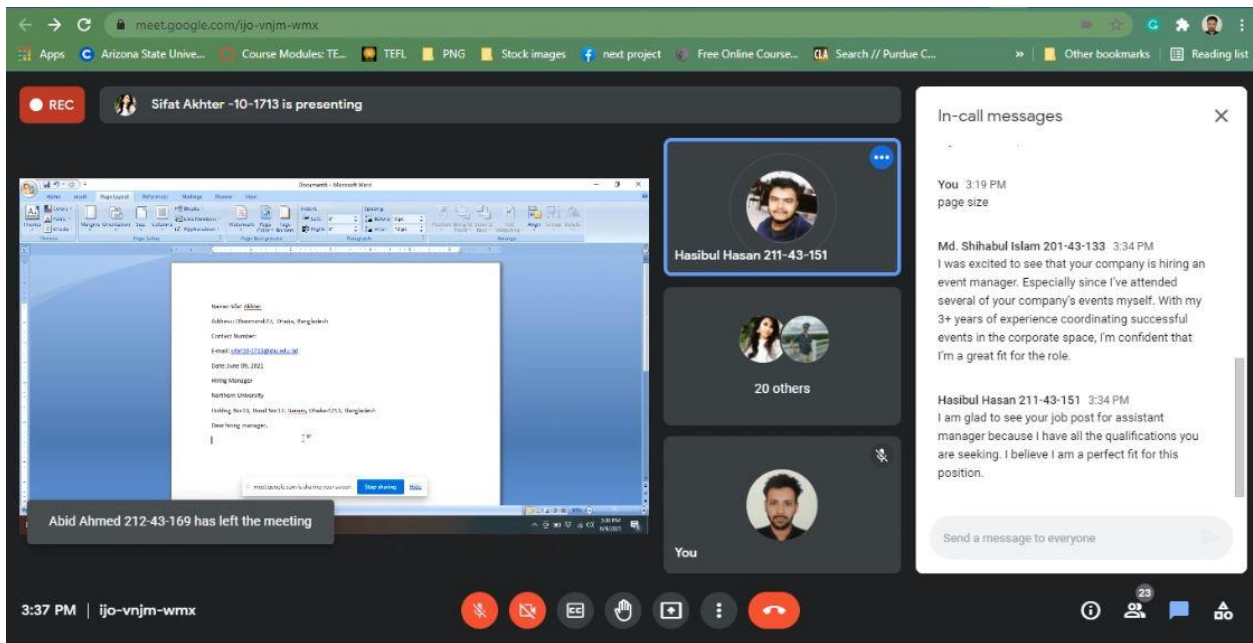
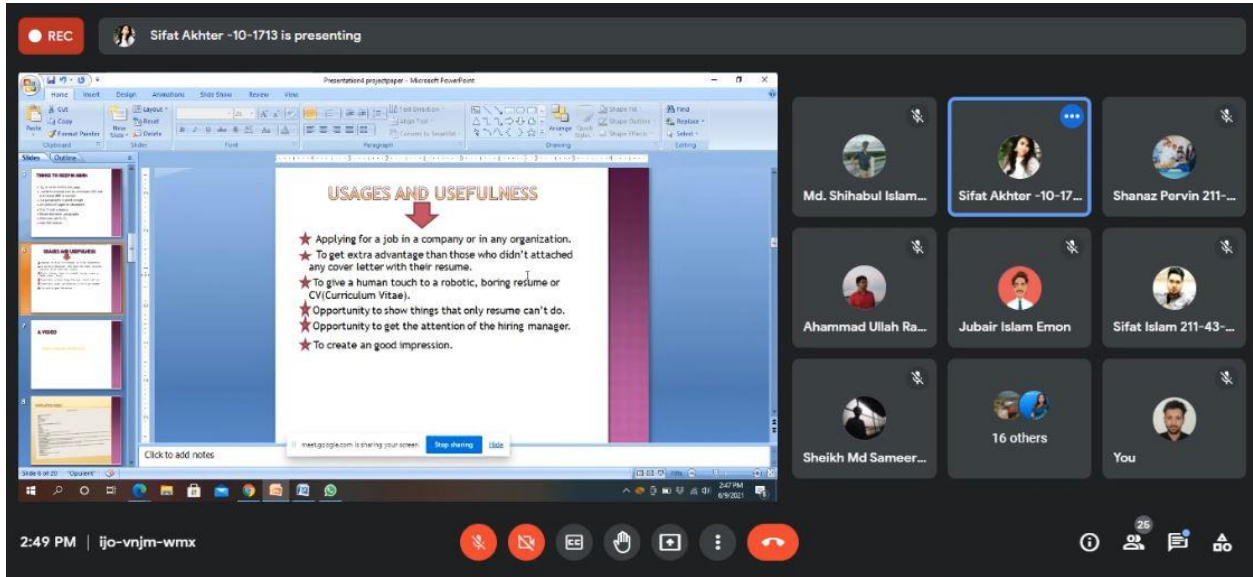
Suggestions for improvement of Online Classes:

He needs to be more punctual so that he could provide more to his students by managing the time properly.

Overall impression of online teaching effectiveness:

Based on his professional attitude during the class and his mastery of managing the students, I think he can use his qualities in any field he wants. Nevertheless, I think he could provide more of his knowledge if he wanted.

Photographs/ Screenshots:



Online Quiz and Feedback Form:

A Cover Letter should be---?

- One page long
- Two pages long
- can be too long

⋮

Choose the correct answer

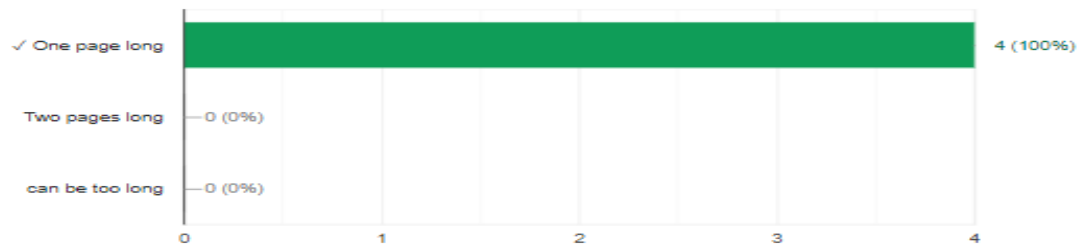
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- Yours Sincerely
- Yours sincerely,

Questions

Responses **4**

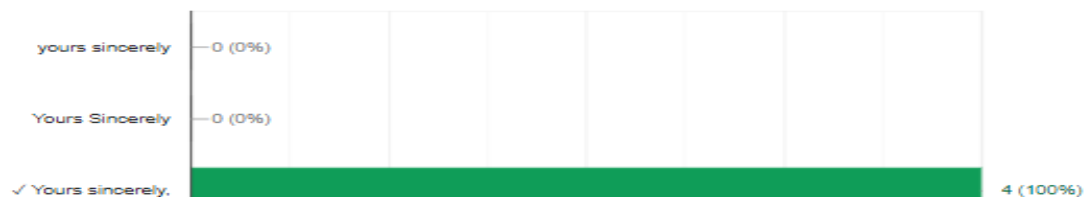
Total points: 0

4 / 4 correct responses



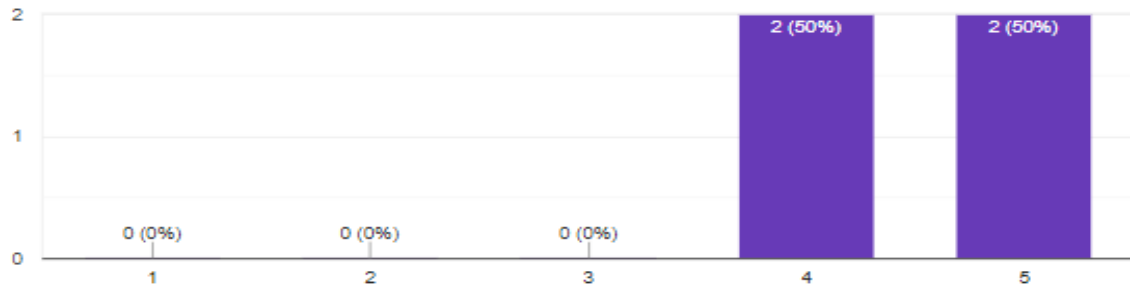
Choose the correct answer

4 / 4 correct responses



Rate my class

4 responses



Recorded Class Link:

My (Sifat Akhter) conducted class link:

https://drive.google.com/file/d/1VuoOt_SK0PsKVTy4abzg3G6pPEZcCBBs/view?usp=drivesdk

Nusrat Sultana Prity's class link:

<https://drive.google.com/file/d/1EkRIPpz43mWGC8PRt5TCIaTHNf6Lyi9m/view?usp=drivesdk>

Abrar Shahriar Khan's class link:

<https://drive.google.com/file/d/1A5OZLmoEyimcDvrw3ulNczNVBUdGm3v9/view?usp=drivesdk>

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