



Internship Report On

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

Submitted to:

Md. Nuruzzaman Moral

Senior lecturer

Department of English

Daffodil international university

Submitted by:

Fahmida Jahan Sworna

ID: 181-10-1714

Batch: 43rd

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

DEPARTMENT OF ENGLISH

DAFFODIL INTERNATIONAL UNIVERSITY

SUMMER 2021

Submission date: 25th July, 2021

Declaration

I confirm that this project is an original report of my research, which has been written by me and has not been presented for any previous degree. This paperwork is almost fully my own work and submitted to the department of English at Daffodil International University. I have accomplished this project for the fulfillment of my course named as "Project Paper " (Course code: ENG-334) in the program of B.A. (Hons) in English. As under the observation of Md. Nuruzzaman Moral (senior lecturer), Department of English, Daffodil International University, I have been asked to complete an internship on "Online Class Observation and Conduction in English during the Outbreak of Covid-19 ".

Fahmida
Jahan

Name: Fahmida Jahan Sworna

ID: 181-10-1714

Batch: 43rd

Section: A

Program: B.A Honours in English

Department of English

Daffodil International University

Certificate

I am very satisfied to attest that the project on "Online Class Observation and Conduction in English During the Outbreak of Covid-19" carried out by Fahmida Jahan Sworna, holding ID: 181-10-1714 of English Department is an actual record of her work based on her practical knowledge. She has successfully accomplished her project under my observation during the summer semester 2021.

I am pleased for the authenticity of her work and I highly recommend this work for viva-voce and academic glorification.

I wish her every prosperity in life.



Md. Nuruzzaman Moral

Senior lecturer

Department of English

Daffodil International University

Acknowledgement

First and foremost, praises and thanks to the Allah, the Almighty, for his showers of blessings, throughout my project paper to finished the work successfully.

I would like to express my long and sincere thanks to my supervisor, Md. Nuruzzaman Moral sir for being so humble and supporting while completing my project paper. His dynamism, view, sincerity and motivation have deeply inspired me otherwise I would not have done it better. He has taught me the methodology to stretch out the paper and to present the paper works as clearly as possible. He showed us all the details that we needed to focus on and also tried to help us out no matter how busy he was. For me it was a great privilege and honor to work and study under his guidance. I am extremely blissful for what he has offered me. I would also like to thank him for his friendly behavior, empathy, and great sense of humor.

Then I am extremely blissful to my parents for being their love, prayers, caring and sacrifices for educating and preparing me for my future. I am very much thankful to my friends, Omor Faruk and Tamanna Tasnim Disha, students of English Department, for allowing me to observe their online classes and also I'm grateful to students of the 46 batch, section: C, Department of English as they attended my online class and supported me a lot through their participation.

Finally, my thanks go to all the people who have supported me to finished the project paper directly or indirectly

*Fahmida
Jahan*

Name: Fahmida Jahan Sworna

ID: 181-10-1714

Batch: 43rd

Section: A

Program: B.A Honours in English

Department of English

Daffodil International University

Abstract

As we know that in this competitive world English learning is the most important thing. In this Covid-19, pandemic situation learning English is tough because of the circumstances. Well as a student of English Department I regard myself as very lucky. In this situation we can't go out and do our project paper practically that's why it's happening online. Where we have to observe two classes and need to take one class under our own institution. My internship report is on " Online Class Observation and Conduction in English During the Outbreak of Covid-19 ". Well the subject choice matter for the project paper is extensive which has given to me and the analysis of the advantages and disadvantages of doing online classes. According to my supervisor's instruction, I have taken one class under his guidance through Google meet app and also observed two classes of my friends.

At first I was nervous and also scared about Internet breakage but I took the class with all my efforts and it came out really good. After completing my project paper, it was a fantastic experience for me which is also necessary to improve my Proficiency. I also realized that this experience of mine on class conduction helped me to come up with the current situation and prepared me for the job sector.

Table of Contents

Declaration	ii
Certificate	iii
Acknowledgement	iv
Abstract	v
Table of Contents	vi
Chapter - 1	1
Introduction	1
Chapter - 2	2
Objectives	2
Chapter - 3	3
Methodology	3
Chapter - 4	4
Institution Details	4
Chapter - 5	5
Class Observation Report	5
5.1 First Class Observation	5
5.2 Second Class Observation	6
Chapter - 6	7
My Teaching Experience	7
Chapter - 7	10
Overall Findings	10
Chapter - 8	11
Recommendations	11
Chapter - 9	12
Conclusion	12
Appendix 1	13
First Checklist for class observation	13
Appendix 2	18
Second Checklist for class observation	18
Appendix 3	23
Class record link	23
Appendix 4	24
Library Confirmation Form	24

Chapter - 1

Introduction

In all Respects English language is one of the most prominent and used languages in the world nowadays. I, Fahmida Jahan Sworna, am a student of the department of English at Daffodil International University. As a requirement for my four years honours degree, I did my internship at Daffodil International University under the guidance of Md. Nuruzzaman Moral.

Nowadays English is used in every sector, international occurrences, business sectors, school, colleges, universities. To preserve business with other countries every country needs to communicate in English so that they can easily understand. Well in our country English is used as foreign dialect. In most of the countries English is the main language. As they also adopt many strategies in the university sectors which helped the students a lot to improve their English skills. In this pandemic, students are facing problems in their studies and life. As a result, to understand their present environment every institution comes up with a strategy in which they can continue their studies.

As I was asked to do my internship on "Online Class Observation and Conduction in English During the Outbreak of Covid-19" under my own institution. To set this aim I have taken one class and observed two classes fully in English so that I can express the concept of using English in the class. Nevertheless, my supervisor's instruction helped me a lot to take the class successfully. So I would like to thank him for his friendly behavior and kind regards.

Chapter - 2

Objectives

The internship report has been complete with following objectives:

- To understand advantages and disadvantages of online classes.
- To understand how to conduct a class successfully with an accurate lesson form, elements and performances.
- To help the students for their better understanding of how much a teacher can use strategies and skills.
- To accomplish my own Proficiency that I have learned through my teaching.
- To gain some working related lessons in teaching for my better oncoming days.

Chapter - 3

Methodology

As previously mentioned, due to the pandemic situation I did my internship report at my own university so that I did not have to worry about getting authorization. As this is my last semester, and I need to complete a project paper for this, all the teachers were helpful to me. Frankly speaking at first I was a little bit nervous about my supervisor's selection because I really wanted to do my project paper under the guidance of my familiar teachers so that it can be a little bit easier for me. As expected my project paper was given under the guidance of Md. Nuruzzaman Moral sir.

Well I am an old student of my supervisor and it was a great chance for me to ask my teacher to give me a chance to take one of his classes. As usual he has given me the permission. I also need to observe two classes of my friends who were also doing their internship report. At first I observed two classes of my friends who have taken "Shakespeare Comedy and Tragedy " classes then I also took one class about Ophelia characters under the " Shakespeare Comedy and Tragedy " course. I prepared my lesson plan and also made a slide under the instructions of my supervisor. Finally, I have taken the class successfully through Google meet apps.

Chapter - 4

Institution Details

Name	Daffodil International University
Location	102 Shukrabad, Mirpur Road, Dhanmondi, Dhaka-1207
Time of Establishment	24 th January, 2002.
Building	3 buildings on the main campus.
Students	21752.
Dress Code	No specific dress code.
Number of Teachers	859.
Teachers Qualification	Highly qualified and many have done PhD from foreign countries.
Economic Issues	Private University.
Social Issues	Mixed but most of the students are from the middle class there.
Extracurricular Activities	A lot of clubs for extra-curricular activities. Such as ELC, All stars Daffodil, Bondhushava, DIUDC, DIUPS, and so on.
Play Ground	No playground on the main campus.
Library	Yes, A separate building for the library.
CCTV Monitoring	Yes, CCTV coverage throughout the varsity.
Sight & Sound Facilities	Yes.
Student's Common Room	Yes.
Stuff Room	Yes.
Computer Lab	Yes.
Auditorium	Yes.
Canteen	Yes.

Chapter - 5

Class Observation Report

5.1 First Class Observation

I observed my first class on 21th June 2021 At 4.00 pm with Batch-46 Section-A. Well the class started on time and I did observe my group mate Omor Faruk's class. Around 27 students were present there. At first Md. Nuruzzaman Moral sir introduced him to the students so that he can easily communicate with them. At first, Omor introduced him and greeted the students and also asked them about their studies and other things.

Well this course title is "Shakespeare Comedy and Tragedy ". Omor took the class on the topic "Hamlet mind complexity compare and contrast between hamlet Prufrock and hamlet ghost mobilization ". Nothing can be more fascinating than watching my friend take a class as a teacher. He conducted the class both in Bangla and English and he also used power point slides for better understanding to the students. He divided the class into three parts. At first he introduced himself then he started to discuss the whole part and finally he asked questions to the students.

Students of his class were also attentively listening to him and answering his questions which also made the class easier for him. It was a great chance for me to observe his class and also a great chance for me as I will also need to take a class after a few days of him. I observed that he applied some techniques which also helped me during conducting my class for project paper.

5.2 Second Class Observation

I observed my second class on 28th June 2021 at 11.30 am with 52 batch department of English. Well that class was conducted by my group mate Tamanna Tasnim Disha which was perfectly ready.

The course teacher was Md. Mustafizur Rahman sir and the course title is " Presentation skill Development ". Around 39 students were presented in the class. The class started at 11.30 but there was another student who had taken a class before her as he was also doing his internship. So at 12.15 my friend started her class with a great introduction and warm greetings. At first she asked about the student's health and studies, then she moved to her class. She chooses the topic "The qualities of a good presenter ". At first she started talking about the importance of qualities of a good presenter. Even she tried to interrupt the students if they knew anything about it or not. After that she showed her slide and discussed the topic with examples. She maintained her time accurately and also asked some questions.

Overall it was a good feeling to watch her conduct a class properly. I must say that the way she presented her class, the way she talked with the students was amazing.

Chapter - 6

My Teaching Experience

After observing two classes my supervisor also told me that I need to take one class.

According to that I have prepared my lesson plan to take the class.

Teaching experience of class:

Institute: Daffodil International University

Teacher's name: Md. Nuruzzaman Moral

Batch: 46

Section: C

Number of Students: 29

Course Title: Shakespeare: Comedy and Tragedy

Course Code: ENG414

Guest Teacher: Fahmida Jahan Sworna

Topic: Ophelia's character analysis and how she was represented in Hamlet by William Shakespeare.

Time: 60 minutes

Content	Time	Teacher activities	Student activity
Introduction	05 minutes	In the beginning, I will introduce myself, and I will talk to them about my objectives for holding their class.	The students will also introduce themselves to me so that I can easily conduct their class.
Motive of Teaching “Hamlet”	10 minutes	I will ask them what they knew about “Hamlet”.	They will share their opinion with me.
Briefly show PowerPoint slides	20 minutes	I will discuss with them shortly about Ophelia’s character analysis	Students will listen attentively and also get an overall concept. They will also get an overall concept about
		by showing PowerPoint slides.	Ophelia’s character by slide examples.
Student participants	10 minutes	I will ask them some questions about the topic that I taught them.	They will give an answer to what they have learned.
Review and Opinion	10 minutes	I will again briefly summarize all my slides and ask for their opinions before ending my class.	Those who have trouble understanding they will be clarified after review.
Conclusion	05 minutes	I will thank them for giving me the chance to conduct their class.	Finally, if they have any query, they will ask.

Well I have never taken a class before so I was a little bit nervous and it was also a new experience for me. At first I thought that I couldn't take the class properly. I was continuously worried about how to do it, what to say, or how to explain it to the students. My supervisor helped me a lot and at first he introduced me to the class so that I can easily communicate with them. I have written down all the strategies that I have learned from my group mates while observing their classes. According to that I made my lesson plan and on 24th June at 1.00 pm I joined the class through Google meet link which was sent by my teacher. I noticed around 29 students were present in the class. At first I was worried about how I manage all of them as they don't even know me. Then I introduced myself and greeted them as they also welcomed me greatly. Then I asked them about their condition, about online learning experience, about health, and also about their life as it was a pandemic situation going through. After listening to them I moved to my lesson plan and showed them my slide. At first I asked them a few questions if they knew about it or not, then gradually I discussed all the things so that they could understand easily. In the middle of the lesson I also asked them some questions and they answered it very nicely which was a part of the lesson that I had taught them. I also asked them if they had any problems understanding anything. Finally, at the end of the class again I asked them questions according to the lesson part and one by one they responded to me greatly. While teaching them my nervousness was totally gone and I finished my class by wishing them good.

At first I had faced some problems related to network issues while starting the class but after that I recovered and finished it well. Overall it was a great chance for me and also a good experience for me that I have enjoyed a lot.

Chapter - 7

Overall Findings

Well there are some findings that I have found from my teaching experiences and observation and these are given below:

- A new experience of taking classes through an online platform.
- It's a little bit troublesome to manage lots of students online as we can't see them face to face in which we don't have any idea that everyone is giving their attention or not in the class.
- The most important issue is network problems, that is why sometimes we get disconnected from the class but recording the class is a good strategy which is a good step for the students to review their lesson again and understand it properly.
- In this pandemic situation many of the students and also teachers have learned to use technology better from the past. As so many of them weren't able to use it properly.
- After each class, the teacher assigned a task to the BLC platform in which students need to answer them properly. This is how students also get a proper idea of the lesson.
- Get the concept of your own Proficiency of teaching in an online platform which helps in the future activities in job fields.
- BLC and Google Classroom through this platform student can easily find their information and also can get a whole idea about the whole semester and take help as teachers upload their lesson plan and class links in this.

Chapter - 8

Recommendations

According to my aspects, I would like to give some recommendations suggest that are given below:

- Teachers should maintain their time and plan their lesson according to this.
- While teachers conduct their classes meanwhile students use social networks and don't give any attention to this. The teachers can provide them with some work and ask them for their opinion so that they can give attention to the class and listen to them properly.
- Giving activity on an online platform on a daily basis is a little bit stressful for the students as they also do the class on an online platform. Teachers can give them homework on a weekly basis. It is an easier way to generate them in the study.
- Students should be more encouraged to speak in English. During classes as they speak in Bangla more often.
- Sometimes teachers can provide them group tasks so that students can communicate with new students and get to know them and do their task properly which helps them to express themselves in a public place without any hesitation.
- Teachers should find out the weak students who are not doing their activities in the class and also hesitate to speak and give them more attention and encourage them to speak.
- Finally, as online classes are a new experience for both the teachers and students, they should be more cooperative with each other for a better learning environment.

Chapter - 9

Conclusion

In this pandemic situation, being able to complete significant work like an internship online is one of the most prominent things. I had almost completed four semesters online. That is why doing the project paper online is a little bit easier for me as I have already got some ideas on how to do online classes. The most important thing is we are gradually accepting technology day by day and we are doing our best to use it for better results.

I am very much grateful to complete my project paper in my own university. Sincerely thanks to my supervisor, my advisor and other teachers for making me so capable that now I can also take a class without any hesitation. I came across my limitations and nervousness while preparing my project paper. It has adopted me to develop my communication skills and also make me strong for job fields. Through this I have also learned how to share elements, contest up with the situation, how to behave and control my own nervousness etc. Well I will always keep in mind this internship report experience as a wonderful remembrance and also try to use it for a better work for my better future.

Appendix 1
Daffodil International University
Department of English
Internship on
**“Online class observation and conduction in English during the outbreak
of Covid-19”**

First Checklist for class observation

School / College: Daffodil International University

Teacher’s Name: Omor Faruk

Batch: 46 Section: A

No. of Students Present: 27

Course Title & Code: Shakespeare: Comedy and Tragedy ENG-414

Room No: Online platform (Google Meet)

Peer/Observer: Fahmida Jahan Sworna

Date and Time: 21/06/2021 at 4 pm

Objectives of the lesson (as perceived):

- i. Give an overall idea about hamlet.
- ii. To learn about how Hamlet's mind complexity works in Hamlet also the compare and contrast between hamlet and Prufrock.
- iii. Providing questions for getting a clear concept about the topic of Hamlet.

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

According to my point of view, the objectives were perfectly fulfilled. After the class the students get an overall idea about what was taught in the class. The students were asking questions related to the topic. They are even active in the class in times of the question answer session. As the teacher tried his best to make the class understandable, the students also gave their best to make it great. So the objectives were achieved successfully.

S/N	Review Section	In what ways? (Specific examples/ clarifications)
1	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)	The way he chooses the words and his speaking style with the students shows that his subject matter knowledge and compatible manner is very excellent. At first he tried to be comfortable with the students so that they could understand easily. He gives an overall idea about hamlet mind complexity in which he also uses a good amount of examples. His teaching method that he adopted was also very different.
2	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)	His class organization was good. He divided his class into three parts in which at first he introduced himself and also asked students about their condition of online learning experience and health. Then he moved to his lesson. He discussed details about hamlets and also gave some examples related to that. In the last part he kept a question answer session in which students kept responding to him. Overall the way he has

		taken the class and the way he organized the class was good.
3	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)	The connection between Omor and the students was very great. The way he approaches the students, and the manner of him was great. He totally brings out the cordiality inside a student when he is clarifying what he is giving in an easy way. All in all he created a positive influence among the students in the classroom and makes everyone comfortable so that they can respond well.
4	TEACHING METHODS (uses relevant teaching methods, aids, materials, techniques, and technology; includes variety, balance, imagination, group involvement; encourages questions from students and responds with interest; is open to ideas; uses real life examples that are simple, clear, precise, and appropriate; stays focused on and meets stated objectives)	His teaching strategy was really good. At first he presents himself in front of the students in a polite way. Then he followed his lesson plan. According to that he presented a slide in which he uses bullet points and he discussed in detail all the points so that the students can easily understand. One thing is that he speaks in Bangla more than English as he is required to speak more in English. Although he provides some examples of Prufrock with Hamlet's mind complexity which is very good. He used technology very smartly to make the class more educational. He repeatedly questioned the students if they understood everything or not. Overall his class conduction method was really impressive.
5	PRESENTATION (establishes classroom environment conducive to learning; ensures learners' interests,	From the beginning his voice was loud and clear enough. The way he presents his teaching method is excellent. He also used a video so

	maintains eye contact; uses a clear voice, strong projection, proper enunciation, and standard English)	that the students can easily understand. His pronunciation was smooth. When someone is having trouble understanding something he makes sure that he can teach him easily. Also he tried his best to keep the students' attention to the class from the beginning to the end.
--	---	--

MANAGEMENT

<p>Was the time spent properly?</p> <p>Yes, the time was perfectly used.</p>
<p>What were the main stages of the lesson? What tasks and activities did the teacher do during each stage? (Optional: Draw a diagram to show main stages of the lesson and time spent on each)</p> <p>The class was on " Hamlet ". As we know it was not that easy but he made it easier through slides for the students to understand the topic. He presented the slide on screen and discussed it with audio visuals to the students through Google meet apps. Overall he has taken 1 hour class in which 45 minutes he has discussed the whole topic and another 15 minutes he has done an answer question session with the students.</p>

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?

<p>As project papers are taken through online platforms, we most of the time face problems related to network issues or electricity problems. But Omor took the class very pleasantly. There was no critical event that took place.</p>

Strengths observed:

- i. The time was well organized as he divided his whole class into three parts which includes introduction, discussion, and question answer session.
- ii. He has a loud and clear voice.
- iii. He was very much flexible and helpful to the students and also the words he had chosen made it easier to understand for the students.

Suggestions for improvement:

Well the class was very well conducted and organized. However, it would be more perfect if he used more English than Bangla in the class as he was from English Department.

Overall impression of teaching effectiveness:

In my opinion, the way he took the class was impressive. There is no doubt that he is a talented person. The way he treated everyone and behaved in a friendly manner reflects his good personality. The concentration he gave to the students and the way he managed all the students shows how intelligent he is. He has the ability to make any lecture interesting through his teaching techniques. Overall he was well organized and also can create a positive vibe in any kind of situation.

Appendix 2
Daffodil International University
Department of English
Report on “Online Class Observation and Conduction in English during
the Outbreak of Covid-19”

Second Checklist for class observation

School / College: Daffodil International University

Teacher’s Name: Tamanna Tasnim Disha

Batch: 52 Section: Not applicable

No. of Students Present: 39

Course Title & Code: Presentation Skill Development ENG-324 Room No: Online platform
(Google Meet)

Peer/Observer: Fahmida Jahan Sworna

Date and Time: 28/06/2021 at 11:30 am

Objectives of the lesson (as perceived):

- i. To make the student capable of understanding the qualities of a good presenter.
- ii. To understand the rules and terms related to presentation skill and how it can be used in real life.
- iii. To understand how to present yourself in a public place without any hesitation.

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

The objectives were achieved accurately. Disha tried her best to make the class informative. Students were efficient in understanding the facts. She asked them questions related to the topic and also gave some examples. Although students of her class were very active. It was great to see that she makes her class important to the students as it also needs to be required for the students to be more responsible in the class while she is really working hard for them. Overall she made every objective of her class done accurately.

S/N	Review Section	In what ways? (Specific examples/ clarifications)
1	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)	I think the subject matter content of Disha was perfectly on the point. She talked about " The qualities of a good presenter " from start to finish. As the topic was teaching them before she was asking questions related to the topic. In the middle of the class she also gave a break to the students and also talked about some extracurricular activities in which the students also felt happy and responded well. Then again she moved to her lesson and completed it with suitable examples.
2	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	Well it seems to me that Disha's class was not very well organized. She made an ordinary slide in which she also didn't discuss the whole topic clearly. She was a little bit nervous about it, which can be seen on her face. Although she has tried her best to give them an overall concept about the whole content according to her slides, there are still some bindings in the

	the objectives of the lesson met/ what they have learned today)	slides in my opinion. Well in the end she asked some questions and the students responded to it nicely. She tried to maintain everyone's attention in her class by asking questions and keeping them engaged which is very good.
3	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)	The best thing she has done is she was able to connect all the students in the class. As she joined the class through Google meet apps and came in front of the camera everyone gave her attention. Overall she made a positive influence in the class and behaved friendly with the students.
4	TEACHING METHODS (uses relevant teaching methods, aids, materials, techniques, and technology; includes variety, balance, imagination, group involvement; encourages questions from students and responds with interest; is open to ideas; uses real life examples that are simple, clear, precise, and appropriate; stays focused on and meets stated objectives)	She used slides to discuss the whole topic. She followed some techniques. At first she introduced herself and then got to know other student's conditions about study and other things. Then she also encouraged them to respond to her in the discussion. She showed her slide one by one and discussed it with real life examples. Although she continuously asks the students if they understand everything or not. Her connection with the students in the classroom was good and overall her method was average.

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 English)</p>	<p>The most important thing is that she has a loud and clear voice. The way she approached the students was good. She keeps her video on all the time in front of students. One thing she has done is speak more in Bangla rather than English. However other things like her pronunciation, interactions, way of speaking everything is good.</p>
---	--	--

MANAGEMENT

Was the time spent properly?

Yes, the time was spent accurately.

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)

It was a second class observation of mine. She chooses the topic " The qualities of a good presenter ". She maintained her class with some great techniques and also showed some slides which were presented on her computer screen. She completed the class in three parts and ended it with a good discussion. So everything was smoothly completed.

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, The class was taken place without any critical event

Strengths observed:

- i. Her pronunciation was very smooth which helps her to conduct a class properly in front of the students.
- ii. Her voice was clear.
- iii. She managed all the students very nicely and kept their attention to the class from the beginning to the end.

Suggestions for improvement: I think it would be better if she had done some more research on the topic. And other than this she needs to be more responsible in her language as it was an English class she needs to be able to speak more in English with the students.

Overall impression of teaching effectiveness: My impression about her class conduction is good. I loved the way she took the class. It was a little bit organized but still the way she communicates with the students and holds their attention to the class was great to see. I believe she will be a good presenter in the future if she works a little bit harder. Her manner and behavior is good and the way she appeared in front of the students and started speaking was the best. So her overall class conduction was great.

Appendix 3

Class record link

The class recording link of my class


<https://drive.google.com/file/d/1nYwwraRwQfPFq58D-mSTqyX2ebViHP-j/view?usp=sharing>

Appendix 4



Daffodil
International
University

Daffodil International University Library
Daffodil Tower, (DT)-3, 3rd Floor
102/1, Shukrabad, Dhanmondi – 1207
Tel: 9116774 (Ext.-123, 150,151)

Library Confirmation Form	
Name of the Student	Fahmida Jahan Sworna
Student ID	181-10-1714
Group	<input type="checkbox"/> Yes
Group IDs	181-10-1714, 181-10-1696, 181-10-1752, 181-10-1716, 181-10-1760
1. Project Title	Online Class Observation and Conduction in English during the Outbreak of Covid-19
2. Internship Title	
Submission of Soft Copy of Reports	<input type="checkbox"/> Yes
Name and Designation of the Project Supervisor	Signature of the Project Supervisor
Md. Nuruzzaman Moral Senior Lecturer	

This is for your kind information that the management of DIU has decided to receive students' Project/Thesis Reports by DIU Library through this email (projectreport@diu.edu.bd) to check Plagiarism by Turnitin Software before submitting to the departments. Students have to submit a plagiarism checking report provided by the DIU library with their Project Report/ Thesis to the respective departments.

Acceptable range of plagiarism at DIU has been settled as follows:

- a) Project/ Thesis report of undergraduate students – 50%
- b) Project/ Thesis report of Masters students – 40%

Only the acceptable reports will be submitted for further processing.

Actual plagiarism - 22%

.....
Name and Signature
Concerned Library Officer
Daffodil International University

Submission guidelines of Project/ Thesis/ Internship report

This document contains a guide on soft copy submission of student Project/ Thesis/ Internship Report/ Project Report to DIU library.

Project Report should be arranged as ordered below:

1. **Title page**
2. **Letter of approval /acceptance (with supervisor's signature)**
3. **Acknowledgment**
4. **Dedication**
5. **Abstract / Executive Summary**
6. **Table of Contents**
7. **List of Figures, Tables, Abbreviations, etc.**
8. **The main body or chapters:**
 - a. Introduction
 - b. Literature review / Review of Related Literature
 - c. Significance of the Study/ Scope of the Study (Optional)
 - d. Methodology/ Experimental Details
 - e. Analysis / Discussion / Findings / Recommendations
9. **Conclusions**
10. **Appendices**
11. **References (APA style)**
12. **Page Numbering:**
 - a. Preliminary pages must be in lower case roman numerals e.g. i, ii, iii.
 - b. All pages of the main body or from chapter one will be numbered in Arabic numerals e.g. 1, 2, 3.
 - c. All pages have to be arranged according to the table of contents
13. **Format:**

The report should be in ONE FILE and PDF document.
14. **Copyright Note:**

Write "©Daffodil International University" at footer
15. **Plagiarism checking:** Students' reports will not be accepted without plagiarism checking by Turnitin software.
16. **Submission:**

Student may send the file to projectreport@diu.edu.bd



(Dr. Md. Milan Khan)

Librarian

Daffodil International University