

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

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This Internship Report is submitted to the Department of English, Daffodil International University, as per the requirement of completing the degree BA in English.

Declaration

I hereby declare that, this Project Paper has been fulfilled under the supervision of Mr. Md. Rafiz Uddin, Lecturer of Department of English in Daffodil International University. I also declare that this paper or a part of this project has been submitted elsewhere for award or any other degree.

Oishik Ghosh

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Certificate

It is certifying that Oishik Ghosh, ID: 181-10-233 is a student of the department of English at Daffodil International University, Ashulia Campus. He has successfully fulfilled his internship report under my supervision. He has worked hard for making his project paper.

I wish his good luck for his future life.

Supervised by

Mr. Md. Rafiz Uddin

Lecturer

Department of English

Daffodil International University.

Acknowledgement

I want to express my special thanks to my honorable supervisor Mr. Md. Rafiz Uddin sir for his help, advice, support and guideline and also for everything. I am really grateful for his kind support and guidance which have made possible to complete my project paper. Thanks for your cooperation.

Abstract

The purpose of this internship report is to go ahead the pandemic situation of Online Classes in English. The techniques of teaching are also put forward during this Outbreak of Covid-19 pandemic. This situation added a new dimension to technology. Though our daily life has been stopped in this situation but online platform helped us to go forward our education process. Basically, in this report we tried to find the weaknesses and strengths of online classes in English. We are also review the basic situation of students and their learning in Online. Meanwhile, we take two classes to observe the teaching techniques and methods of teachers and a class for conduction so that we get clear idea of teaching and learning situation online. This report gets an idea about the methods of teaching and their using in this Corona pandemic situation. We also know about their outcome of learning. This report is written to point out all the weaknesses of English learning strategies so that we can reorder them further with all the possible techniques and strengths.

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Chapter - I

Introduction

Introduction

In this pandemic situation, the Corona Virus has taken a break of academic institutions over the world in 2021. The students of whole world are out of their classroom. From the beginning of this situation, Bangladesh education ministry declared all the institutions remain closed just like other countries. The teachers were prepared to start online classes all over the world. In this situation, unexpected changes came in education system. Basically the digital online platform brought a relief for students. But starting online classes were not so easy in Bangladesh because all of our country have not access internet connection perfectly. Physical class is totally different from this online class. We made a report by observing the present situation of online classes in this Covid-19 period.

English is an international language and this language can help us to communicate widely all over the world. In our education system of university, we use English as a medium of higher education in world. In our country, learning English is compulsory for all the students because English is a foreign language. In many times, grammar learning has been given emphasis. For this reason, the main book contents are learnt and taught without understanding. So, the Govt. has taken steps to find out the errors and solve them properly. This intern report tries to find out problems by the students and take a review of student teacher communication and behavior and evaluate the present situation of students in the class during this pandemic situation.

Chapter - II

Objectives of the Study

Objectives of the Study

- a) To conduct one class and observing two classes properly are the main object.
- b) To know the benefits of online learning during this pandemic situation.
- c) To identify the strong parts and also the weak parts with some activities.
- d) To observe the environment of classes and skills of teaching.
- e) To know about the class method and strategies of taking a proper class.
- f) To observe students participation and response during class time.
- g) To find out the problems of online class system and solve them.

Chapter - III

Methodology

Methodology

The intern has followed mixed methodology for conducting this research. He has made a plan to conduct his class and maintained one checklist also. He has taken permission to conduct one class and observe two classes. He has followed some steps which is given below for conducting his class.

1. Select an Institution and Class:

One renowned university was taken for the class observation. In there, two classes had observed which was in the department of English. The intern had taken permission from his supervisor for conducting class and also for observing classes.

2. Class Observation:

In the same university, the intern was observed the two classes. These classes basically based on 'Writing & Comprehension'. From these classes, he was overviewed that how the teacher reached his students learning and communicated how the time was managed, how the students understood teachers teaching and many other things. In these online classes, each and every part were observed while observation.

3. Class Conduction:

The intern had to take one class in the department of English. According to conduct class, the two observing classes helped a lot to go forward and connected with students. The class duration was about 40 minutes. He was taken the class through "Google meet".

4. Management of Time:

The time management was closely observed in the classroom.

Chapter - IV
Institution Details

Institution Details

A University is an institution of the higher education, where the young adults join after completed their higher school level. And the university is about more than an education. A best university can gives you more skill, knowledge, and helped to build up a grateful career. There are so many universities in Bangladesh. But from them Daffodil International university is one of the best private university. This university is shortly known as DIU which was established in 24 January 2002 and the founder of Daffodil international university is Md. Sobur khan (Founder and chairman). This university is located in Dhaka, Bangladesh. DIU has two campuses. The extend campus is located at Dhanmondi, and the permanent campus is located at daffodil smart city, khagan, Ashulia, Savar, Dhaka. And the university covers 150 acres of land. Currently DIU has 23 departments which is a big deal. Also in this institution all the teachers are highly experienced. And they are very responsible for teaching the students. Currently the total students of DIU are 21,752. Daffodil international university gives the students more opportunity like as scholarship, waiver etc. Also the student can spend leisure time as there are playgrounds, auditorium, basketball court, swimming pool. And the achievements of this university are unbounded. So, undoubtedly Daffodil international university is the best university as this gives all the opportunity to the students which needed and after completed graduation the student of this university can make e good future as the faculty members of this university is always try to be skilled for all the students.

Chapter - V

Class Observation Report

Class Observation Report: 01

The two researchers took the English class of some students of the department of English in a renowned private university of Bangladesh. The numbers of students were about 26-28 in their classes. This course was their compulsory and they were the students of Summer-2021 that means new comer in the university. The respective teacher started the class with asking some questions and greetings them with students. They replied very cordially. After the ice breaking period, the teacher told them about the objective of the lesson. Then, he opened one power point slide to make his lesson more interesting and effective. He asked some of questions about lesson related and got a basic idea from them. The topic of this class was “Writing Essays”. After some moments, he wanted to know the comparison between essay and composition from them and they told their answers perfectly. Then he tried to give some examples which was real life related. After giving lecture about his topic and made sure that they all knew the features of essay writing at the end of the class. He tried to hold students interest by engaging question and answer session, good connection and informative also.

The classroom was very participative and interactive. Teacher was also very active and caring about students. The first part of this class duration was about 40 minutes. I found it during the class observation. Overall, teacher and student communication were really good in the classroom.

Class Observation Report: 02

The second part of the class, the researcher took the class at the same university. The respective teacher started this class asking some questions about previous part of the class and greetings other researcher to conduct the rest of class. She wanted to discuss about a short summary of previous class and the students answered. It was about “Writing & Comprehension” and she conducted the rest of the features of essay writings. She also opened up her power point slide which was made for understanding the learning objective. She continued her class with some question answer session and corrected the wrong answers at a time.

The students became more confident and comfortable with her. Some of them share their past experiences of school life about learning of essay writing. She used her native language many times to understand them. At the end of the class everybody was able to understand everything properly.

This second part of the class duration was 35 minutes. Overall, the class was very informative for students.

Chapter - VI
Teaching Experience

Teaching Experience

The class was taken in a renowned private university of Bangladesh. Students were from the department of English. They were the new comer students as Summer-2021 and 29 students were present in the class. Total duration of the class was 40 minutes. This class was based on “Basic Grammar & Writing” and was given a details idea about ‘Narration’.

At first, the students were greeted and taken their situation during covid-19. After that they had given lesson objectives. PowerPoint presentation was presented for the betterment of their understanding. At first they were given description of different types of narration. Then they have been get an idea about tense and sentences which were narration related and some of examples had been showed in the slide and interaction with students happened by asking them some examples of every tense and sentences. They also had been got an idea about the change of objectives and pronouns. Students were very comfortable and friendly with the teacher and shared their thoughts and examples openly. After that, they had been practiced at least one example of every structures to clear their thinking about narration. Every student tried to give correct answers.

The students were very participative and communicative in the classroom. They were very good to cooperate and good behaved. Time management was effective and lesson objectives were fulfilled properly.

Chapter – VII
Overall Findings

Overall Findings

After conducting one class and observing two classes, the intern finds some of the following objects:

1. **Organization:** The class schedule and objectives organizations were performed perfectly. The teachers were very active to every student. So, they communicate with their thoughts easily and gathered knowledge about their learning.
2. **Subject Matter Content:** The teachers had good focus on their lesson and they had chosen effective lesson plans for each student. There were question and answer session which was very helpful for students. For this reason, the students answer all the questions at the end of class. Teacher use some native language which was helped students to understand and their learning. The classes topic was on writing & comprehension and native language is better than target language sometimes to understand lessons.
3. **Teaching Techniques & Use of Materials:** In this pandemic situation, the classes which were observed in online. So, the materials of teaching were power point slides on topic. The slides were very informative and examples which helped students for understanding.

Both the teachers gave students the opportunity of self learning, so that they made them confident and interested to learn something new. They made students active and participative by their activities.

4. **Class Environment & Students Engagement:** Students were very much active during the class time. But physical classes are more informative than online classes. Because of body language problem and there are no eye contact in online. Long classes were difficult to concentrate in online because students started to lose their attention.

Finding from Conducted Class

Purpose of Class:

I engaged with students to understand what I was teaching and ensure that the objectives of lesson are being delivered to them perfectly. I was happy to see that they understood all the lessons and also their participation. I thanked them who wanted to know something at the end of class.

Some Obstacles He Faced During Conducted Class:

Thinking from me, being confident and loud voice is compulsory during this online class period. I was successful for my clear voice and confident but I was a little nervous because of taking first class as a teacher. The power point slide and lecture all had been done very perfectly in class.

Chapter – VIII
Recommendations

Recommendations

In this pandemic situation, students faced online classes. These classes should be more effective when the recommendations should be followed.

- In online classes, proper internet connection and loud voice are necessary for both teacher and students.
- In grammar classes every student should try to speak in English for practice and the teachers should encourage this.
- Students must provide some free space in classroom.
- Long classes are boring so the class time of online classes should be limited and informative.
- Sometimes using native language can help student better for understanding.
- To provide group work to have better communication and reduce the gap and also make them more confident.

Chapter – IX

Conclusion

Conclusion

During this Corona situation, online classes actually became a source of continuous learning process for students and a way of learning technologies too. Online teaching is the safest way of learning and teaching in this situation. This intern report was to observe the current situation of English classes online and find the good and bad sides of online classes.

This was a great chance for me to conduct one class and observing two classes of honors level in a university of Bangladesh. Teaching method and techniques of teachers were really fantastic. Students also helped teacher a lot during online class time. After conducting and observing classes, the current situation of online learning and teaching in English can be seen but not for all the institutions of our country are not same. For this reason, the process few recommendations are added in this report.

Appendix – I

Checklist 1 & 2

Checklist – 01

Evaluator : Oishik Ghosh
 Number of students : 28
 Course name : Writing & Comprehension
 Topic : Writing Essays
 Date : 13 July, 2021
 Time : Started 10.10 am & Ended 10.45 am

LESSON PLAN AND EXECUTION					
	Compl etel x	Mostly	Some what	little bit	No t at all
a. The instructor got the attention of learners early		√			
b. The instructor stated purpose in interesting way			√		
c. The instructor asked stimulating questions					
d. The instructor highlighted important points	√				
e. The information was presented for given time period	√				
f. The instructor linked content with application	√				
g. The stated objectives were met		√			
h. The instructor encouraged student responsibility for further learning				√	
Comment:					
Teaching Techniques					

	<u>Compl</u> <u>etely</u>	<u>Mostl</u> <u>y</u>	<u>Som</u> <u>e</u> <u>wha</u> <u>t</u>	<u>lit</u> <u>tle</u> <u>bit</u>	<u>No</u> <u>t at</u> <u>all</u>
a. The instructor was maintained control of class		√			
b. The instructor asked the students to answer questions		√			
c. The speaker used brainstorming	√				
d. The students generated responses		√			
e. The teacher used audiovisuals					√
f. The instructor was conversational		√			
g. The instructor used eye contact					
h. The instructor varied the pace of the presentation			√		
i. The instructor avoided standing in a stiff manner or hiding behind a podium					√
j. The voice quality/volume of teacher was adequate			√		
k. The instructor showed interest in the subject	√				
l. The instructor appeared to have prepared for the presentation		√			
m. Overall, the instructor tried to help the learners learn the subject	√				
Comment:					

Class Management					
	Com pl etel y	Mostl y	So me wh at	lit tl e bit	Not at all
a. Teachers presence in the class was appropriately approachable not stifling		√			
b. Teacher established a rapport with the class before starting the lesson				√	
c. Teacher took the time to introduce the lesson to the Class	√				
d. Lesson was complemented posture and demonstration (if necessary)		√			
e. Lesson material was meaningful, motivated, contextualized		√			
f. Used of ample example or reference		√			
g. Use of activities to engage the students (Group work, pair work, peer evaluation)					√
h. Effective balance of STT (students talk time) and TTT (teacher talks time)		√			
i. Time maintenance was effective			√		
Comments:					
LEARNING ENVIRONMENT					
	Com pl etel y	Mostl y	So me wh at	lit tl e bit	Not at all
a. The class atmosphere was warm, open and accepting		√			
b. Classroom facility was adequate and furnished with necessary equipment (Board, Marker, Speaker, Multimedia etc)					

c. Classroom environment was appropriate to facilitate learners' learning					
d. The seating arrangement is suitable, not over crowded					
e. Peer feedback and feedback from Teacher was supportive and construct teacher		√			
Comments:					
Use of English Language					
	Co mpl etely	Mostl y	So me wh at	Lit tle bit	Not at all
a. The teacher speaks in the target language in the classroom appropriately and effectively			√		
b. The teacher offers opportunities for native language use		√			
c. The teacher uses familiar words related to what s/he is teaching in class	√				
d. The instructor presents information about some very familiar topics using native language	√				
Comment:					

Presentation skills of the Teacher					
	Compl etely	Mostly	Some what	Little bit	Not At All
a. Teacher's voice is enough to			√		
b. Teacher's pronunciation is		√			
c. Teacher is able to keep pace while giving lecture		√			
d. The teacher gives adequate pauses while giving lecture.				√	
e. The teacher is able to make eye contact with all the students.					
Comments: Eye contact was not necessary as it was an online class but the teacher's communication skill was good.					
Teaching Materials (Teacher designed / Supplementary)					
	Compl etely	Mostly	Some what	Little bit	Not At All
a. Materials are designed according to the age level.	√				
b. Material fulfills the objective of the lessons provided.	√				
c. Materials includes lessons which are interesting and can motivate the learner			√		
d. Use of other teaching aids along with the prescribed text. Ex: audio-visual materials.					√
e. Materials are used effectively and efficiently	√				
Comments:					
Treatment of Feedback					
	Compl etely	Mostly	Some what	Little bit	Not At All
a. Teacher provided effective feedback to each activity		√			
b. Teacher provided feedback after the activity is finished		√			

Checklist – 02

Evaluator : Oishik Ghosh
 Number of students : 28
 Course name : Writing & Comprehension
 Topic : Writing Essays
 Date : 13 July, 2021
 Time : Started 10.50 am & Ended 11.25 am

LESSON PLAN AND EXECUTION					
	Compl etel y.	Mostly	Some what	little bit	No t at all
a. The instructor got the attention of learners early		√			
b. The instructor stated purpose in interesting way			√		
c. The instructor asked stimulating questions					
d. The instructor highlighted important points	√				
e. The information was presented for given time period	√				
f. The instructor linked content with application	√				
g. The stated objectives were met		√			
h. The instructor encouraged student responsibility for further learning				√	
Comment:					
Teaching Techniques					

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

Class Management					
	Com pl etel y	Mostl y	So me wh at	lit tl e bit	Not at all
a. Teachers presence in the class was appropriately approachable not stifling		√			
b. Teacher established a rapport with the class before starting the lesson		√			
c. Teacher took the time to introduce the lesson to the Class	√				
d. Lesson was complemented posture and demonstration (if necessary)	√				
e. Lesson material was meaningful, motivated, contextualized		√			
f. Used of ample example or reference		√			
g. Use of activities to engage the students (Group work, pair work, peer evaluation)					√
h. Effective balance of STT (students talk time) and TTT (teacher talks time)		√			
i. Time maintenance was effective	√				
Comments:					
LEARNING ENVIRONMENT					
	Com pl etel y	Mostl y	So me wh at	lit tl e bit	Not at all
a. The class atmosphere was warm, open and accepting		√			
b. Classroom facility was adequate and furnished with necessary equipment (Board, Marker, Speaker, Multimedia etc)					
c. Classroom environment was appropriate to facilitate					

learners' learning (Light					
d. The seating arrangement is suitable, not over crowded					
a. Peer feedback and feedback from Teacher was supportive and constructive on students		√			
Comments:					
Use of English Language					
	Co m p l e t e l y	Mostl y	So me wh at	Lit t le bit	Not at all
a. The teacher speaks in the target language in the classroom appropriately and effectively			√		
b. The teacher offers opportunities for native language use	√				
c. The teacher uses familiar words related to what s/he is teaching in class	√				
d. The instructor presents information about some very familiar topics using native language	√				
Comment:					

Presentation skills of the Teacher					
	Compl etely	Mostl y	Som e wha t	Little bit	No t at all
a. Teacher's voice is enough	√				
b. Teacher's pronunciation	√				
c. Teacher is able to keep pace while giving lecture		√			
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Comments: Eye contact was not necessary as it was an online class but the teacher's communication skill was good.					
Teaching Materials (Teacher designed / Supplementary)					
	Co mpl etely	Mostl y	So me wh at	Litt le bit	No t at all
a. Materials are designed according to the age level	√				
b. Material fulfills the objective of the lessons provided.	√				
c. Materials includes lessons which are interesting and can motivate the learner		√			
d. Use of other teaching aids along with the prescribed text. Ex: audio-visual materials.					√
e. Materials are used effectively and efficiently	√				
Comments:					
Treatment of Feedback					
	Co mpl etely	Mostl y	So me wh	Little bit	No t at

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

Appendix – 02

Photographs

Photograph – 01

Class Observation

Types of essays You are sharing your entire screen. Stop Sharing

Narrative Essay

```
graph TD; Story[Story] --> Plot[Plot]; Story --> Characters[Characters]; Plot --> Chronology[Chronology]; Plot --> Narrative[Narrative]; Narrative --> CentralPlot[Central plot]; Narrative --> Subplots[Subplots]; Characters --> Protagonist[Protagonist]; Characters --> Antagonist[Antagonist];
```

Descriptive Essay

it was... ah, words can't describe!

are you sure? that's what they do

Oliur Rahaman

Photograph – 02

Class Conduction

The screenshot shows a Google Meet window with a Microsoft PowerPoint presentation titled "Change With Tense". The presentation content is as follows:

Direct Speech	Indirect Speech
Present/ Present Perfect/ Future Tense	Only Person Change
Present Indefinite	Past Indefinite
Present Continuous	Past Continuous
Present Perfect	Past Perfect
Present Perfect Continuous	Past Perfect Continuous
Past Indefinite	Past Perfect
Past Continuous	Past Perfect Continuous
Past Perfect/ Past Perfect Continuous	No Change

The presentation is shown in a Google Meet window. The participant's name is Oshik Ghosh 181-10-233. The window title is "Oshik Ghosh 181-10-233". The presentation is titled "Change With Tense". The window also shows the Google Meet interface with a "Click to add notes" button and a "Stop sharing" button.

Thank You.