

**A Project Paper**  
**On**  
**"Online Class Observation and Conduction in**  
**English during the Outbreak of Covid-19"**

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**Date of Submission: 30 August, 2021**

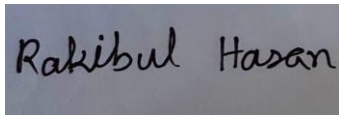
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This Project Paper is submitted to the Department of English, Daffodil International University, as per the requirement of completing the degree Bachelor of Arts in English.

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## **Declaration**

I Rakibul Hasan declaring that I have done this project paper under the conservancy of Mr. Al Mahmud Rumman, Senior Lecturer, Department of English, Daffodil International University. It is being certified that there is nothing in this project paper previously used in any others institutions for any kind of research or degree.

A rectangular box containing a handwritten signature in black ink on a light gray background. The signature reads "Rakibul Hasan" in a cursive script.

**Rakibul Hasan**

ID: 181-10-240

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## **Approval of Certification**

It is certifying that Rakibul Hasan, ID: 181-10-240 is a student of the English Department at Daffodil International University, Daffodil Smart City Ashulia, Dhaka. He has successfully completed his a project paper entitled "Online Class Observation and Conduction in English during the Outbreak of Covid-19" under my conservancy group in the summer 2021 semester. He has worked sincerely for preparing this project paper.

I wish him all the best and good luck for his bright future.

A handwritten signature in black ink, appearing to read 'Al Mahmud Rumman', with a long horizontal line extending to the right.

**Mr. Al Mahmud Rumman**

Senior Lecturer,

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## **Acknowledgment**

First of all, I would like to make a very special thanks to my honorable supervisor Mr. Al Mahmud Rumman sir for his support, guidance, advice and encouragement and also for everything. It is really a blessing for me to have him as my mentor. I am so much grateful to him for his relentless support and invaluable guidelines. I would also like to make thousands of thanks to 10th batch for cooperating in the class conduction.

## **Abstract**

The purpose of this project paper is to conduct an observational and intensive study to know the final result of online classes of English during this epidemic (Covid-19) situation. Since all the institutions are closed and no physical classes are possible, the only way to keep education on track is to move to online education system where this is completely new experience for both the students and teachers. So it is important to follow a different kind of policy and new strategy to deal with this online education system. Because previous practical classroom strategies would not be valid for online education system. The type and method of teaching also needs to be changed and improved as classes are taken through an online platform. There is a huge room for improvement in previous traditional thematic activities and strategies. This project paper shows An intensive report of two class observations and a conduction report of mine is being shown by this project paper of mine. In researching I found many positive and negative areas of learning and teaching in online classes. In Bangladeshi perspective I have solved some sorted some specific problems and possibilities of online education.

*[Key words : Project paper, observations, epidemic, strategies, possibilities]*

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## **Chapter-I**

## **Introduction**

The global pandemic situation (COVID-19) has just stopped the normal activities of the whole world. It has already made a great impact on all the specific sectors of our society and life especially can be mentioned: economy, health, education and social structure. In the education sector it has already made a huge damage with a national crisis. All the educational institutions are closed till now for a long time. Although many institutions are continuing study process on the online platform. So students and the study process are not lagging behind rather going ahead by coping with the new situation.

Nowadays, in this age of globalization English has become the language of communication throughout the whole world. Day by day its acceptability graph is gradually increasing in all the sector in our country. Higher education in our country is in English. It has already gained the position of the second language in our country for its variety of uses and activities. But it is really unfortunate that classroom activities in English still lag behind the standard. This is not only to student and teacher but also to the whole policy making and learning process and since it is time of global epidemic, it is really important to reconsider these principles and classroom activities and procedures. Because it is not the same duration like offline class. It is a kind of whole new situation with a new experience for both students and teachers.

Two classes have been closely monitored and one class already been taken as per the rules mentioned in internship project paper. Classes have been complied with the correct checklist and criteria as per the guidelines mentioned. All the components, qualities, methods, structures, strategies, style of management etc. are given in depth attention. In addition a single class has been adopted as per the appropriate guidelines given by the authorities.



## **Chapter-II**

## **Objectives:**

- To observe two classes and single conduction very carefully are the main objective.
- From the observation part, it is about to identify strong zone and some positive activities.
- To complete class conduction properly with guidelines.
- To know about the method and strategies of taking a proper class.
- With mental stability, to have capability to handle a full class.
- To identify the obstacle of the online education system.
- To identifying solutions for the new problem in each and every situation.

## **Chapter-III**

## Methodology

**Formation Making:** First, according to the project paper's guidelines, I have made a formation for my whole works. I have made a complete construction about how I would make my project paper complete, like observation reports, conduction reports. After that I have made a lesson plan for conduction. Then I have made some checklist for observation and the process of writing.

**Class Observation:** I have observed two different classes from different teachers. Following some checklists and criteria I have observed those classes. I have also noticed important things and also written them down. Besides these I have also noticed all the activities and the feedback of students. Then I have written the observation report with the correct information and found the field of improvement as well as the field of both positive and negative.

**Lesson plan creating:** I have made a lesson plan for the class conduction. Here I have attached the structure of my for class conduction where it contains all information of the conduction process, like time management, method and techniques.

**Class Conduction:** According to the lesson plan, I have started the class at the planned time where my topic was "Conditional". I have maintained all rules and also guidelines for having a successful class. Overall it was really a very effective class where all students were so attentive.

**Conclusion:** I have written the project paper after taking the class conduction and observing two classes where wrote down all the important rules form every document.

## **Chapter-IV**

## **Institution Details**

Daffodil International University, it is one of the eminent and university in Bangladesh's private Universities. . It was founded in 2002 and has various achievements in every sector, especially in the IT sector and that's why it's so leading. Shortly it is called DIU and it has one of the most beautiful campus in Bangladesh with a huge area of 150 acres. It is no.1 environment friendly campus in Bangladesh and has over 20k students and also so much experienced faculty members. In academic sector it has all the modern facilities and much enriched library for students. It has notorious five faculties and many departments with all equipments and elements for both undergraduate and master's programs including some other specialized programs for the students. For online education it has so grandiose site called BLC. Overall with many worldwide achievements, it's really great one for both online and offline classes for students.

## **Chapter-V**

## Class Observation Report 1

<b>Teacher's Name</b>	: Mahmudul Hasan
<b>Department</b>	: Software Engineering + Civil Engineering
<b>Present Students</b>	: 36
<b>Course Title</b>	: English-I
<b>Course Code</b>	: ENG-101
<b>Meet Code</b>	: sam-wmpz-cxh
<b>Observer</b>	: Rakibul Hasan
<b>Date</b>	: 16th June 2021
<b>Class Duration</b>	: 1:30 Hours
<b>Classroom Management</b>	: Understanding and the way to have attention of students was really good and also the time management was excellent.
<b>Student's Information</b>	: As the students were University level, they were so mature. Age could be 18-20 years what means they were form Summer-2021. They used their language in so good way, some of them were nervous and some of them were really good to the course.
<b>Lesson Objective</b>	: Role Playing (Spoken Exercise).
<b>Course Book</b>	: YouTube and PowerPoint Slides.

**Class Observation:** First of all the teacher started the class so well by some greetings. I believe that the way he started the class was really good for their attention, where they felt so free and easy to communication. That type of starting was really necessary because they were new comer student. So, he had a speech about quiz date and his online problems, Facebook issues firstly and he told them to contact him by WhatsApp. Then he told them about the topic and how they will perform and then he took their attendance. Because it was an online class he opened a file from BLC. He checked the forum attendance and discussed about the mid-term exam date and also the course outline. Then he came to the topic of study role-play. First he read the text and gave students some tips about role-play. He included a question about international students and confirmed that some time he was going to use both Bangla and English. After that he had practice session and then played two videos before practice.



Then he took two person Taifur and Abrar Chowdhury to practice. Taifur took the shopkeeper and Abrar is the customer, then for another one there were Mazhar Uddin and Samiul Alom , also then Dhanonjoy Biswas as a shopkeeper Nabil Hasan as a customer . So, they played a role as practice. Then Labib and Jarin Sultana did practice the 2<sup>nd</sup> one, Rajibul Hasan and Shamima did the 3<sup>rd</sup> one, Rafi Hossain and Ancon Hossain did the 4<sup>th</sup> one, Taifur Mahmuda Akter and Saadh Mahmud did the 5<sup>th</sup> and then Ashadul Islam and Walid Al Hasan did the final one. After that he gave two topics to perform, then Abrar and Taifur did the 1<sup>st</sup> one. Most enjoyable moment happens in the final time when Shamima made exact noise (Meaw-Meaw) like cat. Last of all he told that the 2<sup>nd</sup> topic will be performed in next class. Overall from the class I understand that teacher made his students so much free among each other and that was really good to have a successful class and then finally he took some questions form students and he had ended up the class by greeting.

**Strength of Teacher:**

- i) The teacher was so punctual in maintaining the class schedule.
- ii) The teacher's voice was so clear and easy to understand, that is why students were really so connected with him.
- iii) The teacher so friendly and had excellent use of language what makes the class to enjoyable.

## Class Observation-02

<b>Teacher's Name</b>	: Afifa Binta Majhar
<b>Level</b>	: Intermediate level
<b>Present Students</b>	: 18
<b>Course Title</b>	: English 2 <sup>nd</sup> Paper.
<b>Meet Code</b>	: rhx-bbab-ysf
<b>Observer</b>	: Rakibul Hasan
<b>Date</b>	: 18th July 2021
<b>Classroom Management:</b>	Starting was not so good as well. But she did good in that very short time.
<b>Student's Information</b>	: Students were from intermediate level. They were so attentive and also so responsive.
<b>Lesson Objective</b>	: The lesson objectives of the class were to study Modifiers.
<b>Course Book</b>	: PowerPoint Slides.

### **Class Observation:**

First of all she started the class without any greeting. Where she must use some greetings but she did not. She told them that she was going to teach them some Modifiers. Because it was an online class she opened the PowerPoint slide. First she read the text and made students understand about Gerund. She included the definition and also examples. After that she taught them the Participle as like as the previous one. Sometime she used Bangla for better understanding. Another important thing is she was asking them if they were understanding or not. Then Tamanna and Tabeya said "yes". Then she had a practice session and she was asking question. Rakibul Hasan ,Tamanna and Fazlul Haque answered. After that she talked about the Determiner with classification, definition and also examples. Then she had another practice session, this time it's about all the three topics and Tabeya, Zakir, Tammana , Rakibul Hasan and Saiful Islam were responding. Overall, all her language could be better, where she should use

less Bangla and speak little bit clearly. Last of all she asked them if he had any question and as they had not any question she end up the class by a greeting (Allah Hafez).

**Strength Of Teacher:**

- i) The teacher was not punctual in maintaining time and it's unexpected.
- ii) The teacher was confident but sometime she was confused.
- iii) The teacher made good informative slides.

## **Chapter-VI**

## **Reports on Class Conduction**

### **Reports on own class:**

Descriptions of students, classroom, materials

### **Descriptions of students:**

- i) Level: Intermediate.
- ii) Language: English
- iii) Average age: 18 years
- iv) Number of students present: 15
- v) Class duration: 15 Minutes.

### **Descriptions of classroom:**

- i) 15 students were in the class and the class was in online through Google meet.
- ii) Teaching tools: Laptop and Smartphone.

### **Teaching materials:**

- i) Course book: Advance English Grammar by Hossain and Chowdhury.
- ii) Topic: Conditionals. ( 1st, 2nd , 3rd and Mixed conditionals.)
  - iii) Objectives: Developing a clear understanding of Condition in every sentence.
  - iv) Teaching aids: Soft copy, PowerPoint Slides.

### **Description of Class:**

Taking about the Covid-19 and by some greets the class was started. Then the topic was told to students and the topic was Conditionals. Where, students were watching the topic in screen of PowerPoint slide. Then students were watching the structures, definition and exercises. Firstly

they were telling about the 1st conditional with some examples. In every step they were asking if they were clear about the topic or not. They were teaching about sentence making with right tense. For an example “If you give me 1000 taka,.....” . This one is from the 1st conditional and they had to put a sentence what was suitable with that and the answer would be “I will give you the bag”. Consequently they were teaching all the structures of Conditionals with examples. In the exercise session many of students participated and they did so well. Then the class was end so happily by some greetings.

### **Critical analysis and reflection of own class:**

#### ➤ **Class participations:**

From the starting of the class both boys and girls student were so attentive. They were responding in every asking. They took greets and also share. Then they were responding for understand the topic and also the examples. In the practice session, Raitul Haque did excellent performance, he had answered all the 1st conditionals. Then Shamiur Rahman was also brilliant but girls were not so responsive in practice session.

#### ➤ **Teacher’s activities and qualities:**

From the beginning of the class students were getting greetings and sharing each condition. Language was soft to have a good connection between teacher and students but voice tune could be better and more confident.

Students were making interested about the study topic and feel free. Nice slides made them also so happy and made the topic so easy to understand. Asking some questions in many part of the class so that they were not losing interest on the topic.

There were so practice and they were really interested about that. Finally class was ended up with happy students by greeting.

Students were addressed by names, the sessions always began with warm greetings.

➤ **Task Fulfillment :**

Although the class was just for 15 minutes the input to students was so well and also the output. Because all the rules were so easy and clear to understand and also how students got taught it was more comfortable to understand. If it's about accomplishment then the practice session got the best of it. They performed really well and it's proved that they were made understanding the topic.

## **Chapter-VII**



## Overall Findings

### **Subject Matter Content:**

In this way it is really must for the students, like topic related live examples and also more Psychological and motivation.

### **Organizations:**

Strategies and class structures should be organized according to student demand where Class should be students oriented

### **Classroom Environment:**

There are lacks of friendly and free environment in online classes.

### **Lesson Delivery:**

It is really so important to ensure an easy and relaxation study mode for students such as using the L1, it makes a relaxing area for students. Communication gap, ineffective engagement have been found because every time PDF, Slide are not so effective.

### **Use of Language:**

Students 'emotional stability should be consider by teachers and also class language should be used according to the quality of the students.

### **Teacher`s Use of Materials:**

PowerPoint slides.

## **Chapter-VIII**

## Recommendations

- ❖ Very firstly assure proper internet connection, happy and entertaining class, clear and also loud voice for both teacher and students.
- ❖ Students should be encouraged to have good class participation where they're must be appreciated to keep them motivated.
- ❖ Must provide some free space for students.
- ❖ For making the class more attractive teacher should follow more and exclusive method an strategies.
- ❖ Provide group work to have better communication and reduce the gap and also make them more confident and good performer by motivational speech.
- ❖ When it's about a long period class, then refreshment is a necessary thing.
- ❖ For keeping them more connected more study related elements and topics are so much important.

## **Chapter-IX**

## Conclusion

We all know that the global COVID-19 made our life hell with best negative impact on our education and also to the system but on the other hand it made a next-level online education revolution us. If I talk about mine, then this project paper is an opportunity for looking an exquisite eye on our online education during this COVID-19 situation. Not only that but also with some life experiences it helps me to identify the problems, opportunities, advantages and disadvantages of online learning. Notably, classroom observation and performance show the actual state and limitations of online class. In this COVID-19 situation, facilities the golden opportunities for putting in a successful experience for future online policy. Though the first chance of this education system created some problems yet this problems had some solutions and opportunities and that solutions and opportunities facilities the way for very well organized and well arrayed, well portrayed strategies and technology arisen education system for advance learning. Overall I can say that this COVID-19 situation not only made our life inferno but also gave many opportunities to have new experience of a complete new situation and also adjustment.

## **Apendix-01**

### **Lesson Plan:**

#### **Submitted to:**

Mr. Al Mahmud Rumman  
Lecturer (Senior Scale) Department of English,  
Daffodil International University

#### **Submitted by:**

Rakibul Hasan  
Id: 181-10-240  
BA(Hons) in English,  
Daffodil International University  
Date: 3rd August 2021

Teacher (Student)	Rakibul Hasan
Class profile and size	Intermediate level 15 students
Class Duration	15 minutes
Medium of instruction	English
Teaching Topic	Conditionals, (First, Second and Third)
Teaching materials	Soft copies, PowerPoint.
<b>Learning Objectives:</b>	After completing the lesson students will be able to – <ul style="list-style-type: none"> <li>• Use the conditionals,</li> <li>• Learn the right conditionals to the right time of speaking and writing,</li> <li>• Know that the perfect sentence making.</li> </ul>
<b>Anticipated Challenges</b>	<ul style="list-style-type: none"> <li>• Students may not be known to all the rules.</li> <li>• They may feel bored in class.</li> <li>• Everything may not work according to plan, some activities can take more or less time than the expected time.</li> <li>• Power failure could be occur.</li> </ul>
<b>Backup Plan</b>	<ul style="list-style-type: none"> <li>• By any chance the multimedia is not available for any reason, teacher will provide soft copies.</li> <li>• However if there is shortage of time, one or two less important activities may be excluded.</li> </ul>
	<ul style="list-style-type: none"> <li>• Answers of students will be assessment by peers for initial reflection on their common mistakes.</li> <li>• Teacher will provide oral feedback.</li> </ul>

<b>Feedback Process</b>	<ul style="list-style-type: none"> <li>Teacher will ask students to do homework for writing part.</li> </ul>			
<b>Learning Outcomes</b>	Students will be capable of using the right sentence after a sentence, good for speaking and also writing.			
<b>Activity</b>	<b>Student / teacher Interaction</b>	<b>Materials/ Techniques</b>	<b>Learning Outcome</b>	<b>Timing</b>
<b>Greetings:</b> <ul style="list-style-type: none"> <li>Teacher will warmly welcome students in the Grammar class.</li> </ul>	T → Ss Ss → T	Fun / regular speaking as incentive	Students will be motivated to be engaged with the class activity.	2 minutes
<b>Reading activity:</b> <ul style="list-style-type: none"> <li>Ss will be provided slide view from the laptop.</li> </ul>	T → Ss	Multimedia	They can see and understand the task.	9 minutes
<b>Inference:</b> <ul style="list-style-type: none"> <li>Exercise sheet by slide and questions will be answered by the students and Ss will give their own opinion.</li> </ul>	T → Ss Ss → Ts	Slides	Students will learn to provide their own opinion and understanding.	3 minutes



<p><b>Conclusion:</b></p> <ul style="list-style-type: none"> <li>▪ T will appreciate Ss for their efforts</li> <li>▪ T will ask for any queries that Ss might have.</li> <li>▪ T will close the session with a note of thanks</li> </ul>	<p>T → Ss Ss → T</p>	<p>Regular speaking way</p>		<p>1 minute</p>
<p><b>Teacher's self-evaluation:</b></p> <ul style="list-style-type: none"> <li>▪ Good points about the task.</li> <li>▪ How can the task be improved?</li> </ul>				

## Appendix-02

### Class Observation Checklist-01

Instructor: Mahmudul Hasan

Number of students present: 36

Observer: Rakibul Hasan

Date: 16th June 2021.

Topic: Role Playing (Spoken Exercise).

<b>Basic checking</b>					
	<b>Completely</b>	<b>Mostly</b>	<b>Some what</b>	<b>little bit</b>	<b>Not at all</b>
A. Successful in getting the attention very early.	✓				
B. Made an interesting start.		✓			
C. A friendly warm welcome.		✓			
D. A good Introduction to the topic.		✓			
E. Provide proper information	✓				
F. Successful in linking content with the lecture.		✓			
G. Motivated the students for further learning	✓				
<b>Teaching Techniques</b>					
	<b>Completely</b>	<b>Mostly</b>	<b>Some what</b>	<b>little bit</b>	<b>Not at all</b>

A. Asked questions to the students.		✓			
B. Provide enough breathing spaces.	✓				
C. Get enough responses from the students.	✓				
D. Make friendly and polite conversation.		✓			
E. Proper voice tone.			✓		
F. Successful in creating the crucial moments.	✓				
G. Involve students in conversation.		✓			
<b>Class Management</b>					
	<b>Completely</b>	<b>Mostly</b>	<b>Some what</b>	<b>little bit</b>	<b>Not at all</b>
A. Proper time management.		✓			
B. Handle the classroom successfully.	✓				
C. Relevant study materials.	✓				

## Class Observation Checklist-02

Instructor: Afifa Binta Majhar

Number of students present: 18

Observer: Rakibul Hasan

Topic: Modifiers.

Date: 18th July 2021.

<b>Basic checking</b>					
	<b>Completely</b>	<b>Mostly</b>	<b>Some what</b>	<b>Little bit</b>	<b>Not at all</b>
A. Successful in getting the attention very early.					✓
B. Made an interesting start.					✓
C. A friendly warm welcome.				✓	
D. A good Introduction to the topic.		✓			
E. Provide proper information		✓			
F. Successful in linking content with the lecture.			✓		
G. Motivated the students for further learning				✓	
<b>Teaching Techniques</b>					
	<b>Completely</b>	<b>Mostly</b>	<b>Some what</b>	<b>Little bit</b>	<b>Not at all</b>
A. Asked questions to the students.		✓			
B. Provide enough breathing spaces.				✓	
C. Get enough responses from the students.		✓			
D. Make friendly and polite conversation.			✓		
E. Proper voice tone.	✓				

F. Successful in creating the crucial moments.				✓	
G. Involve students in conversation.			✓		
<b>Class Management</b>					
	<b>Completely</b>	<b>Mostly</b>	<b>Some what</b>	<b>Little bit</b>	<b>Not at all</b>
A. Proper time management.			✓		
B. Handle the classroom successfully.		✓			
C. Relevant study materials.		✓			

## Appendix-03

### Photographs:

