

An Internship Report

On

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

Prepared by

Masuma Akter Munni

ID: 181-10-255

Department of English

Faculty of Humanities and Social Science

Under the Supervision of

Md. Rafiz Uddin

Lecturer, Department of English

Faculty of Humanities and Social Science



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This Internship Report is submitted to the Department of English, Daffodil International University, for the Partial Fulfillment of the Requirement for the Degree of B.A. (Honors) in English.

Declaration

I am here by announcing that the project report submitted to the English Department at Daffodil International University Permanent Campus. It is a unique assignment to complete my project paper course in the BA (Hons) program in English. A project report on "Online Classroom Observation and Serving in English "has been written under the supervision of **Md: Rafiz Uddin, Lecturer, Department of English, DIU**. I further announce that this report has not been submitted to any other institution for any other degree, award or any purposes. And I want to make sure that this report is my main work based on real experience.

Masuma Akter Munni

ID: 181-10-255

Department of English

Daffodil International University

Certificate

This is notifying that **Masuma Akter Munni, ID: 181-10-255**, is a student in the English Department of Daffodil International University of permanent campus. I am happy to say that her project paper is an original work and she has completed the paper under my supervision. Based on the announcement made by her, I recommend submitting the paper of this project.

.....

Md. Rafiz Uddin
Lecturer, Department of English
Faculty of Humanities and Social Science
Daffodil International University

Acknowledgement

I would like to express my respects and thanks to my supervisor **Md.Rafiz Uddin** for his tremendous support and great guidance in making this project a reality. He is a great teacher and I learned a lot from him about how I can conduct online classes by using Google Meet and how to properly structure and organize my project paper. I am grateful for how much time, hard work, and dedication he has given me to finish this course.

Abstract

In this present pandemic situation, the whole education system has transferred from classrooms to various online platforms. Since physical classes are not possible at the moment and English teachers are using different platforms and mediums to make language learning more useful and effective. This project is an investigation into the current scenario of the state of education in English using the online platform. The goal of this project is to learn how online classrooms differ from physical classrooms, how many difficulties teachers and students are facing by using online classrooms, how to improve online classroom management and how online classes are better than physical classrooms. After in-depth observation about the subject and gathering the necessary information we have come to know that many teachers, as well as the students, are facing serious problems in conducting classes online. Since the whole thing is a new experience for everyone, in some cases the quality of the class has dropped a lot of students are facing difficult times to understand the class. Information on the advantages of online classes and the disadvantages of online classes in language learning. This report contains some potential areas for improvement in the region.

Keywords: *[Pandemic, Covid-19, Online platforms].*

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Chapter I

Introduction

As we know English is an international language all over this world. It is a second language of the whole world. Also in our country English is a mandatory subject overall. In this time of communication and technological system, both learning English and using technology are an important part of any civilized society. If we want to keep pace with the modern world, we need to use modern technology as well as learn English. In this pandemic situation we are still stuck in lockdown and as a result this has given us the opportunity to completely change our education system and create a new platform for learning language. Now this present teaching method of language learning has encouraged us to learn new things and use various online platforms to improve our language learning. Most of the teachers and students are not capable because they have no experience with these online learning platforms. As a result it is a new challenge for them. And this platform has helped to modernize them. Although this has forced them to use technology, many are having trouble using these online platforms. That is why in many cases the quality of teaching and learning has also declined. Internet connection and cost is one of the problems of online class. But even then many teachers are trying to improve their class and engage their students in the class by using different materials and methods.

Nowadays the most widely used platforms are Google Meet, Zoom, Facebook, Messenger, Telegram and many other ways. Teachers are using more methods in their classes such as eclectic methods, language learning methods of communication, audio language methods, Grammar Translation method and many more.

Chapter-II

Objectives of this project

The main objectives of this project are the current scenario of teaching English in this pandemic situation and the benefits of online classes and the challenges they are facing and how they are coping with this situation and what methods teachers are using to conduct their classes, what materials and platforms are being used and How students are responding to online out breaks of Covid-19. The objectives of this project have been summarized are given below.

1. To get an idea of the current situation of English language education in Bangladesh using the online platform especially in all the private universities during the Covid-19 pandemic situation.
2. Find out the teaching methods used in the class.
3. Observe the advantages and disadvantages of online classes.
4. To differentiate how physical classes differ from online classes.
5. Monitor how students are reacting to online classes and student participation during classes.
6. Able to know the perspectives of both teachers and students in the classroom.
7. To know the usefulness of different teaching methods.
8. To realize the relationship between teacher and students in class.
9. Recommend effective tips and advice to improve the quality of online classes.

Chapter III

Methodology

The methodologies that I followed to do my internship are:

Meeting with the supervisor: The supervisor informed the intern about the Methodologies to observe a class and how to do checklist and also to know the methods and techniques to conduct a class and finally how to write a project paper effectively.

Selecting institution: The intern was instructed to do her internship at Daffodil International University which is a renowned private university in Bangladesh. It was instructed by the authority of the university to observe two classes and to conduct one class online for the internship. Then the intern was introduced to the assigned teachers to carry on the necessary procedures to complete the internship.

Selecting classes: Discussion between the assigned class teachers and the intern was held about the class schedule and lesson plan. Total two classes were observed by using Google Meet. At this time the intern observed the lesson plan, teaching methods and materials which were used on the classes. Both classes were from 1st year 2nd semester. Both of the classes were based on language learning. The intern also took one class to conduct after discussing with the assigned teacher. The class was from 1st year 2nd semester and it was also based on language learning.

Selecting facilitators: The assigned teachers Rusdania Bushra, Tajminoor Rahman and Md. Rafiz Uddin were the facilitators of this project. Rusdania Bushra is the final year student of Daffodil International University and Tajminoor Rahman is also the final year student of Daffodil International University and Md. Rafiz Uddin is the lecturers of the department of English, Daffodil International University. They were very much helpful and cooperative with the intern and also helped her to complete her project paper by providing necessary information.

Online class observation: Finally, after the discussion with the teachers they suggested the intern to observe their classes. Both classes were from 1st year 2nd semester. They informed me the date and time of the classes and sent me the link of Google Meet to observe their classes. The two classes were observed through Google Meet. First class was on 2th, August, Monday at 4:00 pm and the second class was in 1st August, Monday at

4:45 pm.

Both of the classes were started with ice-breaking session followed by the summary of the previous class lecture. Then, they started the new topic. One teacher used slides to conduct their classes. The teachers discussed about the topic and took feedback from the students. They also asked students questions related to the topic and tried to engage the students. The duration of both classes was 1 hour 30 minutes. The intern observed all the pros and cons of the classes and write it down on the checklist. The first class had 23 students present and the second class had 23 students present. The teachers used eclectic method to conduct their classes.

Online class conduction: With the permission from the assigned teacher the intern conducted one class online using Google Meet. The class was on 4th, July, Sunday at 10.00 am. The intern used slides to conduct her class. The duration of the class was 45 minutes. Interviewing particular course teachers: Some teachers from English department, Daffodil International university were interviewed about the online classes during Covid-19. They were asked how Covid-19 has changed the education system, how online classes are different from physical classes, how they design their classes and how they make their lesson plan for the class, what are the benefits of online classes and what problems they are facing when conducting online classes, how students respond in online classes and finally how to improve online classes.

Chapter IV

Institution Details

Project was done at Daffodil International University which is well-known private university in Bangladesh and it is one of the best private universities in Bangladesh. This university has three campuses one is Dhanmondi, one is Ashulia and another is Uttara. Dhanmondi campus is the main campus of this varsity. The second campus is at Uttara and the permanent campus is at Daffodil Road, Khagan, Ashulia- Dattapara, Savar. The main campus established on 2002 under the Private University Act. Then the permanent campus established on 2012. The destination of this university is "Landmark of creating the future" and Md. Sabur Khan is the chairman of this university.

The Chancellor and Vice-Chancellor are the President of Bangladesh Abdul Hamid and Professor M. Luftar Rahman respectively. Permanent campus covers 150 acres of land with big play grounds. This university also has shopping malls, basketball courts, golf field, hostels and other facilities. There are four academic buildings, three cafeterias, a big auditorium and a beautiful Shahid Minar.

The University offers undergraduate, postgraduate and doctoral degrees through 23 departments organized into five faculties. The university has 859 academic staff, 780 administrative staff and 29,752 students. The university provides online admission facility for applicants from remote areas. The rate of foreign students is also the highest. Daffodil International University offers scholarships from different countries and all students receive 20% to 100% discount after admission. They provide free laptops and life insurance for all students. The learning environment of this university is famous all over the country. The entire university and hostel have free Wi-Fi connection. All three campuses have 24-hours surveillance and the best transportation facilities.

Chapter-V

Class Observation Report

Class Observation -1: In first class, I observed class Basic English Grammar. The teacher of the course was Rusdania Bushra. Classes were on 2th August, 2021 at 4:00 p.m. The teacher was very much helpful and friendly. She conducted the class by using Google Meet. She planned the lesson before class. A total of 20 students were present in the class. The teacher started the class on time. The main focus of the class was how to write summary writings of the students. She started the class with an ice-breaking session. She asked the students in the class about their well-being to get their attention. The teacher then records the whole class. She used PowerPoint slides in her class. The teacher briefly described the whole topic and asked the students questions related topic to the subject.

Then she told the students to read from the slides. She used real life experiences and examples to help students understand the subject more efficiently. The whole class was very interring active and the teacher used some Bangali language to communicate with the students. The students were very responsive and they tried to speak in English. The class was very effective and clear and the teacher used eclectic methods to manage his class. The teacher finished the class with an overall summary of the subject and then he took attendance.

Class Observation -2: The second class that I have observed was the same course. The teacher of the course was **Tajminoor Rahman**. He was quite collaborative and helpful. The class was on Monday, August -2, 2021. He conducted the class using Google Meet and the class was attended by a total of 20 students. The teacher started the class on time and started recording the whole class. He then started with an ice-breaking session. Then he started the subject of the class which was different methods of learning language.

The teacher was not used a PowerPoint slide but he gave the entire necessary information about the subject by his lecture. He then briefly discusses various methods of communicative language learning. The teacher was very clear about his subject. At first he tried to involve the students by asking various questions related to the subject and the students were responsive and they had some idea about the topic. At first he tried to involve the students by asking various question about the topic. There was no internet problem during the class time and then he summed up the whole thing. The teacher tried to use the method of communicative language teaching in his class and the students were responsive and all the students were enjoyed his class and they feedback him by writing in the comment section of google meet. The happy class end sat5.30 pm with attendance.

Chapter-VI

Teaching Experience

The intern was given a class to manage. Classes were on July 04, 2021 at 10am. A subject was given to the intern by the assigned teacher. The intern had to create course materials and lesson plans with the help of a scheduled teacher before class. The class was taken using Google Meet. First the course teacher introduces the intern to his class and discusses some generalities. He then gave the intern the opportunity but he was present in class. The intern starts the class by her introduction and starts the class with the ice breaking session. Then the intern introduced the subject she was going to teach. The topic was "Right form of verbs". She then gave some introductions about the subject and gave some real life examples. The intern used PowerPoint slides to manage her classes.

The Class was started at 10 am and end at 11.30am. At first the intern discussed the basic structure of the "Right form of verbs" with some necessary examples because the students were not quite familiar with the subject. They knew about right form of verbs but did not know the basic structure of this topic. The intern was quite friendly and interactive with the students and asked questions related to their subject. She asked them to read from the slides and the students were quite busy in class and responded quite effectively.

The intern then summarizes the whole topic and gives the students a task of right form of verbs. The students answered the answer in the chat box. So many students responded and answered in the chat box. The intern then reviews their answers and makes the necessary corrections. The class was pretty clean and there were no internet problems. The intern finishes the class by saying good bye to the students. The intern enjoyed the class that she conducted for her project and this was the intern's first class of conduction.

Chapter-VII

Overall Findings

After observing two classes the intern gathered several findings. They are:

All the teachers at Daffodil International University use Google Meet to manage their classes.

Teachers face some problems to manage their classes properly because they do not get there quirked response from the students.

Some students still have difficulty communicating in English.

Teachers do not understand whether the students are paying at tensioning the class as the classes are held online. Eye contact with teacher and student during class is not possible which does not allow students to pay attention in class.

Teachers are still not qualified enough to conduct online classes.

Sometimes students are not aware of their studies.

Teachers mostly used Power Point presentations in their classes.

There is a friendly relationship between teachers and students.

Teachers use effective English to conduct their classes and sometimes use Bengali if necessary.

Some students have faced internet connection problem and micro phone problem.

Before began classes, teachers used detailed course materials.

All the teachers are quite familiar with their course and the tried to describe them effectively.

The teacher effectively organized the class.

Teachers encourage the entire student for enjoy the class and ask them questions and also respond to the ir questions.

Teachers were quite punctual and spent whole class time intelligently and effectively.

Teaching Experience Findings

About Lesson preparation: The topic was selected by the course teacher. The intern course created the necessary lesson plans and materials with the help of the teacher. The teacher helped the intern to make further corrections. The intern then designed and prepared for the class so that she could take the class as easily as possible. The teacher then introduced the intern to his students and asked them to cooperate so that the intern could take the class efficiently.

Delivery to lesson: The intern tried to describe the topic to the students as trying her level best so that everyone can understand the topic. The intern started with a short introduction about the topic and gave real life examples for the students to relate with the class. She was well prepared about the topic and tried to engage the students as much as possible by asking them questions and telling them to read from the slides. The communication between the intern and the students were quite effective and she finished her class by giving them a task related to the topic.

Language usages to the class: All the students were form English department so the communication with them was quite effective. The intern used both English and Bengali to conduct the class for better understanding.

Chapter-VIII

Recommendation

After observing the two classes, the intern gives teachers some recommendations on how to conduct their online classes. These are given below:

1. Classes should not be one-sided and teachers should also give students opportunities.
2. They may sometimes ask to speak to them in class so that they are more engaged in class.

Since eye contact is not possible in the online class, teachers can ask students randomly about the subject and whether they are paying attention in class Teacher. Teachers should not discuss topics for long. Sometimes they have to take a break from the topic and ask students questions to make the class more interactive and to draw the attention of the class. Long speeches can distract a student.

Teachers should discuss one topic at a time. Many topics can be difficult for students to understand and they will stop paying attention in class.

Teachers should use different strategies and platforms to make their class more entertaining without using slides and documents and sometimes they should do some fun for removing dullness of students.

Students should be encouraged to speak English no matter their speech is right or wrong. Teachers can correct their mistakes later.

Classes should be more activity oriented and more interactive that all students can participate.

Make the classroom environment more open and friendly so that students can enjoy the class and ask questions without any hesitation.

Chapter-IX

Conclusion

In fine, although many countries used to online classes before this covid-19 period and now the whole process of online teaching is still a new experience for teachers in our country. That is why they need more training on how to take online classes more effectively. However, still teachers are doing great in their classes and improving themselves every day. This corona situation has given us the opportunity to completely change our education system and encourage our teachers and students to use and learn modern technology. As in the past, the use of technology has greatly increased. While this has created a huge opportunity to improve our education system, the lack of experience in using these technologies is still a major problem.

The quality of education is being disrupted in many cases. Prolonged use of mobiles, laptops and computers is causing health problems for the users. Internet connection is also a big problem. Many students cannot attend their classes properly for this reason. Even before the Covid-19 pandemic situation, Daffodil International University encouraged their students and teachers to use technology in their classrooms.

The university is doing a great job in online classes conduction. The participation of teachers and students in the class is quite impressive. Although they have some problems that they need to solve but otherwise their overall performance is quite impressive.

REFERENCE

https://drive.google.com/file/d/1qoP6g57YZKxnBeL76PWIn4HEEQGuUHDB/view?usp=drive_web

https://drive.google.com/file/d/1qtFMVn7wFwMP0pLVrMTS_4PotmV2CxS-/view?usp=drive_web

https://drive.google.com/file/d/1-QrjFOttZZ57UE0IImJTc_ecOPCfsTF/view?usp=drive_web

Appendix1

Class Observation Check List

Institution: Daffodil International University

Teacher's Name: Rusdania Bushra

Class: 1

1st year 2nd semester Section: PC-B No. of Students Present:

20 Course Title: Academic English Grammar

Peer/Observer: Masuma Akter Munni

Date and Time: 02.06.2021, 4.00pm-

5.30pm Objectives of the lesson(as perceived):

i. Help student to gather main ideas and supporting details about summary writing.

ii. To guide students to write effective summary.

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

The objectives were achieved in most part but not entirely. The teacher discussed about how to gather main ideas and how to write an effective summary and what are the main parts of an effective summary. The class was totally theoretical and there was not any practical session where students had to write summary.

<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>	<ul style="list-style-type: none"> • Was detailed about his topic • Described all the structures of writing an effective summary • Asked frequent question to the students 	
<p>ORGANIZATION</p> <p>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>	<ul style="list-style-type: none"> • Class was perfectly organized and started in time • Ice-breaking session was impressive • Interacted with all the students to draw their attention • Started and finished the whole class in an organized manner 	
<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>	<ul style="list-style-type: none"> • The whole class was very much interactive • Asked the students questions and was fair to all • Both teacher and students respected each other 	

<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</p>	<ul style="list-style-type: none"> • Used slides related to the topic • Gave real life examples • Used eclectic approach to conduct his class 	
<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</p>	<ul style="list-style-type: none"> • Used effective English • Good pronunciation 	

Class Observation Checklist -2

Institution: Daffodil International University

Teacher's Name: Tajminoor Rahman

Class: 1st year 2nd semester Section: PC-B No. of Students Present: 23

Course Title: Basic English Grammar

Peer/ Observer: Masuma Akter Munni

Date and Time: 2.08.2021, 40:00 pm

Objectives of the lesson (as perceived):

- i. To introduce the students about various teaching methods and techniques.
- ii. To teach students how to take effective classes using these methods and techniques.

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

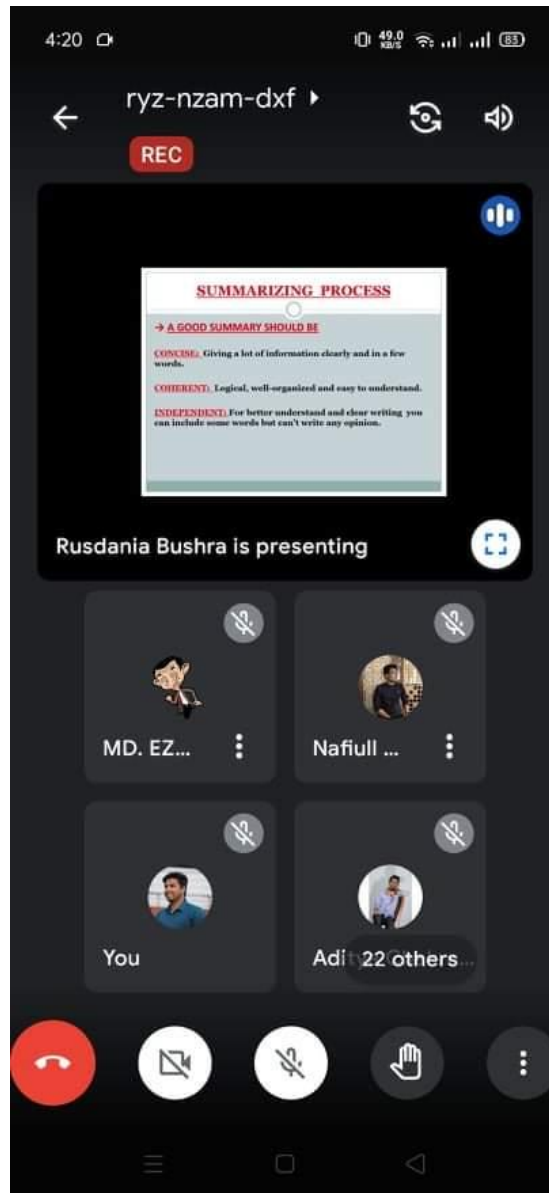
The teacher was able to achieve his goal entirely. He described about the various teaching methods used to teach in the class but the students were paying attention and the class was good. The teacher succeeds to engage his students at the class.

Appendix- 2
Certificate of Internship

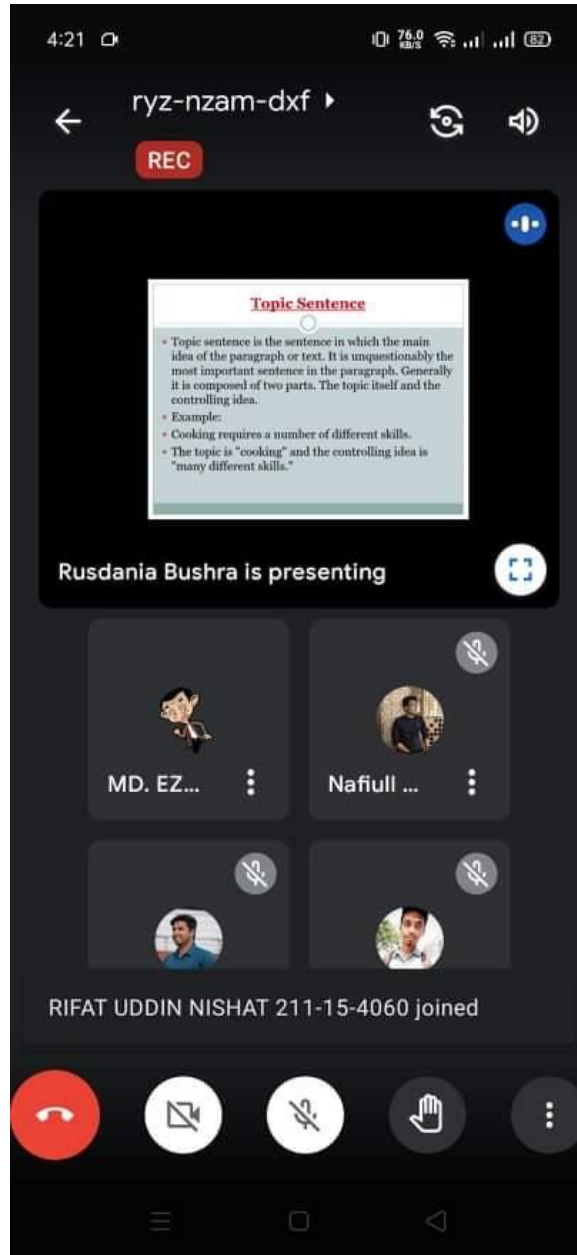
Appendix- 3

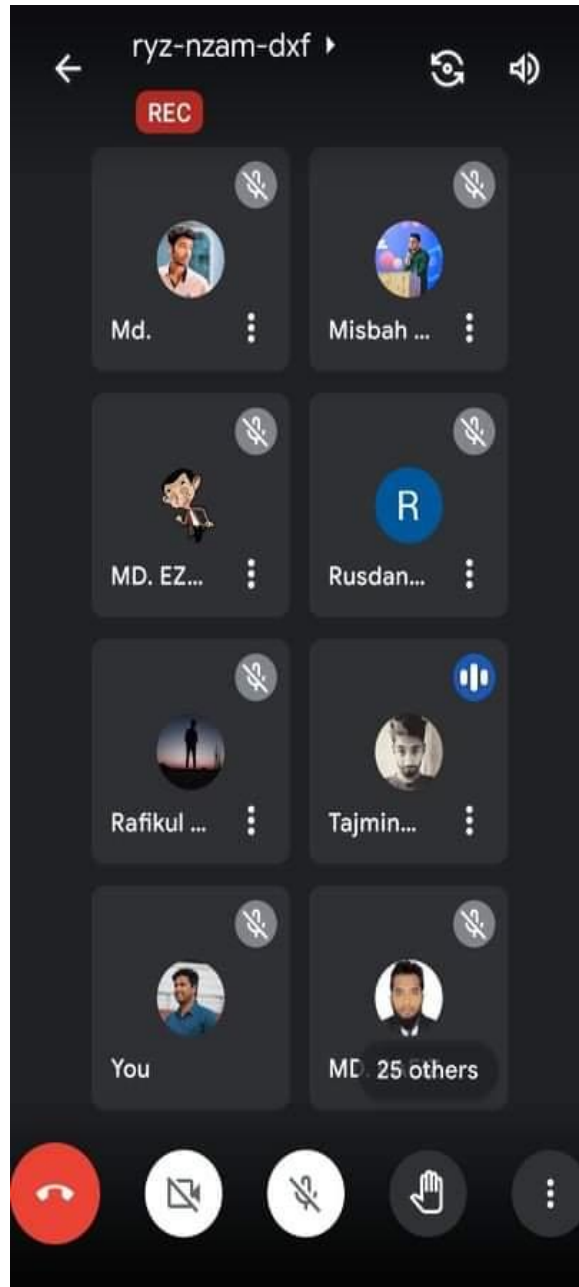
Photographs

Class Observation 1



Class observation 2





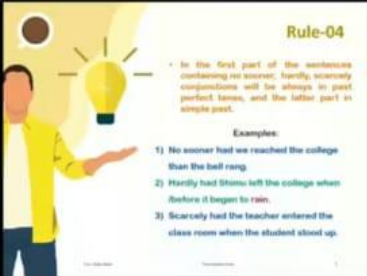
Class Conduction



fqi-qbjs-xyc (2021-07-04 at 2...

The screenshot shows a Zoom meeting interface. At the top, the meeting ID is partially visible as 'fqi-qbjs-xyc (2021-07-04 at 2...'. The main content is a presentation slide with the following text: 'Right Forms Of Verbs', 'Welcome to my class', 'Murta Muron', 'Department of English', 'Final semester 10th batch', and 'PCA'. The slide features a logo in the top left, a gear icon, and illustrations of a woman and two men. To the right of the slide is a small video thumbnail of a participant. At the bottom, a video player controls are visible, showing a red progress bar, a pause button, and the time '32:46 / 1:09:28'. There are also icons for closed captions and a full-screen button.

fqi-qbjs-xyc (2021-07-04 at 2...



Rule-04

In the first part of the sentences containing *no sooner*, *hardly*, *scarcely* comparisons will be always in past perfect tense, and the latter part in simple past.

Examples:

- 1) *No sooner had we reached the college than the bell rang.*
- 2) *Hardly had Shimi left the college when it began to rain.*
- 3) *Scarcely had the teacher ordered the class room when the student stood up.*

37:30 / 1:09:28

CC

