

An Internship Report

On

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

Prepared by

Sabuj Sharif

ID: 181-10-270

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



Daffodil International University

Date of Submission: August, 2021

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 hereby declare that, this Internship Project Report has been completed under the supervision of Md. Rafiz Uddin, Senior Lecturer, Department of English, Daffodil International University. I also declare that, this project is a unique work for the completion of my project paper course in the program of B.A (Honors) in English. I would like to affirm that this project paper is my original work based on my practical knowledge. I further declare that, this report has never been submitted to any other organization or any journal before for award or any other degree.

.....

Sabuj Sharif

ID: 181-10-270

Department of English

Daffodil International University

Certificate

This is to certify that, Sabuj Sharif, ID: 181-10-270 is a student of English Department at Daffodil International University, Permanent Campus. I am glad to state that his project paper is a genuine piece of work. He has completed his project paper under my supervision and worked hard to prepare his paper.

I wish him very prosperous and successful career in the future.

.....

Supervised by

Md. Rafiz Uddin

Lecturer, Department of English

Daffodil International University

Acknowledgement

First of all, thanks to Almighty Allah. Then I would like to express my heartiest tribute and thanks to Md. Rafiz Uddin, Lecturer, Department of English, for his immense support and great instructions to complete my project paper.

His immense patience, masterly command, inspiration, constructive discussion, expensive counsel and correcting inferior draft in all stages have made possible to finish this project paper.

Abstract

Due to the pandemic of Covid-19 whole education system is affected and educational agencies have shifted their teaching platforms. The agencies have found alternative ways to overcome this difficult circumstance through online education. As face-to-face education is not possible in this situation so English teachers are using several online platforms to ensure English language learning is more efficient and effective. This project aims to present the actual scenario of online English language teaching. This project portrays how online platforms are different from physical platforms, how many difficulties teachers and students are facing in online platforms, how to improve to conduct classes online, and try to discover that, Is the online classroom better than physical classroom? However, regarding the topic after exquisite observation and collecting all required data, it has been found that many teachers, as well as many students, are facing several obstacles in online classes. Since online learning is a new journey and experience to all that is why in some cases the quality of education has decreased significantly and students are facing various issues to understand the classes. Therefore, this paper shows the causes and the solution to the obstacles in the online education system at the university level in Bangladesh with highlighting the challenge and success of online classes also the demerit of online classes in language learning is shown in this report with some possible goals of improvement concerning this area.

[Keywords: Education, Platform, Obstacles, Agencies, Online, Demerit]

Table of Contents

Contents	Page No.
Declaration by the Student	ii
Certificate	iii
Acknowledgement	iv
Abstract	v
Table of Contents	vi
Chapter-I: Introduction	1-2
Chapter-II: Objectives	3-4
Chapter-III: Methodology	5-7
Chapter-IV: Institution Details	8-9
Chapter-V: Class Observation Report	10-16
Chapter-VI: Teaching Experience	17-23
Chapter-VII: Overall Findings	24-26
Chapter-VIII: Recommendations	27-28
Chapter-IX: Conclusion	29-30
References	31
Appendices	
Appendix 1: Class Observation Check List	32-41
Appendix 2: Certificate of Internship	42
Appendix 3: Photographs	43-45

Chapter - I

Introduction

Nowadays English has gained the status of the global language. As a native and a second language, English is spoken and taught in many countries. In almost every country in the world, it is taught in schools, colleges, and universities. Over 350 million people speak it as their native language and millions of people use it as their second language also around the world about 250 million people use it fluently as a foreign language (Md. Hossain, 2013).

However, Learning and teaching English is popular in Bangladesh for various reasons. English is considered a second language in this country. The students in Bangladesh learn English from the primary age (Dr. Ahmed, 2018). English is a compulsory subject at the higher secondary level in Bangladesh. Most of the students are very familiar with this at an early age. Numerous methods and techniques are used in English Language teaching (Donough & Shaw, 2012). Moreover, unfortunately, most of the students are afraid of learning English and some of them can write and listen to it very well at their particular ages. Hereafter, many of them are not able to speak it fluently because of the difference from the native speakers.

The pandemic Covid-19 period changed our whole education system and gave us a new opportunity to create an online platform for learning the language. In this current situation, online platforms are the only way to utilize learning and teaching the English language. Using interest, numerous English language, speaking skills, writing, and speaking can be easy to observe. The teachers and students both have to follow this platform to continue their studies. However, the excessive cost of the internet and the connection problem in the rural areas is another concern. Besides that, many teachers are trying to improve their learning on online platforms by using Google Meet, Zoom, Facebook Messenger, etc.

A well-known private university in Bangladesh has been chosen to take a class and observe several classes. Both of the sessions have been done by an online platform named Google Meet. Overall findings, a checklist, methodologies, recommendations, and many more have been discussed throughout this paper.

Chapter- II

Objectives

The principal objectives of this project are to find out the present scenario of teaching English during this pandemic situation of Covid-19 in Bangladesh, the output of online classes, and the challenges both teachers and students are facing further how teachers are managing this situation.

1. To know the present scenario of English Language Teaching during the outbreak of Covid-19.
2. To find out how students are participating in online classes.
3. To find out the advantages and disadvantages of online class systems.
4. To observe the methods and techniques of teaching and learning.
5. To observe the interaction between teachers and students in online classes.
6. To observe the point of view of both teachers and students on an online platform.
7. To understand how online classes are different from physical classes.

This paper also find-out what methods, techniques, and materials teachers are using to conduct their classes and how students are responding in the online classroom during this pandemic situation of Covid-19.

Chapter- III

Methodology

To make this project paper successful, the intern has followed several research methodologies. He followed these methods in different steps. These steps are:

Meeting with the supervisor:

The supervisor nicely explained to the intern about the methodologies and how to observe a class as well as how to conduct a class using proper methods and techniques. Further, the supervisor informed the intern how to write a project paper successfully and effectively.

Selecting institution:

The intern was advised to do his internship project at Daffodil International University which is a very well-known private university in Bangladesh. The supervisor Md. Rafiz Uddin sir recommended the intern for this institution. The authority of the university instructed the intern to observe two online classes and conduct one online class for his internship.

Therefore, the supervisor instructed the intern to carry on the necessary and other procedures to finish the project.

Selecting class:

After the discussion with assigned class teachers, the intern observed two classes by using Google Meet. One class was from 1st-year 1st semester and the other was 1st-year 2nd semester. Moreover, the intern took one class. Both classes were based on language learning.

Observing Class:

After observing two classes from different semesters, the intern observed the teaching methods and techniques from online classes, how online classrooms are different from physical classrooms, and how the students and the teachers interact with each other in the classroom.

Using checklist:

The intern used a checklist during the online class observation and wrote down all the pros and cons on the checklist.

Conducting a class:

The intern conducted an online class through Google Meet apps with the instruction of the supervisor. The class was on 5th July, Thursday at 10.00 am. It was an amazing experience for the intern. Whereas he was able to understand all the situations. The class was on “Basic Grammar and Writing” and the duration was 45 minutes.

Chapter- IV

Institution Details

The internship was done at Daffodil International University which is one of the best-known private universities in Bangladesh. The university has two campuses, one is the Daffodil smart city campus and another is the city campus. The Daffodil smart city campus is located at Duttapara, Khagan, Ashyia, Dhaka, and the city campus is located at Sukrabad, Dhanmondi, Dhaka. It was established on 24 January 2002 under the Private University Act of 1992. The motto of this university is "A Landmark to Create the Future." Md. Sabur Khan is the chairman of the university and the chancellor as well the vice-chancellor is Abdul Hamid, President of Bangladesh, and Prof. M. Lutfar Rahaman Ph.D. respectively.

The Daffodil smart city campus covers 125 acres of land with a large playground, shopping mall, basketball court, golf course, hostel, restaurant, and other facilities. Further, it has four academic buildings, three cafeterias, a vast auditorium, and a Shahid Minar.

The university offers bachelor's, master's, and doctoral degrees through its 23 departments organized into 5 faculties. The university has 859 academic staff, 780 administrative staff, and 21,752 students. The university provides online admission facilities for applicants who are from distant areas. It has also the highest rate of foreign students. This University provides scholarships from so many different countries and all the students get a 20% to 100% waiver upon admission and are campus-based. Furthermore, it provides free laptops and life insurance for all students. The educational environment of this university is renowned all over the country. The whole university and also the hostels have a free Wi-Fi connection. Both of the campuses have a 24-hour surveillance system and they also provide the best transport facilities.

Chapter- V
Class Observation Report

Class Observation- 1

Class Information

Institution Name	Daffodil International University
Department	Department of English
Class Medium	Google Meet (Online)
Course Title	Writing & Comprehension
Lesson Objective	Writing Summary
Teacher's Name	Tajminoor Rahman
Date of the Class	02 August 2021
Time of the Class	4.45pm-5.30pm

Student Information

Batch and Section	20 th PC-A
Semester	1 st Semester
Number of Students	25
Age of the Students	20-22

Observing Information

Class Observer	Sabuj Sharif
Language Used	English and Bengali
Teaching Materials	PowerPoint Slide

Class Observation: 1

The teacher started the class on time through the given class code of Google Meet apps. The teacher made his lesson plan before the class. His primary focus in the class was to improve students' writing skills. Firstly, he did welcome the students cordially with greetings.

Thereafter, he took an ice-breaking session shortly to ask about the well-being of the students. After that, he asked about the previous lesson and gave a short brief of it and then he started the class which was on "Summary Writing". Secondly, the teacher recorded the whole class for the better of students. Then he gave them a chance to share their ideas regarding the lesson topic. Afterward, the teacher shared his presentation screen which was his pre-prepared slides on that lesson topic.

He gave a basic idea about the topic and then gradually discussed the format with interesting examples. That is why the students become more interested and respond in the class very well. The class was so effective and the teacher used both English and Bengali language to conduct his class more effectively. Students were very responsive to their teacher. The class was very clear to the students and students also enjoyed the class very much because the participation of the students is noteworthy. He used communicative language teaching (CLT) in his class. Finally, the teacher ended the class to give an overall summary of the class, and then he took the attendance and told them to stay safe and have a good day. Students started leaving the class with greetings, good wishes, thanks, take care, and many like words to their teacher. The class was taken very smoothly without any internet interruption.

The Strengths of the Teacher:

1. The teacher was friendly and cooperative with their students.
2. He was very much confident about his lesson topic.
3. His voice was very clear.
4. He used very realistic examples and he effectively completed his lesson.
5. He interacted with the students perfectly and checked student's attention gradually.

Weaknesses of the Teacher:

1. He failed to maintain his lesson plan due to a shortage of time.
2. His voice was not much loud.
3. His communication with the students was not very strong.

Class Observation- 2

Class Information

Institution Name	Daffodil International University
Department	Department of English
Class Medium	Google Meet (Online)
Course Title	Basic Grammar & Writing
Lesson Objective	Narration
Teacher's Name	Oishik Ghosh
Date of the Class	03 August 2021
Time of the Class	10.45am-11.30am

Student Information

Batch and Section	20 th PC-A
Semester	1 st Semester
Number of Students	25
Age of the Students	20-22

Observing Information

Class Observer	Sabuj Sharif
Language Used	English and Bengali
Teaching Materials	PowerPoint Slide

Class Observation: 2

At the very beginning, the teacher welcomed his students very cordially. The teacher started the class on time and recorded the class for the betterment of the students. Hereafter he took a short ice-breaking session so that students will cooperate with his freely. After that, he started his lesson by opening her PowerPoint slides. As the class was on "Narration." The teacher used PowerPoint slides that contained all the important information about the class.

Thereafter he started to talk about tenses. He asked his students how much they know about tenses. The students responded that they were feeling confused and making mistakes while they were practicing narration. Therefore, the teacher used some unique and effective examples so that the students can easily understand the tense. After that, he nicely described the rules of narration to the students. He used both English and Bengali languages for a better understanding of his students. After finishing his lesson, he asked some questions to the students and the students answered. However, the response was not satisfying; only a few students participated in the class. Because the class was almost one-sided, the teacher was most of the time describing the topic in the class. Afterward, the teacher finished the class discussing some further rules of narration with a lot of examples. During the class, there was no internet problem and the teacher tried to use grammar-translation (GT) methods for conducting his class. In the end, he took attendance and very formally took leave wishing a good day for his students.

Strengths of the Teacher:

1. The teacher was friendly and cooperative with their students.
2. The teacher was encouraged the students very well.
3. He discussed the topic very clearly with realistic examples.
4. He used both English and Bengali languages very clearly.

Weaknesses of the Teacher:

1. The teacher could not manage his time properly.
2. He did not use any reference to his teaching.
3. He just read out by seeing his PowerPoint slide.
4. The teacher was not able to interact with the students rightly.

Chapter- VI
Teaching Experience

Lesson Plan for Micro Teaching

(05 July 2021)

Teacher	Sabuj Sharif
Class profile	Post-intermediate level
Class size	30 Students
Class duration	45 minutes
Medium of instruction	English & Bangla
Teaching area/ Learning topic	Integrated task: Right Form of Verb
Teaching Course	Eng111: Basic Grammar and Writing
Teaching materials	<ul style="list-style-type: none"> • Google meet • Power Point slides • Worksheet • Google Docs
Learning Objectives:	<ul style="list-style-type: none"> • Students will be able to use proper right form of verb in terms of subject and time. • Students will be capable to overcome the confusion about right form of verb. • They will be capable to define and identify correct form of verb with example.

<p>Anticipated Challenges</p>	<ul style="list-style-type: none"> • Some students may not be able to concentrate in the class properly. • Few students may not feel comfortable of their participation. • Most of them maybe feel bored for the traditional teacher-oriented class. • Load shedding and Internet connection problem can be happen.
<p>Motivational factors</p>	<ul style="list-style-type: none"> • Students might be encouraged for team work so that group tasks can be easy and enjoyable for them. • It will be helpful to ask question and assess their feedback. • Immediate feedback might be a good and true encouragement for students.
<p>Backup Plan</p>	<ul style="list-style-type: none"> • If time is short unnecessary and less important activities can be skipped. • Load shedding can be happened so power bank and other device needs to continue the class. • Internet connection problem might be occurred so internet backup is required to continue the class.
<p>Feedback Process</p>	<ul style="list-style-type: none"> • The lesson will be evaluated by the response of the students. • If there any mistake can be occur in the Q&A session students need to be informed. • At the end of the lesson, the teacher will provide feedback.
<p>Teaching Outcomes</p>	<p>Students will be capable to overcome the confusion about right form of verb and they able to define correct form of verb with proper example.</p>

Activity	Materials/ Techniques	Learning Outcomes	Timing
Greetings: <ul style="list-style-type: none"> • Warm up and ice breaking session. • Small talk • Introduction 	Show some pictures	Students will be feel free and comfortable in the class.	8 minutes
Basic Discussion: <ul style="list-style-type: none"> • Teacher will show a PowerPoint slide about the teaching topic. 	PowerPoint slides		5 minutes
Rules Practice: <ul style="list-style-type: none"> • Teacher will discuss the basic rules about right form of verb with example. • And also teacher will take the answers from the students. 	PowerPoint slides	Students will able to participate willingly	15 minutes
Exercise session: <ul style="list-style-type: none"> • Teacher will ask some question. • Students will try to solve this. 	Worksheet	Students will be able to self-realization how much they are learned.	10 minutes
Inference: <ul style="list-style-type: none"> • Students will answer open and close questions. 	Worksheet	Students will learn to understand and answer.	4 minutes
Conclusion:			

<ul style="list-style-type: none"> • Teacher will appreciate students for their performance. • Teacher will feedback to the student's question. • And teacher will end the class by thanking to the students. 			3 minutes
<p>Teacher's self-evolution:</p> <ul style="list-style-type: none"> • How can be created better lesson and improve teaching? 			

Teaching Experience

One class was given to conduct to the intern on 5th July 2021 at 10.00 am by the supervisor. The class was taken at a very well-known university named Daffodil International University. Almost thirty-five students were present in the class. They were from English Department. The duration of the class was forty-five minutes and the topic of the class was "Right Form of Verbs". The class was taken via Google Meet.

In the beginning, students were welcomed to the class. The class was commenced by an introduction to the teacher and with an ice-breaking session. Then the topic was demonstrated by PowerPoint slide to the students and gave them a basic idea about the topic for the betterment of their understanding. Firstly, the common and basic words of tense maker along with structure had been demonstrated in the slide and interaction with the students by asking them some examples. Students interacted with the intern very well. They were very comfortable with him as well. They gave their opinion and example frankly.

This interaction session took 7 minutes. Afterward, general rules of the "right form of verbs" with examples took 20 minutes to depict. Thereafter some examples were asked to them and given to them to do some exercises in a slide and asked them to give their answer in the text box. Hereafter the intern verified some of their answers but it is not possible to verify all the answers because of the limitation of time. Therefore, the intern gave them an answer in the next slide to verify it by themselves. Most of them answered correctly and some of them made mistakes. Though they made mistakes the maximum of them participated in the class and responded well. They could give the correct answer in their first attempt and the confusion about the right form of the verb appears very easy for them at the end of the class. Although the students were from the first semester, their participation, communication, and response with the intern were so good and beyond the expectation. Students were very cooperative and well-behaved with their teachers. In the end, the time was managed properly and lesson objectives were completed successfully.

Success in teaching:

1. Intern became capable of raising student's interest.
2. Made the topic much clear and interesting to them.
3. The participation and response of the students were satisfying.
4. None irrelevant incident happened in the class.

Failure in teaching:

1. The intern could not give the feedback properly due to invisible communication.
2. Some students had a poor network connection.
3. Got insufficient time to discuss in detail with more examples.
4. Could not give them tasks for future inquiry.

Chapter- VII

Overall Findings

After observing two classes and taking a class the intern has discovered several findings.

They are:

Subject Matter Content:

Teachers used detailed lesson plans and course materials before taking the class. Teachers organized the class very effectively. They tried to depict the topic very effectively and tried to encourage students to participate in the class.

Classroom Environment:

Because of the pandemic outbreak of Covid-19, most of the teachers at Daffodil International University use Google Meet to conduct their classes online. Teachers face several problems because they are not still qualified enough to conduct online classes. Moreover, some students also face problems communicating with their teachers too. Teachers do not get proper responses from the students because eye contact is not possible during the online classes that are why students do not pay full attention in the class. All the classes are held online so the teachers cannot understand whether students are paying attention in the class or not. Some students have some problems regarding internet connection and some of them are not aware enough to study.

Lesson Delivery:

Most of the Teachers used the English language to conduct their class very fluently. Furthermore, they used Bengali if it is necessary to them too. However, sometimes they deliver so much fluently in English that students become confused to understand the lesson. Mostly, they used GT, CLT, and TPR methods in their teaching. Teachers and students have friendly relations in their classes.

Teaching Activity:

Almost all teachers used PowerPoint presentations, Google Docs, Worksheets in their class and they followed different techniques, methods, and many more activities to teach their lessons.

Teaching Experience findings:**Lesson preparation:**

The teaching topic was selected by the course teacher. The intern made his necessary lesson plan and materials with the assist of the course teacher. Furthermore, the teacher assisted the intern with corrections. Therefore, the intern prepared and designed the class so that he could take the class as smoothly as possible.

Lesson delivery:

Intern's target was to make the students interested in the topic fast. After that, he tried to describe the topic as much as possible so that everyone can understand the topic properly. Therefore, he gave a real-life example so that the students relate to the class. The intern was well papered about the topic and tried to engage them by asking questions and he used some comic words to make them alive in the class. The intern was very friendly and ensured them to feel free to ask him for any further inquiry.

Use of language:

Since all the students were from the English Department the communication with them was quite easier and effective. The intern used both English and Bengali language to conduct the class for better understanding.

Chapter- VIII

Recommendations:

Some recommendations are given below based on my findings and experiences:

1. Both teachers and students are required to keep backup mobile data for their classes.
2. Some teachers are required to be more clear and fluent in speaking English.
3. The class should not be one-sided and teachers should teach one topic at a time.
Discussing many topics at a time hampers students' attention.
4. Since physical appearance is absent in online classes, teachers should always engage students by asking different questions.
5. Teachers should always encourage students to speak English always in class.
6. Some teachers should be more friendly to the students so that they can feel free to give their opinion.
7. Teachers should be more conscious about their time management.
8. Teachers should be aware of students' activities in the class.

Chapter- IX

Conclusion

To sum up, it was an amazing experience for the intern to observe two classes and conduct a class at the university level. All the teachers and students were very helpful in completing teaching and observation. The present scenario of English language teaching in Bangladeshi universities is seen after observing two classes and conducting one class during the pandemic of Covid-19. However, there may be differences that can be found in other universities.

Although many countries used online platforms even before Covid-19 but the whole process of teaching and learning online is still a new experience for the teachers as well as students in our country. This pandemic situation changed our education system. That is why teachers require more training on online classes, how they take the classes effectively and how they interact with the students successfully. However, the hope is still that the teachers are doing very well in their classes and trying to improve themselves day by day. After all, some issues remain online. The quality of education is hampered for many reasons, using electronic devices like laptops, mobiles, computers for a long while is not good for health. That is why different headaches, eye problems, and many more problems are facing the users. On the other hand, internet connection is a big problem as well many students cannot pay attention.

Before the outbreak of the Covid-19 situation, Daffodil International University always encouraged teachers and students to use online platforms and Technologies. The University is doing an amazing job of conducting online classes. Almost they ensure their online classes in the whole department are successful. The number of participants is quite impressive. Although some issues remained they are trying to solve otherwise their overall performance is quite good.

References

<https://socialscienceresearch.org/index.php/GJHSS/article/download/728/675/>

<https://www.theindependentbd.com/post/163702>

McDonough, J., & Shaw, C. (2012). *Materials and Methods in ELT*. John Wiley & Sons.

Appendix- 1

Class Observation Checklist

Class Observation Checklist- 1

Institution: Daffodil International University

Teacher's Name: Tajminoor Rahaman

Class: 1st year 1st semester Section: PC-A No. of Students Present: 25

Course Title: Writing & Comprehension

Peer/Observer: Sabuj Sharif

Date and Time: 02.08.2021, 4.45pm-5.30pm

Objectives of the lesson (as perceived):

- i. Help to the student to give basic ideas about summary writing.
- ii. To teach how to write an effective summary.

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

The Objectives were completed in mostly but not in perfectly. The teacher discussed about the basic idea how to write an effective summary. The was used interesting examples in the class and achieved his goal effectively. But the class was totally theoretical the teacher was not able to conduct the class practically.

S/N	Review Section	In what ways? (Specific examples/ clarifications)
1	<p>SUBJECT MATTER CONTENT</p> <p>shows good command and knowledge of subject matter;√ demonstrates breadth and depth of mastery; √ tries to develop a knowledge seeking behavior among students√</p>	<ul style="list-style-type: none"> • The topic was very clear. • Used realistic examples. • Described all the structure on summary writing effectively.
2	<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 organized perfectly • Started with an ice-breaking session. • Interacted with all the students to draw their attention • Interacted with the students very effectively. • Conducted and finished the class very organized way.
3	<p>RAPPORT</p> <p>holds interest of students;√ is respectful, fair, and impartial;√ provides feedback, encourages participation;√ interacts with students, shows enthusiasm,√ both teacher and students are ready for the class not only on subject matter but also in manner, etiquette and attitude)</p>	<ul style="list-style-type: none"> • The class was very interactive. • Class was very friendly and cooperative. • Teacher and students both of them respected each other. • Give necessary feedback to the students.
4	<p>TEACHING METHODS</p> <p>(uses relevant teaching methods√, aids, materials√, techniques√, and</p>	<ul style="list-style-type: none"> • Used PowerPoint slides with proper materials. • Provide realistic examples.

	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√	<ul style="list-style-type: none"> • Used grammar-translation(GT) methods to conduct the class.
5	PRESENTATION establishes classroom environment conducive to learning;√ ensures learners' interests,√ maintains eye contact; uses a clear voice, strong projection, proper enunciation,√ and standard English√	<ul style="list-style-type: none"> • Used clear and effective language • Good pronunciation

MANAGEMENT

Was the time Spent properly?

The time was spent effectively. The teacher spent the whole class to describe the topic.
Gave and take proper feedback.

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)

Before class: Ice-Breaking Session: The teacher took short ice-breaking session for the betterment to the students.

During class: Described the topic with realistic examples. Asked the students questions and give feedbacks.

After class: Gave a total sum up of the class and took attendance.

CRITICAL EVENT (If took place)

Was there any 'critical event' in the lesson? (a point where communication broke down and there was a confusion). How did the teacher handle the situation?

There was no critical event on the class

Strengths observed:

The teacher was friendly and cooperative with their students. He was very much confident about his lesson topic. His voice was very clear. He used very realistic examples and he effectively completed his lesson. He interacted with the students perfectly and checked student's attention gradually.

Suggestions for improvement:

The class was mostly perfect. The teacher and students interacted to the class effectively. The teacher should maintain proper lesson plan.

Overall impression of teaching effectiveness:

The overall class was quite good and effective. Interaction with the teacher and students were very impressive. The relation between teacher and students are very friendly. The class was very effective and teacher describes the topic successfully.

Class Observation Checklist- 2

Institution: Daffodil International University

Teacher's Name: Oishik Ghosh

Class: 1st year 2nd Semester Section: PC-A No. of Students Present: 25

Course Title: Basic Grammar & Writing

Peer/Observer: Sabuj Sharif

Date and Time: 03.08.2021, 4.00-4.45 pm

Objectives of the lesson (as perceived):

- i. To introduce the students about tenses and narration.
- ii. To teach students how to take effective classes using these methods and techniques.
- iii. To overcome the confusion about the topic.

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

The teacher was not able to achieve his goal perfectly. He described about the various rules and technique about the topic but the student was not pay full attention in the class. The class was almost one sided. Teacher failed to engage his students in the class.

S/N	Review Section	In what ways? (Specific examples/ clarifications)

1	<p>SUBJECT MATTER CONTENT</p> <p>shows good command and knowledge of subject matter;√ demonstrates breadth and depth of mastery;√ tries to develop a knowledge seeking behavior among students</p>	<ul style="list-style-type: none"> • Had good knowledge about the topic. • Used various examples and technique to teach her topic with the subject matter.
2	<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"> • Organization of the subject matter is quite good. • Showed good punctuality in the class.
3	<p>RAPPORT</p> <p>holds interest of students; is respectful, fair, and impartial;√ provides feedback, encourages participation; interacts with students, shows enthusiasm, both teacher and students are ready for the class not only on subject matter but also in manner, etiquette and attitude)</p>	<ul style="list-style-type: none"> • The class was mostly one sided • Interaction with the students was not quite good. • Feedback was not perfect. • The students did not response well in the class.
4	<p>TEACHING METHODS</p> <p>uses relevant teaching methods,√ aids, materials√, techniques, and technology;√ includes variety, balance, imagination, group</p>	<ul style="list-style-type: none"> • Used PowerPoint slides • Use clear Voice • Tried to use CLT method in his teaching. • Response are not getting well.

	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 ✓	
5	PRESENTATION establishes classroom environment conducive to learning; ensures learners' interests, maintains eye contact; uses a clear voice, ✓ strong projection, proper pronunciation, and standard English ✓	<ul style="list-style-type: none"> • Voice was clear and loud • Used effective English with good pronunciation.

MANAGEMENT

<p>Did the time spend properly?</p> <p>The teacher started the class very perfectly but the class was not effective the interaction with the students was not perfect. The teacher was not spent time effectively.</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>Before class: Took ice-breaking session for 5 minutes.</p> <p>During class: Discuss various rules about the topic and give several interesting examples.</p> <p>After class: Summarize the class and took the attendance.</p>

CRITICAL EVENT (If took place)

Was there any ‘critical event’ in the lesson? (a point where communication broke down and there was a confusion). How did the teacher handle the situation?

The teacher started the class very perfectly but the class was not effective the interaction with the students was not perfect. At the middle of the class students did not response the and teacher failed to manage the situation.

Strengths observed:

The teacher was friendly and cooperative with their students. The teacher was encouraged the students very well. He discussed the topic very clearly with realistic examples. He used both English and Bengali languages very clearly.

Suggestions for improvement:

Teacher could not manage his time properly. Have to concern about it and have to use reference to his teaching. The teacher required to make the class lively.

Overall impression of teaching effectiveness:

The class was good but the teacher should make the class more interactively.

Appendix- 2
Certificate of Internship

Appendix- 3

Photographs

Photographs

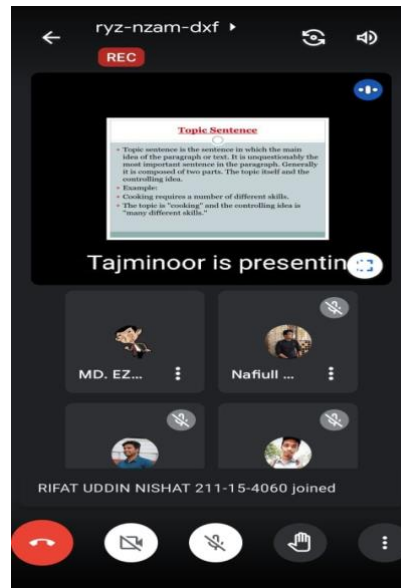


Figure 1: Observation of Class No. 1

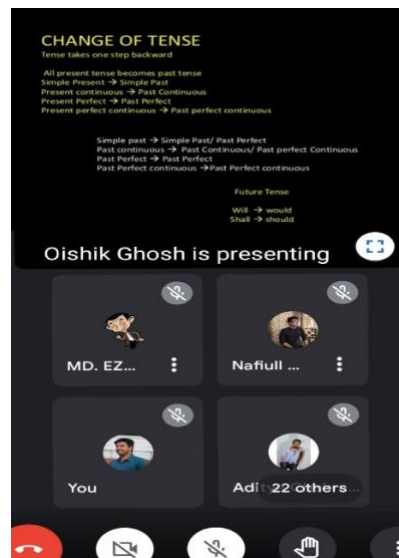


Figure 2: Observation of Class No. 2

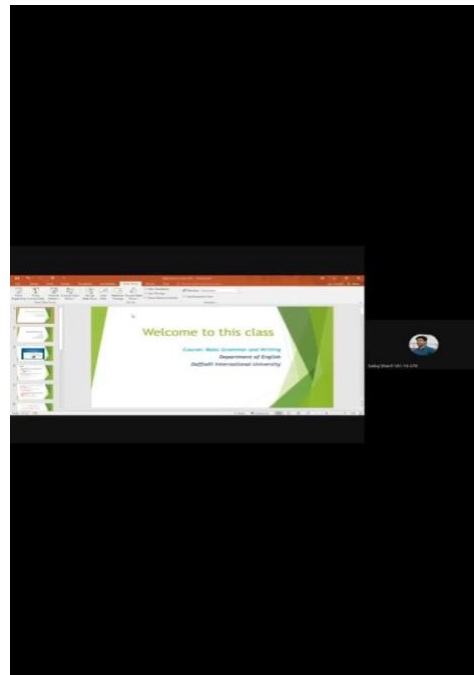


Figure 3: Conducting Class

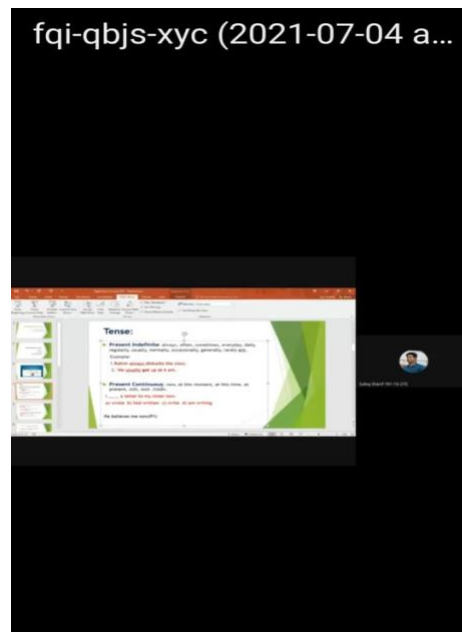


Figure 4: Conducting Class