

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

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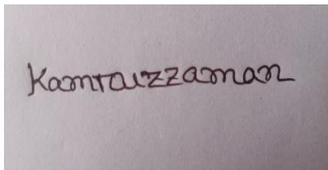
Daffodil International University

Date of Submission: 1st September 2021

This Internship Report is submitted to the Department of English, Daffodil International University, for the partial fulfillment of Bachelor of Arts (BA) in English Degree.

Declaration

I hereby announce that the project report titled, “Online class conduction and observation in English during the Covid-19 outbreak” is an authentic work of mine based on my practical experience. I have completed my project work under the supervision of Mr. Mohammad Elius Hossain, Assistant Professor, Department of English, DIU. I also hereby declare that this project paper or any part of it has not been displayed elsewhere for any kind of certificate, except the present one.

A rectangular photograph showing a handwritten signature in black ink on a light-colored surface. The signature reads "Kamruzzaman".

Name: Kamruzzaman

Id: 181-10-273

Department of English

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Certificate

I am glad to certify that the Project Report submitted to the Department of English, Daffodil International University has been prepared by Kamruzzaman, bearing ID: 181-10-273, for the course Project Paper (ENG 334). This paper is an authentic piece of work, accomplished under my supervision. All the information of this project paper seems authentic and original.

I wish him a bright future.



01.09.2021

Mohammad Elius Hossain

Assistant Professor

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Acknowledgement

First of all I want to mention that all praise is for Allah. I would like to thank my supervisor, Mohammad Elius Hossain, Assistant Professor, Department of English, DIU. I want to thank him from my core of heart. His instructions and guidance have helped me to complete my project work. However, I would also like to thank all the students whom I conducted a class with, and obviously I want to thank two of my group members who give me the permission to observe their classes. I would also remember some of my friends who have supported me all the time.

However, above all, I wish all my well-wishers a happy long life.

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Abstract

Continuation of study in this Covid-19 outbreak is not easy to do as survival is therefore a question. People are dying every day. In such crucial situation of the world, it is almost impossible to concentrate on education and career. But time and tide waits for none. The pace of life has to be continued. On the other hand, English is the lingua franca of Bangladesh and an international language also. So, learning and teaching English cannot be neglected. Thus my report is on the conduction and observation classes in English during this outbreak of Covid-19. In this report I explain the experience of the class conduction and observation on online. For the purpose I used Google meet, though there are now others platform available for online classes. But before conduction and observation classes I took permission from my supervisor Mohammad Elius Hossain to observe two of his classes which was taken by my peers and to conduct one of his classes. I prepared a lesson plan to manage my teaching process or techniques and could give an effective learning. I used Communicative Language Teaching Approach (CLTA) and Grammar Translation Method (GTM) in my teaching process. My primary objective of the class conduction was to make a friendly environment of the class and give an effective learning. The purpose of the project paper is to know the situation of teachers and students in online classes in English language teaching and learning, what material and methods are effective for online classes, and how to interact students in online classes which is a vital issue in current situation. I tried best to meet my objectives.

Key Words: Online platform, English Teaching and Learning, Covid-19, Conduction Class, Observation Class.

Chapter I

Introduction

English is one of the means of communication with the world today, this language is dominating the world nowadays, and it's compulsory to know English if anyone wants to go for higher education, research or communicate with other countries or regions. However, in our country, the circumstance of learning English is very fragile, very few students know how to use English properly, because of using poor teaching methods, lack of basic ideas and skills such as reading, writing, speaking. But nowadays, new methods and techniques have been added to language learning, which makes it easier to improve our English. Good communication skill is the primary requirements of most of the companies, they are more interested in them who can speak and write fluently in English. However, my project paper helps me a lot to develop and improve my communication skill, which will help me in the future for betterment. As I worked on the topic named "Online class observation and conduction during the outbreak of covid-19 in English" through this, I came to know about various methods and techniques regarded online classes. That gives me an opportunity to create an English-friendly environment with students through google meet. The work of this project was very effective for me, which helped me to realize my lack of communication. However, in the end, I want to thank my supervisor from the core of my heart for his immense guidance.

Chapter II

Objectives

The primary objectives of the internship project paper are to mark the teaching resources and the present scenario of teaching and learning of English language in online classes during the outbreak of COVID-19. The secondary objectives are:

- i. To observe the online class situation during Covid-19 outbreak and the interaction between students and teachers.
- ii. To know the teaching strategies of teachers' to engage students in reading, writing, speaking and class activities.
- iii. To know the advantages and disadvantages of online classes.
- iv. To know how to encourage the students to get rid of boredom during the online classes and motivated them in online classes.
- v. To observe teacher's techniques, methods, traits, rate of patience and involvement with the students in the online class.
- vi. To find out the necessities of advance tools, teaching materials, equipment, logistic supports to make the process of learning more effective.
- vii. To learn how to apply language teaching techniques and methods in online classes.
- viii. To learn how to conduct classes in online and to find out what kind of challenges the teachers' face during online classes and how to overcome them.
- ix. To know the views of students regarding online classes and how they overcome their challenges of internet inaccessibility and such network issues to fulfill the learning effectively during the outbreak of Covid-19 in online classes.

Chapter III

Methodology

Choosing an institution

Generally, Interns had the opportunity to choose a suitable school or college to observe and conduct classes for completion of Project Paper. Unfortunately, in this pandemic situation, there is no scope for such facility. But it cannot stop me to complete the internship project paper. Here, I want to express my gratitude towards the Daffodil International University and its English Department's authority to give me a hope to conduct and observe online classes with them.

Class Selection

To observe and conduct classes I took permission from my supervisor Mr. Mohammad Elius Hossain, Assistant professor of English Department, DIU. He allowed me to observe two classes of my fellow mates who also did there project paper under the supervisor of mine and to conduct one of his course class which name was 'English for Academic Purposes'. Sir also allowed me to choose a suitable topic to teach. Simultaneously I observed two classes in teaching group and conducted a class.

Getting a facilitator

My supervisor Mr. Mohammad Elius Hossain is my facilitator who guided me throughout the internship and sharpened my traits of observation and conduction to be better and efficient.

Observation of the classroom

I observed two classes of the same course. The name of the course was "English for Academic Purposes" and the code of this course is ENG 123. I learnt several things while observing the classes such as- how to manage the students in online classes, what is the environment of online classes and so on. While observing class I fill up the observation

checklist which was provided by my supervisor. The observation checklist helped me to be an efficient observer.

Testing students and self -assessment

I conducted one class of my supervisor's course. This was an absolute first experience of mine to conduct class on online platform. So I was advised to prepared myself properly which I did undoubtedly. I prepared a lesson plan to map my class activities. I go through several websites to enhance my knowledge of the class conduction topic. Thus I successfully conduct my first online class with the guidance of my supervisor. I did my best to provide the students best of knowledge on the lesson topic, 'News Report Writing'. I prepares some activities to engage the student's in class as it is easy to lose focus over online classes as the teacher- students interaction are not lively like physical class. I was tried best to create a friendly environment throughout the class and was open for their opinion.

Chapter IV

Institution Details

Name	Daffodil International University
location	Daffodil Smart City, Ashulia, Dhaka, Bangladesh
Time of Establishment	2002 with the approval of UGC and Bangladesh's Ministry of Education
Building	Four Academic Buildings- Auditorium, AB-1, AB-4, Innovation Lab.
Students	21,752
Number of Teachers	730 faculty members (full time) 148 faculty members (part-time) 189 (On Study Leave)
Teachers' Qualification	-Mostly MA with good academic results from different universities.
Admission Session	Tri-Semester: Spring, Summer, Fall Bi-Semester: Spring, Fall
Economic Issues	The university is a Private one.
Digital Amenities	One Student One Laptop Google Classroom DIU Blended Learning Center E- Library and so on.

Extracurricular Activities	Debate Club, Business & Education Club Speaking Club, English Literary Club, All Stars Daffodil and so on.
Scouting	DIU Air Rover Unit
Play ground	Has a play-ground situated in the Permanent Campus.
CCTV monitoring	Whole university is under CCTV coverage.

Chapter V

Class Observation Report 01

Institution	Daffodil International University
Department	English
Teacher's Name	Zahidul Islam Zahid
Level	2 nd semester
Course	English for Academic Purposes
Topic	Summary Writing
Attendant Student	31
Date	24 June 2021
Class Duration	1 hour 30 min
Class Media	Google Meet
Teaching Method	GTM & CLTA

Observer's Name	Kamruzzaman
Institution	Daffodil International University

Teaching Experience:

As usual, the teacher welcomes the class with greetings. Whereas the students were of the first semester of DIU, the teacher described the beauty of the campus and told everyone that they must visit the DIU permanent campus. He also expressed his sadness about the pandemic situation and shared his hopefulness about opening the educational institutions soon. After that, he introduced himself and revealed the lesson topic name. Before entering the topic he was trying to create a friendly environment by encouraging the responses of the students, telling them how easy the topic was and how to remember all the key points. He talked about the previous class also. Then he started through the ice-breaking process, as it was the first class with this batch. He tried hard to make them feel free and comfortable during the class and talked about their hobbies. He used the native language, Bangla for being attached with them more closely though he used formal language to introduce and describing the topic.

After all of these introductory parts, the teacher presented his PowerPoint slide about the topic 'Summary writing'. After presenting the slide he invited and requested students to cooperate with him, and be ready for doing some exercise. And he tried hard to make them fearless about the topic. With those introductory processes, the teacher already got the attention of the students, that's why he got a positive response against his speech.

Then he invited a student named Habib to read a slide, which was about the definition of the summary. Student participation was good, as it was a morning class students started the class with a fresh brain and mind. The teacher described the topic both in English and Bangla so that students understood that easily. He used GT and CLTA methods to communicate with the students. Moreover, He used various techniques to encourage students to participate in the class exercises. Even the teacher said the person would be rewarded who could answer the question or complete the exercise appropriately. Like Faria Redowana was one them who was rewarded for the correct answer. To engage them with the class he gave them a text to summarize and wrote that into the comment box of the Google Meet class link. And he got lots of participation, he read every comment and give them feedback.

The teacher's command of language was good. He was trying to make his speech more fluent and easy to understand. But he was a bit nervous as his statement became shaky sometimes. A very friendly behavior had been seen in his every activity. He was pointing out the key points while a student was reading the slide. Moreover, after talking about the topic and its main idea, he asked the students, and the students participated with a happy face. He was maintaining the class with his question, and responses, and questions about what was not understandable.

At the conclusion of the class, the teacher had paraphrased the topic and talking about the gist of the topic. And at that time one student, name Lemon asked about scanning and screaming and its connection with summary writing. The teacher answered the student nicely and

appreciated his opinion. Then the teacher asked other students about their doubts if they had any.

Finally, the teacher ended the class with cultural activities which attracted the students most.

Strengths of the teacher:

- Creating friendly environment.
- Allowed students to express their opinion
- Gave feedback to their participation
- Encouraged students
- Student's liking of the teacher's teaching techniques and strategy

Lacking of the teacher:

- Nervousness and uncomfortableness
- Grammatical mistakes in lecture
- Lose the control in formal language

Class Observation Report 02

Institution	Daffodil International University
Department	English
Teacher's Name	Joy Khan
Level	2 nd semester
Course	English for Academic Purposes
Topic	Essay Writing
Attendant Student	24
Date	18 July 2021
Class Duration	40 min
Class Media	Google Meet
Teaching Method	GTM

Teaching Experience:

Here in this class teacher welcomed students by introducing himself and inform the topic of what's he was going to teach about. After that, he delivered a warm greeting to all. However in the meantime course teacher again entered the class and talked about the death of the teacher's grandmother and requested all to cooperate with him. Then the teacher, Joy Khan, presented his PowerPoint slide and revealed the topic. From the beginning, he was so to the point. But his lesson planning was quite interesting because he started with the purpose and the benefits of the lesson topic. But the sad part was that he couldn't connect with the students. He didn't get enough participation though he was asking several questions. Because he couldn't create a friendly environment, thus his to-the-point tendency couldn't attach the students with lesson activity. He did not follow any techniques and tactics, which could give the motivation to the students to be more attentive. He didn't even go through the ice-breaking process which could make his students more cooperative.

Moreover, his audio quality was not so good, and that the students lost interest in the lesson and became inattentive. The teacher used both Bangla and English to make them clear about the topic. However, he used lots of relatable examples, the real incident which was related to

the topic. Such as blogger killing or writing an essay about a cow, and indicates the key points. He read the passages and points from the slides that he prepared to teach and translated those to make them clearer to all. But as he didn't invite any students to read out the contents which made his lecture boring and could not grab much attention from the students'. His PowerPoint slides were also not so attractive, again his to-the-point tendency drowned him. Though he tried hard to make them understand the lesson topic. He asked about their doubts if they had any every time after finishing a point. But the responses were so poor. Because he could not engage them in the class activities. He didn't talk about the previous class and not even how it would help in this course. The teacher was not so capable to control the question, he didn't get their psychological desires. Though his lesson plan and teaching method were good, highlighted the main point, made it relatable was the prime concern of his class. He didn't work in his class environment.

Overall he tried hard to make the lesson understandable. His lesson material was so helpful and it was contextualized, meaningful but not so attractive and motivated. His language adequate was not so outstanding also. He used the GT method. His lesson materials fulfilled the objective of the provided lesson. He tried hard to give proper feedback to everyone. However, in the end, he had finished his lecture by revising the gist of the topic.

Strengths of the teacher:

- meaningful and informative lesson material
- focused to the objectives
- to the point tendency
- using relatable example

Weakness of the teacher:

- lack of techniques and tactics
- lack of idea about class conduction
- ambiguous audio quality
- lack of class controlling ability
- lack of encouragement about class activities

Chapter VI

Class Conduction Report

Trainee teacher name	Kamruzzaman
Institution	Daffodil International University
Students' Level	2 nd Semester
Department	English
Attendant Student	22
Average Age	20 -22
Class Duration	1 hour
Course	English For Academic Purposes
Lesson Material	-PowerPoint -Doc File -Worksheet
Class Medium	Google Meet

Teaching Experience:

I conducted the class of the second semester's students of DIU Department of English. The teaching topic was "News report writing", how to write a report, and apprising the key points of news report writing was the primary concern. I conducted this class on 5 August from 1:30 pm to 2:25 pm, it's almost an hour.

At first, I welcomed everyone in the class, then I told them the reason why I was there. After that, I revealed the topic name that they were going to be taught about and then I introduce myself. After giving the idea about the topic, I took them to the definition of the topic first. Then I showed them a word file that contained the definition and features of the topic and asked them to read the text so that they could be connected with the class. After reading every passage I was helping them to understand the context, and giving them suggestions.

After giving them the basic idea about the topic, I took them to the main ground of the topic. And then I was trying to go through the ice-breaking process, I was talking about our campus and this pandemic situation that we could not go to our campus and could not meet others and about many things which would help them a lot to be connected with the class. And I got the result so quickly as the students started to cooperate with me so cheerfully. Mentionable among them are, Humayun Kabir, Tazin Islam, Nabila Akter, Polash Saha, Kajol Akter and many more.

After creating a friendly environment I took them to the main slide, and showed some major key points, and then again asked them to read the text later on I was helping them to understand the context. Though internet connection and audio connection bothered me a lot.

However, in this way, I was pushing along towards the objectives. However, I was trying to make them clear about the topic that's why I was using the realistic and relatable example. I was happy to see that students had a lot of fun, with my funny example.

After talking about the skeleton of the topic, I gave them two tasks through which they got a proper idea about the subject, and at the same time, they practiced the exercises. So firstly I gave them seven minutes to read a text and then requested them to write down a 'headline' of the text in the comment box. Surprisingly, the response was above expectations. However, for those who didn't understand the task or complete the task, again I showed them an evaluation sheet and read the task's text, and made them understand how to do that. . Then I gave them homework on news report writing unlike the class activities. For homework I provides them a picture and title of the news and asked to write a complete news report writing on that picture and title.

So, this was at the last part of my class, at the end, I just informed them about some writing and presentation style and an evaluation sheet. However, at end of the class, I was supposed to habitat with them but I couldn't because of the shortage of time. But I hope my lectures improved their thoughts and understood about the topic.

Instructor's Strengths:

- Students were so cooperative
- Focused to the objectives
- Proper and clear information about the topic
- Friendly and positive environment

Lacking of Conduction:

- Ice breaking process should be a bit lengthy
- Needed to be more communicative
- Lack of attractive materials
- Lack of techniques and tactics

Chapter VII

Overall Findings

Class Observation finding

- i. Lesson formation: A lesson plan is important for a teacher to execute a class uniformly. The educator's which classes I observed were not exceptional. They prepared a lesson plan before coming to class and gave class according to that plan.

- ii. Lesson delivery: At first, they greeted the students and asked about their wellbeing. Then they started the class by teaching the lesson, one's was 'Essay Writing' and other's was 'Summary Writing' and asked students about their doubts if any regarding the class lesson at the end of the class.

- iii. Lesson management: The educators' tried best to make the class effective and the lesson interesting. They asked questions several time throughout the class to the students to know their understanding level. For this, students became attentive in the class and provided their comments by unmuting microphone or commenting on the inbox of class link.

- iv. Student's involvement: Students' involvement is one of the key issue of online classes. The educator's gave proper notice on this regard. They appreciated the students' involvement to encourage them as well as others to interact more.

- v. Advantages of online class: One of the best advantage of online classes in one can easily access to the class to any distant. In this, Covid-19 outbreak, online class is the only way out of this lockdown of educational institutions. By online classes, learning can be unstoppable. Also, we can be advanced in using electronic devices and other advanced app and so on which is beneficial to get work in today's digital job sector. Moreover, class recording is preserved which gives opportunity

to those who miss classes due to internet connection or other network issues can access the recording in their preferable time to overcome their missing learning.

- vi. Disadvantages of Online Class: Internet inaccessible is the primary disadvantage of online classes. Furthermore, lack of motivation of student's to attend in online class and to perform accordingly like physical classes dishearten teachers as well as demotivate teachers' to give classes. Lastly, online classes cannot give the essence that provides physical classes.

Class Conduction Findings

- i. Lesson preparation: I prepared a concrete lesson plan so that I could take a effective class. During the, I focused on making a good relationship with the students to ease their learning and to remove their hesitation, fear and boredom of online classes. Also I wanted to facilitate them by opening up for their opinion. But my most wanting was to ensure their learning on online classes. For that I greeted them first and grave their attention by starting the class with a little chit-chat.
- ii. Lesson management: I followed Grammar Translation Method of English Language Teaching to make the lesson understandable. In online class, it's too hard to stay focused and in such circumstance Direct Method or other method which focus on English Language for teaching was not seem to me effective. Thus the concern was turned into lesson comprehension rather usage of English Language in teaching.
- iii. Student's involvement: Students' involvement is essential in class to make it effective and lively. Thus I asked for their opinion again and again to interact with them and to know their feedback on teaching. I also prepared class activities to engage them in class so that they did not lose their focus over class.

Chapter VIII

Recommendations

The few recommendations have been given below-

- i. **Brainstorming:** It is important part of learning. The chances should be given to the students to be creative in their activities that would generate ideas of their brains. It would help them to be engaged in learning as well as overcome the boredom of online classes and be an active learner.
- ii. **Proper lesson plan:** As lesson plan is an essential part of teaching, the teachers' give emphasis on that and teach according to the lesson plan to execute classes uniformly as online class is almost anew platform in Bangladesh for both the teachers' and students' and its' normal to do error in such circumstances.
- iii. **Attractive warm up:** Warming up is not unessential. This session should be interesting and attractive so that the students' attention can be grabbed and engaged in class activities.
- iv. **Ensuring connectivity:** Unlike, Physical classes, online class is not an easy platform to connect the teacher- student. Thus the learning in online classes is tougher. So, in online classes teacher should not neglect the power of connectivity rather, ensure connection with students to make learnings more effective.

Chapter IX

Conclusion

In the Bangladesh context where internet connection is not so outstanding, online classes are not a piece of cake for both students and teachers also. It's not an all-new term, although the students and teachers of our country are not accustomed to it. But during this pandemic situation as people have no other option to continue their academic and official work, so they are developing their skills and ideas in this ICT sector. The online-based classes cannot hold students' attention long as they are not visible to the teachers like in physical classes, that's why teachers use various methods and techniques in their online class just to provide a piece of proper information and to make the class effective. As it is a new normal situation many opportunists can create loopholes just to fulfill the desires of their minds. However, students and teachers of our country face some real issues like lack of internet connection and network, ambiguous audio quality. But on the other, it is a chance for anyone to create a new shape of a character, develop and include new skills. It's an individual choice for anyone who uses technology as their wish but it can act as a double-edged sword.

Though Daffodil International University is one step ahead in terms of modernity, they have created an online platform named Blended Learning Center (BLC). Students get all of their requirements here, as I said everyone will gradually get used to it.

Appendices 01

Observation Checklist 01

Institution- Daffodil International University

Evaluated- Zahidul Islam Zahid Course Title- English for Academic Purpose

Student Level- Tertiary No. of Students Present- 31

Lesson Topic- Summary Writing Teaching Platform- Google Meet

Date- 24 June2021 Time- 11:30AM to 01:00PM

Evaluator's: Kamruzzaman

Objectives of the lesson (as perceived):

- i. Talked about summary and its definition.
- ii. Providing the main ideas related to this topic.
- iii. Teach them how to write a summary.

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

Yes, because the teachers started his lesson so nicely. He went through the ice breaking process and then came to the point and the definition of the lesson topic. However he created a friendly environment that helped the students to catch his giving information properly. Secondly he talked about some basic and main key points of the topic and later on he focused on the writing style and techniques of the topic.

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

1	<p>SUBJECT MATTER CONTENT (shows good command and knowledge of subject matter; demonstrates breadth and depth of mastery; tries to develop a knowledge seeking behavior among students)</p>	<p>-He was well prepared with his topic.</p> <p>-He talked about the main ideas, features and supporting details and answering the question of those student proofs that he knows about his topic.</p>
2	<p>ORGANIZATION (organizes subject matter; states clear objectives; emphasizes and summarizes main points, meets class at scheduled time, starts and finishes the lesson properly with an attractive warm up and a conclusive end- how the objectives of the lesson met/ what they have learned today)</p>	<p>-The organization was good. He organized his presentation sequentially for the better understand of subject.</p> <p>-He was focused on time and objectives.</p>
3	<p>RAPPORT (holds interest of students; is respectful, fair, and impartial; provides feedback, encourages participation; interacts with students, shows enthusiasm, both teacher and students are ready for the class not only on subject matter but also in manner, etiquette and attitude)</p>	<p>-Teacher created a friendly environment.</p> <p>-Through the ice-breaking process he attached them into the class.</p> <p>-Teacher talked about their hobby, created a cultural environment.</p> <p>-Established a mental attachment, and gave priority to their questions.</p>
4	<p>TEACHING METHODS (uses relevant teaching methods, aids, materials, techniques, and technology; includes variety, balance, imagination, group involvement;</p>	<p>-He used power point slide as his lesson material.</p>

	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)	-He got questions about the topic from the students and respond them with interest.
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)	-His presentation sequence was good. -Teacher controlled the class with a friendly and positive environment. -Though the audio quality was not so good.

MANAGEMENT

Was the time spent properly?

- Yes, the teacher completed all of his objectives on time. But he took a bit long time for breaking the ice and then entered his topic. Moreover, he spent a quite long time creating a perfect environment. That lengthy process could have an impact on his lesson presentation. And at the end, he also used a big amount of time by doing cultural activities where he can summarize his lesson.

Strengths observed:

Teacher was well prepared about the topic.

His class controlling power was good

He used various techniques and methods

Teacher created a friendly environment in the class.

Suggestions for improvement:

He should care about his time.

Focused on the objectives.

Overall impression of teaching effectiveness:

It was good and most of the students cooperated with him.

Observation Checklist 02

Institution- Daffodil International University

Evaluated- Joy Khan Course Title- English for Academic Purpose

Student Level- Tertiary No. of Students Present- 24

Lesson Topic- Easy Writing Teaching Platform- Google Meet

Date- 18 July 2021 Time- 11:30AM to 01:00PM

Evaluator's: Kamruzzaman

Objectives of the lesson (as perceived):

- i. Teacher need to inform the main ideas, purpose and benefits of the topic.
- ii. Help students to understand the definition and meaning of the topic
- iii. Give suggestions to the students about how to do well in essay writing.

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

Yes, he used a well-organized PowerPoint slide for presenting his lesson. He went through a sequential process. And gave them some relatable example so that students could relate with their life. And he also gave some suggestions about the lesson topic. Though his class control and ice breaking process was so weak.

S/N	Review Section	In what ways? (Specific examples/ clarifications)
1	SUBJECT MATTER CONTENT (shows good command and	-Teacher's preparation was good.

	knowledge of subject matter; demonstrates breadth and depth of mastery; tries to develop a knowledge seeking behavior among students)	-He knew about the details about the topic and knew that from which point he is going to start.
2	ORGANIZATION (organizes subject matter; states clear objectives; emphasizes and summarizes main points, meets class at scheduled time, starts and finishes the lesson properly with an attractive warm up and a conclusive end- how the objectives of the lesson met/ what they have learned today)	-His organization was not so outstanding. Though he went through a sequential process. -He was to the point about his topic.
3	RAPPORT (holds interest of students; is respectful, fair, and impartial; provides feedback, encourages participation; interacts with students, shows enthusiasm, both teacher and students are ready for the class not only on subject matter but also in manner, etiquette and attitude)	-Teacher didn't care about the engagement of the students. -Lack of class controlling ability. -Never go through an ice breaking process. -Never interact with any students. -There was a great communication gap. -That lecture became one sided.
4	TEACHING METHODS (uses relevant teaching methods, aids, materials, techniques, and technology; includes variety, balance,	-Power point slide was the only teaching material. -He didn't care about any techniques and tactics.

	<p>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)</p>	<p>-He didn't even encourages students for their participation.</p> <p>-He was talking to the point of the topic.</p>
5	<p>PRESENTATION</p> <p>(establishes classroom environment conducive to learning; ensures learners' interests, maintains eye contact; uses a clear voice, strong projection, proper enunciation, and standard English)</p>	<p>-His English was good.</p> <p>-He presented some realistic and relatable example for the lesson for better understand.</p>

MANAGEMENT

Was the time spent properly?

Yes, but he just used time to complete his teaching lesson. However he didn't care about any techniques and tactics, he just focused on his objectives and talk to the point and then finished the class.

Strengths observed:

Relatable examples

well prepared about the topic

Focused to the topic and objectives.

Appendices 02

Lesson Plan

Trainee Teacher: Kamruzzaman

Topic: News Report Writing

Class Duration: 1 hour

Lesson Material: Power point slides, doc file, worksheet

Students Profile: 2nd semester students of DIU of English Department

Lesson Objective: By the end of this lesson students will learned,
 how to write a news report appropriately.
 how to get a good number in report writing
 the major points of the topic
 about the lacking & mistakes they incessantly do

	Procedure	Materials/Techniques	Time
1.	*Ice Breaking Process, * Talking about the pandemic situation, and regretting that university is closed due to covid-19. *Encourage theme for participation. *Trying to create a friendly environment.		5Min
2.	Reviewing the previous class (if it happens)		
3.	*Revealing the topic name. *Give some suggestions *Talking about the skeleton of the topic	Using doc file to show the definition of the topic.	10Min
4.	* Entering to the topic *show the key words. *Give realistic example which is		25Min

	related to the topic.		
5.	Task-1	Give them a report and ask them about several key points.	10Min
6.	*Talking about the writing & presenting style of a news report. * & suggestions	Using doc file	10Min
7.	Homework	Now give them a headline and requested them do it as a homework.	5Min
8.	*At the end, give a chart for self-evaluation *tell them to feel free to ask any question, if not then it's the end. * Trying to habitat with them.		2Min

Appendices 03

Photographs

KEY ELEMENTS OF A NEWS REPORT

Headline:

- Catches your attention
- Starts up the story



Byline:

- Writer's name
- Writes Specialty (sports, food, crime, current events)



Place-line:

- Where the story begins



Katrina Khan 11-10-21

AN EXAMPLE OF NEWS REPORT

Headline: Car thief caught trapped in target vehicle

Byline (name of author): Jim Day, Staff Reporter, Wed Feb 25, 2009

Place-line: CANBERRA - A hanging Australian car that was rattled after accidentally locking himself in the vehicle he was trying to steal, police said Wednesday.

Lead: catches reader interest, most important info, introduces topic, answers most of the 5W's

Quotation: "The man, while breaking into the car, had locked himself in the car and couldn't get out," South Australian police said, adding a second thief was found hiding in nearby bushes.

Body: Police were called to a house in Adelaide after two thieves were heard trying to steal a car. On arrival they were surprised to find a 33-year old man hiding inside the vehicle.



Mohd Azza 21-10-21

NEWS REPORT PRACTICE

Jim Wilkes, Science Reporter: TORONTO - In the cult movie classic Attack of the Killer Tomatoes, mutant vegetables cut a deadly swath through the community, consuming everyone in their path.

Canadian astronaut Bob Thirsk says Toronto students cultivating tomato seeds from space shouldn't worry about poisonous food.

"There should be no fear on the part of teachers or parents about any toxic fruit growing from these tomato plants," said Thirsk, who flew aboard the shuttle Columbia on a 17-day mission in 1996.

He said he'll eat tomatoes produced from the high flying seeds or use them to make salsa or ketchup.

Thirsk visited students at St. Cecilia Catholic School on Annette St. yesterday to check up on their experiments with tomato seeds taken into space by astronaut Mark Garneau.

The Tomatosphere project involves 2,500 secondary school classrooms across Canada growing 400,000 seeds, half of which made the trip to space. Space plants are said to grow faster and taller.

"The space-fown seeds made 170 orbits of the Earth, travelled more than 7 million kilometers and spent 12 days weightless," Thirsk said.

At the end of June, schools will send results of their experiment to the Canadian Space Agency which will compile the data and make conclusions.

Thirsk said the program is designed to introduce space science to young Canadians. "I can see that in these classrooms we have potential future Canadian scientists and astronauts," he said. "I find that incredibly exciting."

MU Zahid Hossain 21-10-21

How to Write a Report

Presentation and Style

You should present your report in a simple and concise style that is easy to read and compare. Readers want to be able to look through a report and get to the information they need as quickly as possible. That's why the report has a precise layout on the inside.

There are simple formatting styles that can be used throughout your report that will make it easy to read and look organized and professional. For example:

- Title:** Use just one font in your report. An easy-to-read font such as Arial or Times New Roman is best for reports.
- Layout:** Use tabs whenever possible to format information into easy-to-understand points. Lists can either be numbered or bulleted.
- Headings and subheadings:** Use the two headings and subheadings throughout your report to identify the various topics and levels that are responsible for the data. These will help keep the report organized and can be listed in the table of contents so they can be found quickly.

There are also some writing styles to consider:

- Keep it simple:** Do not try to impress, rather try to communicate. Keep sentences short and to the point. Do not go into a lot of details unless it is needed. Make sure every word needs to be there, that it contributes to the purpose of the report.
- Use an active voice rather than passive where possible:** Active voice makes the writing more readable and easy to read. It also uses fewer words than the passive voice and gives impact to the writing by emphasizing the person or thing responsible for an action. For example: "The customer service department report business" is more concise and direct than "Business is decreased by bad customer service."
- Good grammar and punctuation are also important:** Good grammar and punctuation are also important. Good grammar and punctuation are also important. Good grammar and punctuation are also important.
- Make the right impression:** Reports should be well organized and easy to follow. To achieve this, following a structured format keeps you

Muhammad Munir Khan 21-10-21