

A Project Paper 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: 26th August, 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

This is to clarify 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 the project work under the able supervision of Mr. Mohammad Elius Hossain, Assistant Professor, Department of English, Daffodil International University. I also would like to declare that this project paper or any part of it has not been displayed elsewhere for any kind of certificate, except the present one.

.....

Joy Khan

ID: 181-10-296

Department of English

Daffodil International University

Certificate

I am glad to certify that the Project Report submitted to the Department of English, Daffodil International University, has been prepared by Joy Khan, bearing ID: 181-10-296, 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 to be authentic and original.

I wish him a bright future.



02.09.21

.....

Mohammad Elius Hossain

Assistant Professor

Department of English

Daffodil International University

Acknowledgement

I express my deep gratitude and appreciation to my supervisor, Mr. Mohammad Elius Hossain, Assistant Professor, Department of English, Daffodil International University. For whom made these teaching practices possible for me. I'm completely indebted to him for his enlightenment, encouragement, and contribution to finish this project paper. Even with dealing with some circumstances on his own he always kept on guiding us. If it weren't for him this project paper could have been more difficult for me. As he provided many materials which were very important to finish this project. He also helped to complete my class conduction. I'm eternally grateful that I was lucky enough to work under his supervising. I wish him and his family nothing but happiness and success in their life.

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Abstract

"The art of teaching is the art of assisting discovery" (Marco Van Doren), to teach others means to evolve yourself along with others. As we can also state that "to teach is to learn twice over" Teaching is just another wonderful aspect of education. Likewise, it's the center of all education-related topics there is exist. Assigning project papers in the last semester has become more widespread in today's modern educational institution. This helps the student to strengthen their industrialization of the learning process. This allows the student to act as both authors and initiators of their creative aspect of the learning process. As a student of English literature, many of us aspire to become a teacher once we graduate, and this class observation stuff gives us the exact experience what being a teacher in real life meant to be. This gives us first-hand experience of getting familiar with the process and method of teaching before entering a class.

Chapter: I

Introduction

The idea of this "class observation" and "class conduction" is to help to transmit some kind of particular idea and knowledge to the students. We can't deny the fact that practice is of course one of the most important components to become a teacher. Likewise, it provides a student the experience of being a teacher in the actual teaching environment. During this period a student is have given the chance to execute the art teaching before he began actual teaching. It's also aimed to shape the student-teacher for their future profession. Without this experience, a graduate student cannot be qualified, these teaching practices gave the student to develop skills of management, strategic point of view. Every experience a student goes through this process is guided and evaluated by a supervisor.

Chapter: II

Institution Details

Daffodil International University (DIU) was established in 2002. Since then, DIU has been progressing towards becoming the best private university in Bangladesh as well as Asia. Within a short period of time, DIU has become one of the top universities in Bangladesh. Currently DIU has 24,500+ students under 5 different faculties and 25 departments. DIU established international collaborations with around 380+ universities all over the world and members of leading international organizations. DIU placed 1st among universities ranked from Bangladesh in Times Higher Education Impact Rankings 2021. DIU is the first university in Bangladesh to have signed the UN's Commitment to Sustainable Practices of Higher Education Institutions. According to the SCOPUS indexed research publications in 2019, Daffodil International University has been positioned 4th among all universities and 1st among all private universities in Bangladesh. The university provides academic and career counseling, along with quality education and smart governance practices. It also gives the highest priority to quality education among graduate and postgraduate students.

Chapter: III

CLASS OBSERVATION REPORT

Description:

To complete this project paper our project paper instructor has assigned us to observe at least two classes and write observation reports on those. Before each of us took part in taking a class, our instructor gave us a link of Google meet link, and through it, we observe the classes that we like. Well, I observed few classes thanks to our instructor for encouraging us to attend more classes also the opportunity, each class was very intriguing and also conducted perfectly. And among them, I've chosen these two classes to write observation reports on them. It was a great experience, I really can't thank enough of instructor for this opportunity to observe these classes before my own class conducting assignment.

Class Observation Report – 1

Name of observer: Joy Khan

Instructor: Mohammad Elius Hossain

Teacher: Zahidul Islam Zahid

Program: BA Hons in English

Faculty: Department of English

Batch: 52

No. of Students: 34

Semester: Summer 2021

Course Code: ENG 123

Topic: Summary Writing

Room: Online class (Google Meet)

Date and Time: 24 June, 10 AM.

Observation Report

- ✚ Use of target language (Uses of L2, teacher and student communication) **Effective**
√**Ineffective**

The teacher's target language was L2 which is English. He speaks fluently in Bengali which is also his L1. He used both languages to communicate with students. Though some time as it seems, he felt much comfortable using his L1 to explain or emphasize his lesson. As it seems few students were more comfortable asking questions in their L1. Though some students also tried using L2, even they seemed very uncomfortable using it.

- ✚ Uses of integration of 4 skills (listening, speaking, reading, writing)
√ **Effective Ineffective**

The teacher was exceptional in this aspect. He managed to create an environment where everyone was very much engaging towards the lesson. He allowed the students to read the lesson also did short exercises about them. They repeatedly kept asking questions when he was giving the lecture to ensure they are listening. Also, they were asked to write some of the exercises, and some answers he instructs them to write.

- ✚ Uses of Visuals (Books, Boards, Technology)

√ **Effective** **Ineffective**

The teacher used a PowerPoint slide to present to his class. His uses of visual tools can be marked as successful as his uses were very appreciative and informative. The only negative thing was that some of his slides lack detail and descriptive information. And sometimes the students looked very confusing looking at the slides. But at the same time, he kept asking them they understand the lesson or not. And they were responding, perhaps it worked as a way to engage them more to the lesson.

✚ Uses of Various Activity

√ **Effective** **Ineffective**

They were about 28 minutes of introduction part, where everyone including our instructor introduced the teacher to the class and held meets and greets session them. There was some chit-chat with the students which helped to open themselves to the teacher. Likewise, it also felt benefits in regards of the teacher to create a friendly environment for his teaching. In between his teaching he was asking questing regards much stuff. And here in this sight, I think he could have done it better, as it seems sometimes he was seen drifted away from his main purpose. But whatever the students seem to enjoy the class. As it seems by asking them self-related questions he allowed them to participate more actively. There was also a question and answer segment where he asked questions regarding his lesson.

✚ Conformation of materials

√ **Effective** **Ineffective**

The materials he brought into the class were greatly personalized. As the topic of the class was, Summary writing, every slide was full-example and questions. He tried to give examples out of real-life which was one of many positive factors of his class. Though I think he could've done it more in this aspect, he tried to initiate the student to add their own example to the lesson but it failed. Even though his source material was presented perfectly.

✚ Group Activities or small group work

Effective √ **Ineffective**

They were lots of engagement between the students to students and students to teacher. But there was no group activity whatsoever, perhaps it's because the online class factor doesn't allow it to be that way. But even with these circumstances, the effort that the teacher has shown in bringing everyone to engage is commendable.

✚ Correction of Errors

Effective √ **Ineffective**

The teacher didn't even give an ounce of focus correcting their mistake. As it is a good thing to keep their morals in check also to encourage them to question more and more. They are is a chance pointing out their mistake might demotivate them to ask questions even stray away from the engagement. But I think, he could choose another way to tackle this. Neither neglecting the mistake nor pointing outing he could've just let them know there is another way to answer that which is of course the correct one and made them think about it. Just like some kind of brainstorming.

Feedback

I can say, the class was overall was very successful. Even in this crisis period of time, when everyone was sad or depressed one way or another. His cheerful attitude was comparable. He was very confident in himself and what he was trying to convey through his teaching. His effort to keep the class engaged by frequently asking questions regarding the lesson helped the student to blend in with his enthusiasm of teaching. Also asking the student about them was the perfect blend of and well-communicative class. He didn't force the student to speak any specific language, they were using what they feel comfortable while speaking, and even the teacher didn't give much effort to that aspect. He sang some songs also take initiate the students to do the same. He managed to create an environment of teaching also perfectly capitalizing through his teaching method was quite appealing towards me Overall I can state that it was a well-executed entertaining class.

Class Observation Report - 2

Name of observer: Joy Khan

Instructor: Mohammad Elius Hossain

Teacher: Tania Akter Anika

Program: BA Hons in English

Faculty: Department of English

Batch: 52

No. of Students: 35

Semester: Summer 2021

Course Code: ENG 123

Topic: Essay Writing

Room: Online class (Google Meet)

Date and Time: 18 July, 11 AM.

Observation Report:

- ✚ Use of target language (Uses of L2, teacher and student communication)

Effective **Ineffective**

The teacher sounded very confident while using both L1 and L2, she was very fluent in both languages. Even as it seems her lesson was planned out in English, she used her L2 to describe and emphasize her lesson to the student. As I noticed the students felt more eager and comfortable learning the lesson in their native tongue. Because of that, her use of L2 was very minimum. Some students tried asking questions and communicate through L2 but as it seems they weren't comfortable. Many of them didn't even try. So L1 was the dominant language for most of the class time.

- ✚ Uses of integration of 4 skills (listening, speaking, reading, writing)

Effective **Ineffective**

The teacher did an exceptional job in ace this aspect. She was very friendly at the same was very vogue while communicating with them. Her confidence was shown in her lesson plan. She kept encouraging them to push them to engage more in the class. Even though her reading skill was exceptional she failed to let her students participate more in

this aspect. Otherwise, the student was very keen on her lesson. The students were responding to her question also voicing their opinion. The teacher also asked them to take notes of this session.

✚ Uses of Visuals (Books, Boards, Technology)

√ **Effective** **Ineffective**

PowerPoint is the medium that the teacher chose to present her class to the students. I cannot but appreciate her efforts that she managed to bring out the maximum outputs from the PowerPoint. Her slide was very descriptive also at the same time very intriguing. Her slides were full of depth analysis of the topics also including examples. Thanks to her excellent presenting and teaching skill the session was quite outstanding to get involved with the topics. The topic of the class was very complex but thanks to her, I saw the student seemed very interesting in topics even so some of them rushing the class towards the end.

✚ Uses of Various Activity

√ **Effective** **Ineffective**

At the very beginning of the class, there was a small segment of the introductory part where the student and the teacher were getting to know each other and having small conversations with some students. The purpose behind this was to lighten the moods of the class. The lesson plan and each slide were very informative but there was also some scope to scope to add something, and thus she did a good job to push the students to get

more involved and engage with the class, so they were asking questions simultaneously regarding the lesson.

✚ Conformation of materials

√ **Effective** **Ineffective**

The material she brought to this class was very picturesque even though there were no photos in the slides. Everything that she was teaching in the class along she was using very clear and thought out ways to explain through and out. So this helped to create a clear picture of the topic she was teaching. Even when some parts of slides lack depth understanding, she took her time to cover it up exceptionally. She was frequently kept asking about their real life which was relevant to the lesson she was teaching. And the best part is the student didn't disappoint her efforts.

✚ Group Activities or small group work

Effective √ **Ineffective**

There was no initiate of group activities whatsoever from the teacher. As I understand the situation. It's practically impossible to make them work in a group during class time. This is just another hassle of online classes. As many don't have the same opportunity or luxury of attending class as circumstances favoring them. Low internet speed, lack of proper device we can name a few more. The teacher was successful enough to let them interact and communicate with each other also give an opinion about them, but we can't say this is a group activity.

✚ Correction of Errors

Effective √ **Ineffective**

There weren't many scopes for the teacher to correct the students. As the student seems to commit a very limited number of mistakes, likewise most of them were just miss pronunciation, and the teacher seems to abide them swiftly. Actually, the teacher didn't ask any questions regarding their lesson even any test of their understanding, the only question she seems to ask as we had seen, they understand what she is saying or not? That's it. This might be another reason why there is a lack of mistakes.

Feedback:

This was perhaps the best class I've witnessed in this process of observation. From start to finish her strong charisma was represented in her strong argument. Her teaching method was very attractive at the same time very intriguing to listen to. Every time she opened a new slide her enthusiasm and effort were seen. I can guess how much hard work she had gone through to perform this task. Even though the lesson was very complex so as the topics her discreet way really helps the students to glue themselves to the lecture. The result is shown in their engagement and involvement in-class participation. At the end of the class, the teacher seems very satisfied with how her class ended. Also, the students sounded very satisfied with her teaching. As for me, I'm also very glad that I get to witness her class. We have to agree it was indeed a well-conducted class.

Chapter: IV

Class Conduction Report

Description:

After conducting a class and write a report on that is one of two's requirement that needs to be fulfilled to complete this project paper. I took my class after observing some of the classes my friends had conducted so far. This really helped me to understand some of the aspects of teaching as throughout my whole life I've conducted class. So it was the first time. My supervisor was really helpful, from choosing my lesson to introduce me to the class. He suggested I should take classes from some early batches of students as it'll be easier for me to handle them. The class was carried out in the online form as all the educational institution is closed due to Covid outbreak. So online class conduction was the only solution we had in our hand.

Significance of the Report:

With this report, I aimed to portray the experience of what I gained for my first time teaching, as it might help the students who want to come to the teaching profession. I also wanted to show a clear view of the educational circumstances we have in our country during this lockdown. I tried to indicate the problems we are facing with the online educational system. This would really help the students who want firsthand experience with online teaching. This something totally new completing one's internship through online environment. I'm sure this works of us will surely mark a landmark for the future generation.

Class Conduction Report

Lesson Plan & Report

Supervisor

Mohammad Elius Hossain
Assistant Professor
Daffodil International University

Trainee Teacher

Joy Khan
ID: 181-10-296
BA Hons in English
Literature, 10th Batch

Date: 18th July, 2021

11.30 AM

Teacher (Student)	Joy Khan
Class profile and size	Hons. level student
Class Duration	45 minutes
Medium of instruction	English and Bangla
Class assign topic	Essay Writing (English Language For Academic Purpose)
Teaching materials	<ul style="list-style-type: none"> • Reading Material • Worksheet • Screen presentation • PPT

<p>Learning Objectives:</p>	<p>At the end of the lesson students will be able to –</p> <p>Learn about how write essay for their academic purpose</p> <ul style="list-style-type: none"> • To make them understand what essay’s writing is about. • To learn how to use it to benefit their writing • To teach them, Why essay is so important for putting our thoughts into words
<p>Anticipated Challenges</p>	<p>Even though the situation is pretty depressed nowadays, the aim is to make the lesson as much as enjoyable as one could. With this lesson there is a ground breaking experience coming up to step over the obstacle that might come. There is also a challenge to create friendly environment for the student so they can benefit as much as they can.</p>
<p>Teaching Methodology & Theoretical Background</p>	<p>Communicative language teaching was developed in the era of revolutions in British language teaching traditions from late 1960s. Before communicative language teaching, situational language teaching was in practice in Britain for language teaching. Communicative language teaching focuses on developing the ability of communication in learners in real life situations. It focuses on meaning rather than accuracy (Richards and Rodgers, 2001).</p> <p>Teacher choose this method because as we can see most of the students here basically never spoke L2 for their communication or lesson. Likewise Students are also newly admitted. So there is a possibility using L1 aggressively might hinder the lesson. In other words it’ difficult to understand in other methods like Direct Method or Audio lingual Method. Teacher may use Grammar translation method if the students find some parts difficult to understand.</p>

Motivational factors	<ul style="list-style-type: none"> • Encourage the students to ask more question regarding the lesson. • Attract them with a wonderful PPT slide lesson. • Constantly asking for their feedback. • Make understand the significance learning this lesson.
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Backup Plan	<ul style="list-style-type: none"> • The teacher or the same classmate was ready to take over the class as their may some hindrances occurs during the class. With this online class there is always a chance for some kind of occurrences that might appear. 			
Feedback Process	After every slide is end teacher constantly asked for their feedback.			
Learning Outcomes	After the lesson being completed the students will able to write essay in correct way for their both personal and academic uses. It will also enhance their other aspects of writing.			
Activity	Student / teacher Interaction	Materials/ Techniques	Learning Outcome	Timing
Greetings: <ul style="list-style-type: none"> • Teacher will warmly welcome the Students in the class • Greetings 	Teacher → Students Students → Teacher	Speech	Students will become normal with teacher after the greetings and they will feel free to as any questions.	10 minutes

<p>Teachers activity:</p> <ul style="list-style-type: none"> Teacher will give a speech about the topic and will give some example. 	Teacher → Students	Speech	Student will be able to learn what the purpose of this topic is and how they can be benefit from it.	2 minutes
<p>Teachers activity:</p> <ul style="list-style-type: none"> Definition and summarize what's in for today's lesson. 	Teacher – Students	Speech	The teacher tried to give what sorts of lesson they might be expecting for today's class.	4 minutes
<p>Teachers activity:</p> <p>Structural Details and Analysis of the topics.</p>	Teacher -- Students	Speech	Here in this part the teacher will be analyzing the main theme of lesson and will be asking question regarding lesion.	12 minutes
<p>Teachers activity:</p> <p>The teacher will conclude the lesson</p>	Teacher – Students	Speech	Overall summary of the lesson and make them think what they learn from today's lesson.	7 minutes

<p>Students judging :</p> <ul style="list-style-type: none"> • Students will evaluate their learning from today's class. 	<p>Teacher → Students - Teacher</p>	<p>Talk</p>	<p>Everyone will have group discussion regarding today's lesson.</p>	<p>4 minutes</p>
<p>Inference:</p> <ul style="list-style-type: none"> ✦ questions will be answered by the Teacher 	<p>Teacher → Students → Teacher</p>	<p>Talk</p>	<p>Students will be able to provide their own opinion and understanding.</p>	<p>3 minutes</p>
<p>Conclusion:</p> <ul style="list-style-type: none"> ✦ Teacher will appreciate Students for their efforts ✦ Teacher will ask for any queries ✦ Teacher will close the session with a note of thanks 	<p>Teacher → Students → Teacher</p>	<p>Talk</p>	<p>Students will feel good and appreciated. And leave the classroom.</p>	<p>1 minute</p>
<p>Teacher self-evaluation:</p> <ul style="list-style-type: none"> ✦ Good points about the lesson ✦ How can the lesson be improved? ✦ How class can become more enjoyable? ✦ How to become more approachable for the students. 				

Teaching Experience

The only way we could conduct a class to complete this project paper was online medium. That was our only option. The supervisor informed the intern that he is scheduled to conduct a class on 18th July 2021, at 11.30 AM. The supervisor also informed the intern about his topic for the class and the batch of students for whom he's going to prepare a lesson. A day before the class

the intern send some lesson plan and the topic assigned topic for the class he is going to conduct. On 11.25 AM, 18th July 2021, the advisor posted the google meet link for the intern to enter and conduct the class. After entering the class the teacher introduced him to the entire class and told them to be sincere and attentive to the lesson. He also told them to be more approachable so the intern can be more at ease during the class. Then the advisor left the class, the intern began the class by greeting and asking about the students to make them feel at ease also in mind to create a friendly atmosphere. The lesson began with, what's the purpose of this specific topic and its benefit. For this class conduction, the intern was using PowerPoint Presentation also help from Internet searching. The inter already had it in mind that he's going to use the L1 as his dominant language for this lesson as most of the students here his still fresher. Using too much L2 might shake them off the lesson. He was explaining the topics as well as giving or asking some trivia questions regarding the lesson frequently. But the noticeable part was only a handful of couple students were actively participating in-class activities. Many of them barely showed any enthusiasm regarding the lesson. Even constantly asking from the intern he was unable to make participation out of the whole classroom. After finishing his designed lesson he came to his last slide of conclusion. After that was concluded. The intern brought an interesting slide which often forgot during the lesson. Which is "Revision," the intern thought it would benefit the students to remind them even momentarily. After he states the class was dismissed and everyone can ask anything regarding their lesson today. After that there was a small amount of time was dedicated to this answer and question session. Then the intern appreciated the whole classroom for making this successful also being cooperative with him. The students also congratulated him. After that was over, the intern wished them to have a safe and blessed Eid. With that, he state that the students can leave the classroom if they want as the lesson is already been concluded. After

everyone left the classroom the intern expressed his gratitude to the advisor for arranging this class and by the time he also left the classroom.

Feedback:

The class was overall successful in terms of lesson execution, but it was crystal clear as day the teacher lacks a significant amount of experience regarding other aspects of teaching. Though his lesson plan and lecture were well-executed he always seems very distant from his students to stay connected with his lesson. He tried to cover it up with some witty questions to make them approachable but he was failing constantly. From nature as it seems the teacher is an introvert. So it might be very tough to communicate with the students. But he did his best to create a friendly atmosphere. At times his class was looking one-sided. So it's not far-fetched to level it as a failure term of making an understanding and communicative initiative between the teacher and the students. If the teacher put more effort into this aspect this class would have been a massive success.

Chapter: V

Overall Findings

I was overwhelmed by mixed emotions after going through this experience. After experiencing it now I am now quite aware of its both negative and positive aspects. But it fully depends on the person who is experiencing this online study method. As it can be both blessing and a curse at the same time. At the beginning of the few class that I've observed, I noticed something odd, the students were not as responsive or initiative in the class that I've seen during class conduction when I was in my 1st year, and perhaps it's due to the long-distance learning system. From time to time they seem very lost during some teacher's class very few tried to show their enthusiasm but that was very even number. And also there was our most common issue nowadays, "Slow Internet" because of this issue there were many obstacles that I have noticed, also can't forget about the load shedding issue. But in the end, if our purpose is it learn, we can overcome any obstacle there is exist. There are problems, inconveniences everywhere & we can do so little so less within our strength. Even with these obstacles conducting and observing also the student attending these classes should be appreciated. This online class stuff was like a breath of fresh air to me, when I attended my first online class after one month of break, I hoped everyone feel that way, the situation is completely out of our hands and to make the best uses out of it is what all we can try.

Chapter: VI

Appendices

Appendix – 1

Checklist

Name of observer: Joy Khan

Instructor: Mohammad Elius Hossain

Teacher: Zahidul Islam Zahid

Program: BA Hons in English

Faculty: Department of English

Batch: 52

No. of Students: 34

Semester: Summer 2021

Course Code: ENG 123

Topic: Summary Writing

Room: Online class (Google Meet)

Date and Time: 24 June, 10 AM.

Method: Audio visual method

LESSON PLAN AND EXECUTION					
	Complet ely	Mostly	Some what	little bit	Not at all
a. The instructor got the attention of learners early	✓				

b. The instructor stated purpose in interesting way		✓			
c. The instructor asked stimulating questions		✓			
d. The instructor highlighted important points			✓		
e. The information was presented for given time period	✓				
f. The instructor linked content with application				✓	
g. The stated objectives were met	✓				
h. The instructor encouraged student responsibility for further learning	✓				
Teaching Techniques					
	Completely	Mostly	Some what	little bit	Not at all
a. The instructor asked the students to answer questions		✓			
b. The speaker used brainstorming				✓	
c. The students generated responses	✓				
d. The teacher used audiovisuals		✓			
e. The instructor was conversational			✓		
f. The voice quality/volume of teacher was adequate		✓			
g. The instructor showed interest in the subject	✓				
h. Overall, the instructor tried to help the learners learn the subject	✓				
Class Management					
	Completely	Mostly	Some what	little bit	Not at all
a. Teacher established a rapport with the class	✓				

before starting the lesson					
b. Teacher took the time to introduce the lesson to the Class				✓	
c. Lesson material was meaningful, motivated, contextualized			✓		
d. Effective balance of STT (students talk time) and TTT (teacher talks time)		✓			
e. Time maintenance was effective			✓		
Use of English Language					
	Completely	Mostly	Some what	Little bit	Not at all
a. The teacher speaks in the target language in the classroom appropriately and effectively				✓	
b. The teacher offers opportunities for native language use			✓		
c. The teacher uses familiar words related to what s/he is teaching in class				✓	
d. The instructor presents information about some very familiar topics using native language		✓			
Presentation skills of the Teacher					
	Completely	Mostly	Some what	Little bit	Not at all
a. The teacher's voice is enough audible for all the students.			✓		
b. Teacher's pronunciation is clear enough to understand.				✓	
c. Teacher is able to keep pace while giving lecture					✓
d. The teacher gives adequate pauses while giving lecture.				✓	
Teaching Materials (Teacher designed / Supplementary)					
	Completely	Mostly	Some what	Little bit	Not at all
a. Material fulfills the objective of the lessons provided.				✓	
b. Materials include lessons which are interesting and can motivate the learner			✓		
c. Materials are used effectively and efficiently			✓		

Treatment of Feedback					
	Complet ely	Mostly	Some what	Little bit	Not at all
a. Teacher provided effective feedback to each activity				✓	
b. Teacher provided feedback after the activity is finished					✓
c. Teacher provided feedback individually					✓
d. Teacher gave feedback to the whole class			✓		

Appendix – 2

Checklist

Name of observer: Joy Khan

Instructor: Mohammad Elius Hossain

Teacher: Tania Akter Anika

Program: BA Hons in English

Faculty: Department of English

Batch: 52

No. of Students: 35

Semester: Summer 2021

Course Code: ENG 123

Topic: Essay Writing

Room: Online class (Google Meet)

Date and Time: 18 July, 11 AM.

Method: Audio visual method

LESSON PLAN AND EXECUTION					
	Completely	Mostly	Some what	little bit	Not at all
a. The instructor got the attention of learners early				✓	
b. The instructor stated purpose in interesting way			✓		
c. The instructor asked stimulating questions			✓		
d. The instructor highlighted important points			✓		
e. The information was presented for given time period	✓				
f. The instructor linked content with application	✓				
g. The stated objectives were met				✓	
h. The instructor encouraged student responsibility for further learning			✓		
Teaching Techniques					
	Completely	Mostly	Some what	little bit	Not at all
a. The instructor asked the students to answer questions		✓			
b. The speaker used brainstorming			✓		
c. The students generated responses			✓		
d. The teacher used audiovisuals		✓			
e. The instructor was conversational			✓		
f. The voice quality/volume of teacher was adequate		✓			

g. The instructor showed interest in the subject	✓				
h. Overall, the instructor tried to help the learners learn the subject	✓				

Class Management

	Completely	Mostly	Some what	little bit	Not at all
a. Teacher established a rapport with the class before starting the lesson	✓				
b. Teacher took the time to introduce the lesson to the Class	✓				
c. Lesson material was meaningful, motivated, contextualized			✓		
d. Effective balance of STT (students talk time) and TTT (teacher talks time)			✓		
e. Time maintenance was effective	✓				

Use of English Language

	Completely	Mostly	Some what	Little bit	Not at all
a. The teacher speaks in the target language in the classroom appropriately and effectively				✓	
b. The teacher offers opportunities for native language use				✓	
c. The teacher uses familiar words related to what s/he is teaching in class		✓			
d. The instructor presents information about some very familiar topics using native language	✓				

Presentation skills of the Teacher

	Completely	Mostly	Some what	Little e bit	Not at all
a. The teacher's voice is enough audible for all the students.	✓				
b. Teacher's pronunciation is clear enough to understand.	✓				
c. Teacher is able to keep pace while giving lecture		✓			
d. The teacher gives adequate pauses while giving lecture.	✓				

Teaching Materials (Teacher designed / Supplementary)					
	Completely	Mostly	Some what	Little bit	Not at all
a. Material fulfills the objective of the lessons provided.	✓				
b. Materials include lessons which are interesting and can motivate the learner	✓				
c. Materials are used effectively and efficiently		✓			
Treatment of Feedback					
	Completely	Mostly	Some what	Little bit	Not at all
a. Teacher provided effective feedback to each activity			✓		
b. Teacher provided feedback after the activity is finished		✓			
c. Teacher provided feedback individually					✓
d. Teacher gave feedback to the whole class				✓	

Chapter: VII

References

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Chapter. VIII

Photographs

