

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

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Date of submission: 30 August 2021

Declaration

I would like to hereby notify that this project has been enacted under the supervision of Mohammad Elius Hossain, Assistant Professor, Department of English, Daffodil International University. I would also like to uncover that this project paper or any part of this report has not been submitted to any other organizations for any degree or award. I would like to affirm that this project is my original work based on practical experiences.



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Certificate

This is to certify that Tania Akter Anika, ID: 181-10-289, is a regular student of the Department of English at Daffodil International University. I would like to state that she has accomplished her project paper under my supervision and worked sincerely to prepare this report.

All kind of information and findings presented in this report seem to be authentic. I wish her a better future.



30.08.21

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Mohammad Elius Hossain

Assistance Professor

Department of English

Acknowledgement

First and foremost, I would like to Express my gratitude and special thanks to the almighty Allah for his grace and keeping me healthy in this pandemic situation. I also would like to thank and appreciate my supervisor Mr. Mohammad Elius Hossain sir for granting me the opportunity to do the project activity in his supervision and providing us with all the support and information anytime, which made me finish my project obligations successfully. I really want to thank him from the bottom of my heart for showing such excellent support, guidance, kindness, and providing project related information, in spite of having a troublesome period during this covid-19 outbreak. I would like to thank two of my classmates, Sraboni Akter Irin and Saifur Rahman for granting me to look on their classes and also would like to extend my thanks to the students of the classes that I observed and conducted. I also would like to thank one of my classmates, Tamanna Akter, who is my sister too, for providing all the helpful relevant information regarding project paper whenever I needed it. Last but not the least, I would like to add that I was fortunate enough to have Mohammad Elius Hossain sir as my supervising teacher. I have no valuable words to Express my gratitude, but my heart will always pray for their everlasting happiness.

Abstract

The impending lockdown due to the Covid-19 outbreak has forced many educational institutions to offer online classes almost all over the world. On March 16, 2020 all the educational institutions were shut down in Bangladesh. According to the UGC, 63 out of 151 private and public universities started online classes after about two weeks. This project paper aims to present the online class scenario of English language teaching and learning during the outbreak of Covid-19 situation. The motive of the project is to examine how the teacher conducts the online class and how the students observed that in English during this pandemic situation. The online classes were not familiar enough before the Covid-19 outbreak. Though at tertiary level, the device is not up to the mark for which teachers and students both face some difficulties, this paper finds online education systems as one of the most effective as well as popular means of education due to the ensuing lockdown caused by Covid-19 pandemic in Bangladesh. The teachers offered necessary worksheets, exercises to the students so that they could find all the relevant materials for their lesson properly. Few recommendations and findings have been given based on the observations and conduction of classes. Some strengths and weaknesses of the teachers are also remarked during the observations of the classes.

[Keywords: Covid-19, Lockdown, Online class, Bangladesh, Language]

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Chapter-I: Introduction

The Covid-19 has obligated the whole world to shut down the educational institutions for which approximately 120 crores students are staying at home and unable to go to the classroom (Li & Lalani, 2020). As a result, education has obtained a rigorous change by introducing e-learning, where teaching is being ensured by using numeral ways from anywhere (Li & Lalani, 2020).

English is the lingua franca worldwide and as a result of the technological advancement and educational development, English is getting popular and necessary in every sector of Bangladesh day by day. For the students of Bangladesh, English as the international language is of foremost consideration, which anticipated this clear why Bangladesh has one of the biggest learning communities throughout the entire world (Rahman and Pandian, 2018). The continuing lockdown because of the Covid-19 outbreak, people of Bangladesh are getting more interested in using digital platforms. Nowadays, because of the sustainable evolution and enhancement of ICT, teaching and learning have been more digitalized among many other academic activities (Hossain, 2018). Teachers are trying their best to provide all the needed facilities for the students related to online classes. They are also trying to improvise their ICT skills to serve effectively during online classes.

Chapter-II: Objectives

The prime aim of this project is to point out the new state of English language teaching and learning in this pandemic situation by using the online platforms. The objectives are-

- Online class observation and conduction in English during this pandemic.
- To observe the teaching techniques and procedures in online class.
- To investigate the effectiveness of teaching techniques by conducting a class.
- To find out the difficulties of online class.
- To observe the differences between online and physical class.
- To monitor the activities of the students during the online class.
- To monitor the strengths and weaknesses of a teacher during the online class.
- To understand the mental state of the students in the online class.

Learning outcomes:

- After finishing the project paper course, we are going to:
- Be familiar with the practical efficiency required for the English language teacher.
- Learn about the positive and negative aspects of English language teaching.
- Illustrate the applied proficiency earned from the understanding of English language teaching.
- Exhibit the competence of writing a project paper.

Chapter-III: Methodology

Selecting an Institute:

During this lockdown as a result of the outbreak of Covid-19, all educational institutions were closed all over Bangladesh. So, Daffodil University provided me with the opportunity to accomplish my project paper as a student of this university.

Selecting Class:

My supervisor, Mohammad Elius Hossain sir, advised me to select any of the 3 courses he was teaching for my class conduction and observation. I decided to observe 2 classes and conduct 1 class with the second semester students and the course name was "English for Academic Purposes".

Selecting Facilitator:

A teacher was selected as a facilitator by the Department of English. The decision was not in my hands but I was very happy about it. I am really very grateful to my respected teacher, Mohammad Elius Hossain sir for helping me with all the necessary information and instructions whenever I needed. The teacher helped me to select which class I could choose to conduct. He introduced me at the opening of my class with the learners and provided me all the instructions.

Using checklist:

For the class observation, I used 1 semi-structure checklist to learn about the seniors teaching learning procedure.

Classroom Observation:

The date and time of the classes were finalized by the assigned teacher. The first class observed on 22 July at 10:00 am and the second one on 23 July at 11:30 am. Both of the teachers started their classes with an ice-breaking session to make the students easy and comfortable. The teachers were very friendly and successfully interacted with the students. Most of the students were very interactive, but some of them were silent during the whole class. It seemed they attended the class just for the attendance. The teachers tried their best to make the class lively. The classes were taken up to 1 hour 30 minutes. As these were online classes, the teachers had the perfect arrangement of technical materials and internet. While teaching, both of them were loud, energetic, understandable and enthusiastic.

Chapter-IV: Institution Details

This internship was organized by Daffodil International University, a renowned university and is recognized in independent government assessments as one of top graded universities in Bangladesh. Under the Private University Act of 1992, the university has been founded by Daffodil Group with the approval of the Ministry of Education with a motto of "A Landmark to create the Future". The main campus is located at Dhanmondi and the permanent campus is located in Daffodil Smart City, Khagan, Ashulia, Savar as well as another campus is in Uttara. Dr. Md. Sabur Khan, The Chairman, Abdul Hamid, The Chancellor, and Professor Dr. M. Lutfar Rahman, The Vice-Chancellor of the university.

DIU offers undergraduate and postgraduate programs through its 23 departments. It is separated into two work schedules, day shift and evening shift. There are 150+ acres of large, beautiful, green campus in the permanent campus. There are approximately 24 thousand students studying in different departments. The university provides 20% to 100% scholarship for the students based on their academic performance. They also organize and offer foreign scholarships for the students in different countries. There are also more than 70 well experienced teachers and some of them are PhD holders. There are various clubs where they organize lots of cultural programs in the university area. The whole campus area is surrounded by Wi-Fi and monitored by CCTV cameras for 24 hours. Daffodil has its own online academic system maintaining platform called Blended Learning Centre (BLC). Daffodil also provides every student with a laptop.

Chapter-V: Class Observation

Report on Observation-1

General Information

Institution: Daffodil International University

Tutor: Saifur Rahman

Level: Pre-intermediate

Department: English

Topic: Scanning and Skimming

Number of students: 40

Date: 22-06-2021

Time: 10:00am to 11.30am (1.30 Hours)

Place of Observation: Google Meet

Observer: Tania Akter Anika

Classroom Management: The presence of the teacher during the whole class was very luminous. He welcomed the whole class warmly and made the students comfortable from the beginning. The balance of STT and TTT was very worth praising. The lesson materials were accessible and as per the lesson plan.

Student's Information: The age of the students was approximately around 19 to 21. Some of them tried to communicate in English with the teacher. Most of them were using their mother tongue Bangla for interaction.

Lesson Objectives: The lesson objective was to teach them the use of Scanning and Skimming.

Lesson Material: Topic materials and exercises in ppt file.

The experience:

The teacher started the class by introducing himself. Then he greeted the whole class warmly. Some of the students were very responsive and energetic towards the class. After that the teacher made an ice breaking session to make the students comfortable and easy as it was his very first class with them. He talked about their present situation during the pandemic and also about their beautiful green campus. There was a very friendly and positive environment in the class.

The teacher shared his computer screen and opened a ppt file after the warm up session. Then he disclosed the topic with the learners which was "academic reading". He wanted to check the prior knowledge of the students regarding the topic, in that case he asked some of the students to share their opinion. Some students named Shifatul, Tanvir, Showmick gave their ideas, though they failed to fulfill the teacher's satisfaction. At that moment the teacher went a bit out of the topic and asked whether they wanted to go abroad for their studies. None of them showed interest. Then the teacher talked about the IELTS program and the difficulties of reading tests in this program. After that he described the importance of reading skills and the techniques of reading. After discussing it he asked a question and offered some gifts for answering correctly. He asked what the key topic materials were going to be learned. Some of them tried but didn't get the exact thing. Then he showed the topic materials that were "Skimming & Scanning". He discussed Skimming and gave a definition of it. He also talked elaborately about this with real life examples by asking related questions. The students were very cooperative towards the teacher. After Skimming, he came into the topic Scanning and asked the students to tell something about it. Shifatul shared his idea and the teacher appreciated him. Then he gave an extended idea about Scanning. Likewise, he gave real life examples regarding Scanning by interacting with the students. One of the students shared one of his problems with which the teacher dealt very friendly.

After finishing the discussion session, he practiced some exercises with the students. He showed a paragraph and told them to read it within 3 minutes. He told them he was going to ask them some questions from this paragraph and again offered some gifts for answering correctly. He also gave concern about the students who were not responding in the class. Then he asked 3 questions and told that whoever answered first would avail the gift. Many of them answered correctly and the teacher promised them to give their gifts. Then the teacher discussed

the questions more specifically for their better understanding. After discussing thoroughly, the teacher picked one of the students named, Sadia, to describe the topic Skimming. But the student wasn't clear about this, thus the teacher repeated the whole thing again. Then he again showed some questions and told the students to find out the answers from a slide by themselves. Many of them gave correct answers and the teacher appreciated them. After that he discussed the questions again elaborately. Then he again picked one of the students to explain Scanning. As he had some confusion, the teacher again went through the topic and told another student to talk about this. The student, named Shukanto, explained that beautifully and the teacher appreciated his initiative. The teacher incited the learners to ask questions and made their confusion clear. Then he talked about the significance of Skimming and Scanning. Some of the students, Jannatul, Shifatul, Tanvir, Faria were very active during the class.

Lastly, the teacher held a question & answer session to clarify all the confusions regarding the topic. Finally, the teacher thanked all the students for their active participation and wrapped up the class.

Strengths of the educator:

- i. The educator was very specific to his lesson objectives.
- ii. The teacher made a very successful engagement with the students and encouraged them to participate actively in the class.
- iii. The teacher was very patient and helpful to the students.
- iv. The teacher was very punctual and delivered his lesson according to the lesson plan.

Weaknesses of the teacher:

- i. The teacher failed to encourage the students to use the target language properly.

Report on Observation-2

General Information

Institution: Daffodil International University

Tutor: Sraboni Akter Irin

Level: Pre-intermediate

Department: English

Topic: Summary Writing

Number of students: 40

Date: 23-06-2021

Time: 11.30am to 1.00pm (1.30 Hours)

Place of Observation: Google Meet

Observer: Tania Akter Anika

Classroom Management: The teacher was very friendly and cooperative with the students from the beginning. The teacher tried to maintain the lesson objectives properly. Sometimes she went a bit out of the lesson topic in between her lesson delivery. There was a nice balance of STT and TTT in the class. Teacher's lesson materials were very meaningful.

Student's Information: The age of the students was approximately around 19 to 21. Most of the time they interacted with the teacher in Bangla but some of them tried to communicate in English too.

Lesson Objectives: The lesson objective was to teach them how to write a summary effectively for academic writing.

Lesson Material: Topic materials and exercises in ppt file.

The experience:

At first the teacher introduced herself to the class and greeted them warmly. Then she made an ice breaking session to ease the situation, instead of jumping into the lesson directly. She talked about the reason behind choosing their subject English and also talked about their beautiful university campus. They had a wonderful conversation and the students were very responsive and energetic towards the teacher. Many students gave their opinions spontaneously. There was a comfortable and positive vibe in the class. Both the students and the teacher shared their own stories and experiences. The teacher was quite happy with the participation of the students. She also encouraged them to join into the extracurricular activities and gave them possible information regarding this.

After the ice breaking session, she asked the students to guess the topic of the lesson. The students were not very sure about the topic. Thus, the teacher presented her computer screen and opened a ppt file to show the topic. The topic was "Summary Writing". To check the prior knowledge of the students regarding the topic, the teacher asked them to tell something about the topic. Some students gave their ideas and the teacher was happy with their responses. Then the teacher clarified the thing more specifically. She asked the students to read the slide and one of them, Sweety, read it loudly. Then the teacher explained the slide and gave the definition of summary. Coming to the next slide, she discussed the motives of the summary writing. Likewise, one of the students read it and the teacher described the whole thing elaborately. Then she talked about the core procedures of summary writing and the "topic sentence" was the very first thing. Again, one of the students read it and later the teacher gave an extended idea about this with proper examples. Meanwhile the teacher also checked the attendance of the students and also held a chit chat session with the students to reduce the boredom. Then she asked a question about the topic sentence which she taught earlier before the chit chat session. The students gave the correct answers. After that she discussed "supporting details". As usual, one student, named Sajeeb, read it and the teacher explained the whole thing beautifully. Then She gave further details about summary writing and also talked about the proper writing skills of a summary and held a small chit chat session.

Sometimes she went out of the lesson topic and held some chit chat sessions in between her lessons to reduce boredom. After getting back to the lesson she talked about "concluding sentences". One of the students read it and the teacher illustrated the whole thing elaborately.

After that she talked about paraphrasing with relevant examples. Lastly, she discussed some guidelines to write a proper summary. After finishing the whole lesson, she gave a task to the students. She gave 2 paragraphs and told them to write the summaries of these 2 in 1 sentence. Many of the students wrote these in the comment section and the teacher checked them all. Then she corrected some of their errors and appreciated their initiative.

After checking all their works, she held a question & answer session to clarify their confusions. Finally, she thanked all the students and asked for their feedback regarding the class. All the students were very positive and happy with the teaching.

Strengths of the educator:

- i. The educator was very specific to the lesson.
- ii. There was a very friendly environment between the teacher and the students.
- iii. The teacher was also very concerned about the students who were inactive.

Weaknesses of the teacher:

- i. The teacher failed to use the target language in the class properly.
- ii. The teacher failed to encourage the students to use English for communication.
- iii. Sometimes the teacher seemed a bit confused in the class.

Chapter-VI: Teaching Report

Self-reflection:

On 18th of July, 2021, I conducted an online class through Google Meet and I was assigned a topic by my advisor teacher to teach which was 'essay writing'. The students were from the 19th batch of the English department at DIU and there were 20 students in the class. The objective of my class was to teach them the basic structures of essay writing through a ppt slide for their better understanding. The class was about 1:30 minutes long from 11:00 AM to 12:30 PM.

I started my class by greeting the students warmly and introduced myself to the whole class as it was my very first class with them. The students seemed very energetic and positive towards the class. As it was my first interaction with them, I held an ice breaking session to comfort them and ease the situation. I talked about their present situation during this lockdown as we all were experiencing an alarming pandemic situation. They seemed very upset and frustrated about their current situation but some of them were utilizing their time by learning and doing new things which was very commendable. We had a wonderful conversation and the students seemed very comfortable and responsive after this warm-up session.

After the ice breaking session, I shared my computer screen and opened a ppt slide to start my class. At first, I gave them a little hint to guess the topic. Some of them tried but only one could guess the topic correctly and that was 'essay writing'. However, then I told them about the topic and gave some basic information regarding the topic. To check their prior knowledge, I asked them to tell me something about the topic. One of them, named Kajol, shared her idea. Then I gave them a proper definition and expanded ideas about essay writing. Making sure that they had no confusion, I jumped into the next slide that was types of essays. Then I discussed some of the pre-writing tips of an essay writing with them. After that we moved to our main discussion topic that was the basic structures of an essay. In this section, I talked about the three parts of an essay, the introduction, the body and the conclusion. I explained these three parts elaborately and made all their confusion clear. Then I gave an example of an essay for their better understanding. After explaining the example, I gave them a class task. I gave them

5 minutes to write an introduction to an essay. Almost all of them tried to write. I checked some of their writings and solved their errors. I appreciated their efforts and also gave concern about the students who were not attentive. Lastly, I talked about how to revise an essay perfectly. I tried to give them some tricks and tips of revising to make their essay effective and top notch.

Then I held a question & answer session to clarify all of their confusions regarding the topic. I tried to encourage them to ask questions. I asked them to give feedback on my class. The students seemed very happy and satisfied with the class and gave positive feedback which really encouraged me. At last, I thanked them for their active participation and wrapped up the class.

Critical analysis and self-reflection findings:

Lesson management:

I prepared a complete lesson plan earlier on the class where I managed the class time and topics that I needed to follow during the class. I made a beautiful ppt slide which was full of proper information regarding the topic.

Lesson delivery:

I followed the GT method during the class to connect with the students as they were in their 2nd semester. I encouraged them to participate in the class and tried to make them comfortable and easy. I also divided the whole into different sections as per my class objectives for their better understanding.

Class participation:

I found them very energetic and active from the start. They were very co-operative and interactive during the whole. They answered my questions actively. They showed their interest in the topic and asked questions willingly. They helped me during the whole class which was really worth praising.

Using technology and materials:

As it was an online class, I conducted the class through Google Meet and made a PowerPoint presentation for them.

Use of language:

I started the class by using English but later also used Bangla for their better understanding as it seemed they were facing some difficulties. I tried to use simple and effective English words so that they can understand the whole lesson without any hesitation. I provided the example and task in simple English words.

Maintaining the class:

I made an ice breaking session instead of jumping into the main topic directly to ease the situation. There was a positive, enthusiastic and active participation of the students during the class and the environment was very friendly.

Task Accomplishment:

The performance was quite impressive but, in some parts, it could have done in a more promising way. However, the task went really well.

Chapter-VII: Overall Findings

As the requirement was to conduct 1 class and observe 2 classes, the task was completed with the maximum effort. Some positive and negative aspects were found during observation and teaching.

Observation Findings:

The teachers were very punctual and friendly during the classes. They used Google Meet and ppt slide for teaching. They tried to interact with students with their maximum effort. They were very flexible, fluent and straightforward during the classes. They appreciated the students for their active performance and also paid attention to the inactive students. They used real life examples while delivering the lesson. They entered the classes with a proper lesson plan. The students were very polite and attentive towards the teacher. They tried to cooperate during the whole class. However, a small number of students were not responding properly. They just attended the class for the attendance. Less response of the students can affect the continuity of the class. No interruptions were seen during the classes. Teachers used both Bangla and English effectively for the better understanding of the students. But, as it was an English language teaching class, using standard English would be more acceptable. Some students were giving excuses for having internet problems. As the teachers were not seeing the face of the students, it was quite difficult for him to understand what they were doing behind the cameras. Sometimes there was a long chit chat session which consumed the study time.

Teaching Findings:

I made a proper and effective lesson plan and a ppt slide with all the lesson materials covered before starting the class. For further correction, it was sent to my supervisor. The supervisor checked and confirmed this. I also made myself ready for the questions & answers session. I started my class with a warming session to make my students comfortable. I gave them a primary knowledge about the topic before jumping into the main lesson. I tried to deliver the lesson with real examples to make this easier. I organized a very easy and simple task for them. I planned to use English in my class but it seemed the students were facing difficulties understanding the lesson. So, I used both Bangla and English spontaneously as their first language was Bangla to

make the lesson effective, though using standard English could be ideal. I found some of the students inactive during the class. I tried to interact with them and encouraged them to ask questions. Online class makes it difficult for me to interact with the students properly. As I was unable to see them physically, it became hard for me to detect their activities behind the cameras. Because of time shortage, I failed to check everyone's writing. Sometimes I felt a bit disconnected because of their less responsive behaviour.

Chapter-VIII: Recommendation

- i. Teachers should use Bangla and English simultaneously for the better understanding of the students.
- ii. Teachers should encourage the learners to ask questions.
- iii. Educators should give attention to the students who are inactive during the classes.
- iv. Teachers should be provided with proper training about online classes and using digital technology.
- v. Teachers should take some breaks while teaching to avoid boredom.
- vi. Students should be motivated to speak English during the classes.
- vii. Teachers can arrange different activities during the classes to engage the students.
- viii. The institutions should provide laptops for the students to increase the regularity in the classes.

Chapter-IX: Conclusion

Overall, the project analysed the present scenario of online education in English during Covid-19 outbreak. It is found that it is difficult to conceive a challenging new teaching system without any Preliminary activities. The lockdown has posed various impacts on the education system of Bangladesh. Both the teachers and students are trying their level best to get used to this new normal online education system. Still there are a lot of factors that are creating challenges to utilize these online schooling techniques successfully. However, we have no alternatives but to embrace this online learning system during this pandemic situation as it is the only means of communication for continuing education. Though many students are getting benefitted, a large number of them are facing some troubles living in rural areas.

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Appendix 1

Checklist for Class Observation -1

Institution: Daffodil International University

Teacher's Name: Saifur Rahman

Batch: 52 No. of Students Present: 40

Course Title & Code: English for Academic Purpose (ENG 123)

Room No: Online Class Peer/Observer: Tania Akter Anika

Date and Time: 22-06-2021, 10:00am to 11:30am

Objectives of the lesson (as perceived):

- i. Reading skill development: Scanning & Skimming

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

The teacher was very specific to his lesson objectives. Firstly, he made the students aware of the importance of reading skills. He used real life examples related to the topic for the better understanding of the students. He also gave them some tasks and monitored these beautifully. He also held a questions & answers session where most of the students were very active which indicates that the teacher delivered the lesson successfully according to his lesson plan.

| S/N | Review Section | In what ways? (Specific examples/ clarifications) |
|-----|---|--|
| 1 | 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) | <ul style="list-style-type: none"> ✓ Was very specific and to the point about the lesson ✓ Asked for the feedback frequently ✓ Lesson delivery was perfect and took queries from the students |
| 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) | <ul style="list-style-type: none"> ✓ The lesson plan was beautifully organized ✓ Held a beautiful ice breaking session ✓ Time management was proper ✓ Taught new techniques of reading skill |

| | | |
|---|--|---|
| 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) | <ul style="list-style-type: none"> ✓ Had a friendly relationship between the teacher and the students ✓ Encouraged the students to participate actively ✓ Students were very enthusiastic towards the class ✓ Made the class lively and enjoyable |
| 4 | TEACHING METHODS (uses relevant teaching methods, aids, materials, techniques, and technology; includes variety, balance, imagination, group involvement; encourages questions from students and responds with interest; is open to ideas; uses real life examples that are simple, clear, precise, and appropriate; stays focused on and meets stated objectives) | <ul style="list-style-type: none"> ✓ Lesson materials were beautifully organized in ppt slides ✓ Used real life examples ✓ Motivated the students to ask questions and answered these with patient |
| 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"> ✓ Had a clear and loud voice ✓ Tried to interact with the students ✓ Used both Bangla and English together |

MANAGEMENT

Was the time spent properly?

Time management were great throughout whole class. Always remained focused while delivering the lesson.

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)

Started the class with an ice breaking session and introduced the topic to the students. Then talked about Scanning elaborately and gave examples. After that discussed about Skimming with proper examples. Practiced some exercises and gave a task. Lastly held a questions & answers session.

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 whole class continued smoothly and no critical event observed.

Strengths observed:

- Specific to the lesson objectives
- Made a successful engagement and encouraged the students to participate
- Was very helpful and patient
- Was very punctual

Suggestions for improvement:

I have no suggestions for the teacher.

Overall impression of teaching effectiveness:

Overall, it was commendable.

Checklist for Class Observation -2

Institution: Daffodil International University

Teacher's Name: Sraboni Akter Irin

Batch: 20 No. of Students Present: 40
 Course Title & Code: English for Academic Purposes (ENG 123)

Room No: Online Class Peer/Observer: Tania Akter Anika

Date and Time: 23-06-2021, 11:30am to 1:00pm

Objectives of the lesson (as perceived):

- i. How to write a summary effectively
 Were the objectives achieved and to what extent (in your view)?

The teacher successfully achieved the objectives as most of the students tried to participate during the task session and the performance was quite good. They also showed interest during the questions & answers session actively.

| S/N | Review Section | In what ways? (Specific examples/ clarifications) |
|-----|---|---|
| 1 | 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) | <ul style="list-style-type: none"> ✓ Lesson materials were very clear and informative ✓ Explained and discussed about the topic Elaborately ✓ Frequently asked for feedback |
| 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) | <ul style="list-style-type: none"> ✓ Beautifully organized the lesson plan ✓ Time management was good ✓ Interactions were proper ✓ Had a wonderful warm up and wrapping session |

| | | |
|---|--|--|
| 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) | <ul style="list-style-type: none"> ✓ Had an excellent engagement ✓ Students were very active ✓ Appreciated the performance of the students ✓ Had a balanced student teacher relationship |
| 4 | TEACHING METHODS (uses relevant teaching methods, aids, materials, techniques, and technology; includes variety, balance, imagination, group involvement; encourages questions from students and responds with interest; is open to ideas; uses real life examples that are simple, clear, precise, and appropriate; stays focused on and meets stated objectives) | <ul style="list-style-type: none"> ✓ Gave real life examples ✓ Arranged proper and specific lesson material ✓ Encouraged the students to ask questions and responded calmly ✓ Remained specific to the lesson objectives |
| 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"> ✓ Clear and loud voice with good pronunciation ✓ Used both Bangla and English |

MANAGEMENT

Was the time spent properly?

Had a good time management.

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)

Started with a warm up session and then introduced the topic. Then talked about the core procedures of summary writing with examples. After that discussed about paraphrasing and gave examples. Lastly, she gave them a task and checked their answers. After checking their answers, she held a questions & answers session and thanked the students for their participations before leaving.

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?

No critical event was observed.

Strengths observed:

- Was very specific to the lesson
- The teacher was very friendly
- Showed concern about the inactive students

Suggestions for improvement:

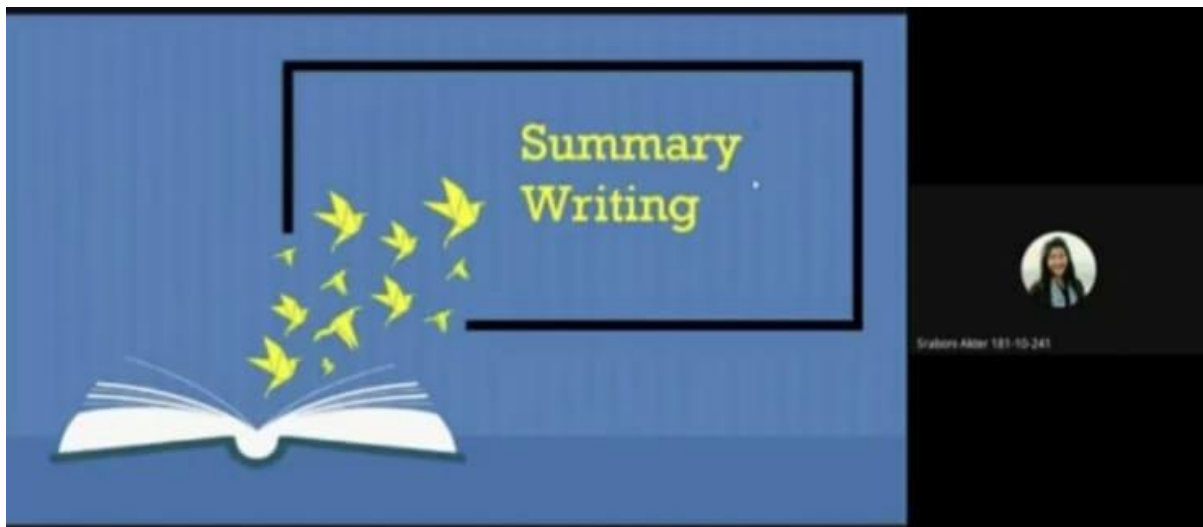
I have no suggestions for the teacher.

Overall impression of teaching effectiveness:

Overall, the teacher did a brilliant job.

Appendix 2

Photographs



Types of Essays

| | |
|---|---|
| NARRATIVE Tells a story | DESCRIPTIVE Puts a picture in your head |
| EXPOSITORY Explains something | PERSUASIVE Wants the audience to agree |

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