



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

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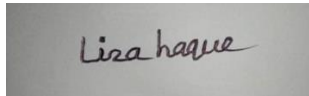
Faculty of Humanities and Social Science

DAFFODIL INTERNATIONAL UNIVERSITY

This internship report is submitted to the department of English, Daffodil International University, for the partial fulfilment of Bachelor of Arts (BA) in English Degree.

Declaration

I do hereby declare that my Internship report on “Online Class Observation and Conduction in English during the Outbreak of Covid-19” is an authentic and unique work accomplished by me, title "Project Paper" (Course Code: ENG334) in the program of B. A. (Honors) in English. The project has been done under the supervision of Al Mahmud Rumman, Senior Lecturer, Department of English, Daffodil International University. I also assure that neither this project work has been submitted nor published to any other University, Institution or publications for achieving a certificate of a degree or a diploma.

A rectangular box containing a handwritten signature in cursive script that reads "Liza haque".

.....
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Certificate of Approval

I am here to certify that the Internship Report on “**Online Class Observation and Conduction in English during the Outbreak of Covid-19**” carried out by Liza Haque Doli holding id 181-10-266 of English department is an original record of her work based on her practical experience. She has successfully completed her project under my supervision during the Summer Semester 2021.

I am glad for the authenticity of her work and I strongly recommend this work for viva-voce and academic commendation.

I wish her success in every step of her life.

Al Mahmud Rumman

Senior Lecturer

Department of English

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Acknowledgement

First, I would like to thank the almighty creator for giving me the ability, strength, and patience to finish my internship and prepare this report successfully. I would like to express my sincere gratitude to my supervisor Sir for being so humble and supporting while finishing my internship report. Without the help of my supervisor, I would not have done it better. He showed us all the details we needed to focus on and tried to help us out no matter how busy he was. The journey of doing this report gave me really an amazing and effective experience and I am thankful to all who helped me out with my internship report. Finally, I would like to thank the students of department of English who attended my class and helped me a lot.

I wish them a happy and blessed life.

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Abstract

This paper aims at presenting the real situation of online based education system in Bangladesh during the Covid-19 Outbreak. This paper focuses on how the universities of Bangladesh are conducting the classes using different online platforms amidst the pandemic. Different methods and materials used in online classroom are being dissected to find out the strengths and weakness of online based education system. Online classroom experience of both of the teachers and students are being brought to light to understand the real challenges and opportunities of online education system. Experience and are being collected from several classes conducted through different online platforms to find out the real problems faved by the teachers and students during online teaching in the classes. The paper recommends some probable solutions to increase the effictiveness of online education in tertiary level

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CHAPTER 1

Introduction

During the Covid- 19 pandemic an online class played an important role. Teachers conducted class from whom and it is easier as students can attend classes from anywhere through internet. Educational Institute are left on two choices either sit at home leisure or go for online class. Mainly this report focuses on Online teaching and learning during this pandemic.It is a challenge for the teachers who patiently gave lesson by learning management system. By online platform students can view their syllabus, assignment, presentation, course overview and easily connect with their fellow mates. A survey shows that before the crisis, 23.90 per cent of the students families were below the poverty line(United state Bangladesh news) Teachers can assign their works through Google Classroom, BLC or any website they create. Teachers take classes by Google meet.Knowledge can be transferred through multiple media.This Covid- 19 has affected our education system tremendously. Every School, College and Universities have closed by the government. All the education institutions will remain close in this pandemic, said state minister for Public Administration –(Farhad Hossain). But learning can not be stopped so teachers found the online process. English language is an International language and Bangladesh consider it as foreign language.

CHAPTER 2

Objectives

1. To learn how to conduct and observe classes in online due to Covid-19
2. To learn the feeling of both teachers and students on the online class
3. Applying the teaching method like CLT, GT method on learners in online class.
4. How the students reacting while attending online classes and maintaining connection with teachers.

CHAPTER 3

Methodology

Selecting Institution :

Due to the pandemic situation, We completed our internship in online classes. We were instructed from our supervisor to conduct and observe the classes at our own University.

Selecting Classes:

Two classes were chosen for observation and I conducted a class from from English department.

Observing class:

I observed two classes which was conducted by our honorable teacher from English department . Teacher taught Role Playing, and Simile and Metaphor. From the observation classes, I saw how a teacher nicely maintains the time, how to communicates with students, how a teacher conducts online classes and how a teacher instructs students by using Google meet.

Using Checklist :

A checklist was used to collect the information from the observation classes

Conducting Class :

I conducted a class from the Department of English on 4 August, 2021. It was very difficult and challenging for me to take the class during the pandemic situation. class was taken from Advance English Grammer and duration of the class was 20 minutes.

Institution Details

Daffodil International University is a private university which located in Dhanmondi, Dhaka, Bangladesh. A permanent campus is located in Daffodil Smart City, Khagan, Ashulia, Savar in Dhaka district. It was a in of 2002. DIU placed 1st among universities ranked from Bangladesh in Times Higher Education Impact Rankings 2021. It has four academic buildings, Auditorium, Lab, one big playground and two fields. There are more than 21,000 students are studying and 730 faculty members are total in both branch. All the teachers are from reputed university. They are friendly in both online and offline classes. The university helps every students by giving Corona special waiver to help financially. The goal of the university is to provide a good education and make a good relation with students.

Classroom Observation Report

Institute : Daffodil International University
Teacher's Name : Mahmudul Hasan
Observer : Liza Haque Doli
Present Students : 36
Course Title & Code: English -1 (ENG – 101)
Class Type: Online (Google Meet)
Meet Code: sam-wmpz-cxh
Class Duration : 1 hour 30 Minutes
Date : 20 June 2021
Students Information : All the students are from University level so their age is around 21-24. They are from summer 2021. They were using English language in a good way, some were nervous and some are enjoying.
Lesson Objectives: Role Playing.
Course Materials: PowerPoint Slide & YouTube Videos.

Observation Report 1

At the beginning of the class, the teacher first welcomed his students and told them what he was going to teach them. The teacher was very enthusiastic and friendly in answering questions of the students. He talked about quiz date and online problems and network issues . The teacher open a forum of attendance, mid term and course outline from BLC and discussed a bit. Then he started his topic of the lesson plan 'Role Play'. He read the text from his PDF and gave some tips about 'role-play'. Then he played two videos and had a practice session. Then he asked Taifur and Abrar for practice, where Taifur was a shopkeeper and Abrar was customer. Then some more students practices, Majhar, Shamuil, Dhanonjoy as a shopkeeper and Nabil Hasan as a customer. Then the second part acted by Labib and Jarin, and Rajibul and Shamima did the third one. And some more students perform some more act. The real amusement started when Shamima made the exact sound of cat 'Meow Meow' in the final play. Then he told the second topic will be performed in next class. He used good English and spoke slowly so that everyone could understand him.

Strength of the Teacher

- i. The teacher was punctual in maintaining the class schedule.
- ii. The teacher was enthusiastic in answering questions.
- iii. The teacher had good command over the topic and lesson.
- iv. The teacher was friendly to use online resources.

Classroom Observation Report

Institute : Daffodil International University
Teacher's Name : Sabiha Saif Jenny
Observer : Liza Haque Doli
Present Students : 20
Class Type: Online (Google Meet)
Meet Code:
Class Duration : 20 Minutes
Date : 04 August 2021
Students Information : All the students are from University level so their age is around 21-24. They are from summer 2021. They were using English language in a good way, some were nervous and some are enjoying.
Lesson Objectives: Simile, Metaphor.
Course Materials: PowerPoint Slide, Worksheet.

Observation Report - 2

Firstly the teacher welcomed the students. Gradually she introduced herself and told them why she was taking their class and thanked them for their presence. Before going to the lesson, she gave them a task to go through two examples through doc file and asked them to guess what the topic of that class was. students gave an absolutely correct answer. she appreciated students performance. Then she shared the PowerPoint slide and started to explain the lesson. She was telling to assist her to read the slide . In between their reading, she explained the lesson topic more precisely for better understanding. In addition she also added a simple comparison and contrast of simile and metaphor to not get confused while explaining. Moreover, from time to time she asked if they had any question on the lesson topic and thanked them for their participation.

After finishing the lesson she gave students a worksheet to practice where they had to find simile and metaphor. And in the metaphoric sentence, students were asked to identify the tenor and vehicle. After a while, she asked the student to share their answer. One student name Raitul participated but he was unable to find out the tenor and vehicle of a metaphoric sentence. Still, she thanked him and encouraged for his participation and was again explained the definition of vehicle and tenor. At the end, she again thanks everyone for their patience and cooperation. One student name Farzana Kanon thanked her for the lesson part. Then she finished the class.

Teacher Strength :

- i. Both Teacher and Students were very friendly and Communicative.
- ii. Lesson were taught well.
- iii. Teacher were Supportive and soft towards the students.
- iv. Spontaneously instructed in English.
- v. Guided well.

Teacher weakness :

- i. Shortage of time and hurried while giving lesson.
- ii. Did not make the task interesting.
- iii. Little nervous while giving lesson.

CHAPTER- 6

Class conduction Report

Description of students :

- Academic Level : Tertiary
- Language Level : Intermediate
- Average age : 20-24 age
- Number of Students : 20
- Time : 20 minutes

Classroom Description :

- Online : Via Google Meet
- There was a friendly and cooperative environment was in the class

Teaching Material :

- PowerPoint Presentation, Worksheet
- Topic : Transformation of sentence (Complex to simple)

Objectives :

- i.** After the class the student will know the definition of Transformation.
- ii.** How to transform Complex sentence into Simple.
- iii.** Identify Complex and Simple sentence.
- iv.** Rules of Transformation.

Teaching Experience

The topic of my teaching was Transformation of sentences. Complex sentences to Simple sentences. At the beginning I warmly welcomed them and have a conversation to comfort them. Then show them a lesson on the topic through the PowerPoint slides. Rules was given with examples in the slide. For better understanding the definition of transformation and the parts of it also discussed. The structure of complex sentence was also given to learn how to identify a complex sentence.

The example was in complex and asked students to transform it in to simple. Some students responded and gave answer. And they gave correct answer and moved to next slide some more rules were discussed. Though there were net issues in the middle of the class and it took almost 10-12 minutes . There were 8 rules in the slide. And students were attentive to the class. At the last part of the class they were asked to solved the exercise. And they tried to answer. In exercise it took 5-6 minutes of class. At the end I thanked all for being so friendly and finished the class.

Strength :

- i. Noticing Students if they were able to catch the lesson or not.
- ii. Questioning students if they were understanding or nor.
- iii. Took class on supportive mood.
- iv. Cover the lesson on time.
- v. Students were friendly enough.

Weakness

- i. Time management did not work properly.
- ii. Could not gave enough examples.
- iii. The task could be more interesting.

CHAPTER-7

Overall Findings

There are some facts that I have found through conducting and observing online classes during this pandemic situation and those facts are:

- The strong connection between teacher and students as they are connected through Moodle (BLC) and social media, which helps them to interact easily with each other whenever needed.
- The environment while taking the class was satisfying and calm.
- All the class recordings and lesson plan were also being uploaded by the teacher in Moodle (BLC).
- Moreover, giving feedback on students' responses make the learning process even more upgraded and effective.
- Time-division is one of the facts that can make any teacher's class boring or interesting. If it is divided in a strategic way, it will gather interest among the students; otherwise, it can turn out to be the exact opposite.
- This pandemic situation has given us a chance to overcome the challenges of conducting classes online.
- Network issue is one of the problems that both students and teacher have suffered during the class time.

CHAPTER - 8

Recommendation

Right now teachers are conducting class online and for that reason:

- i. Teachers encourage students to continue in all difficulties
- ii. Teachers ought to consistently talk in English in the class rather than the mother language.
- iii. Unplanned asking question is a decent way for successful meeting.
- iv. Slow and intelligible voice with great accent is an absolute necessity as the majority of t understanding. So, it needs more involvement with English talking climate.
- v. The span of the class ought to be expanded for a language class.

CHAPTER -9

Conclusion

Taking and observing online classes was a great experience for me at the University level. All the students and teachers collaborated to complete my observation and teaching. The current scenario of the Bangladesh teaching profession was seen after taking a online class and observing two classes. But differences can be found among universities. All the University of Bangladesh except government are taking online classes. Due to pandemic situation, proper scenario can not be monitored properly at the current moment.

They should focus and give more importance to ideas which have been developed and recommended for improvement. Some positive things were observed including some areas that the university could improve. During the Corona pandemic, This paper may help Universities to improve their teaching of the English language.

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Appendix-01

Class Observation Checklist-01

Instructor: Mahmudul Hasan

Number of students present: 36

Observer: Liza haque

Date: 20 June 2021.

Topic: Role Playing (Spoken Exercise).

Basic checking					
	Completely	Mostly	Some what	little bit	Not at all
A. Successful in getting the attention very early.	✓				
B. Made an interesting start.		✓			
C. A friendly warm welcome.		✓			
D. A good Introduction to the topic.		✓			
E. Provide proper information	✓				
F. Successful in linking content with the lecture.		✓			
G. Motivated the students for further learning	✓				
Teaching Techniques					

	Completely	Mostly	Some what	little bit	Not at all
A. Asked questions to the students.		✓			
B. Provide enough breathing spaces.	✓				
C. Get enough responses from the students.	✓				
D. Make friendly and polite conversation.		✓			
E. Proper voice tone.			✓		
F. Successful in creating the crucial moments.	✓				
G. Involve students in conversation.		✓			
Class Management					
	Completely	Mostly	Some what	little bit	Not at all
A. Proper time management.		✓			
B. Handle the classroom successfully.	✓				
C. Relevant study materials.	✓				

Class Observation Checklist-02

Instructor: Sabiha Saif Jenny

Number of students present: 20

Observer: Liza Haque

Topic: Simile & Metaphor

Date: 08 August 2021.

Basic checking					
	Completely	Mostly	Some what	Little bit	Not at all
A. Successful in getting the attention very early.					✓
B. Made an interesting start.					✓
C. A friendly warm welcome.				✓	
D. A good Introduction to the topic.		✓			
E. Provide proper information		✓			
F. Successful in linking content with the lecture.			✓		
G. Motivated the students for further learning				✓	
Teaching Techniques					
	Completely	Mostly	Some what	Little bit	Not at all
A. Asked questions to the students.		✓			
B. Provide enough breathing spaces.				✓	
C. Get enough responses from the students.		✓			
D. Make friendly and polite conversation.			✓		
E. Proper voice tone.	✓				
F. Successful in creating the crucial moments.				✓	

G. Involve students in conversation.			✓		
Class Management					
	Completely	Mostly	Some what	Little bit	Not at all
A. Proper time management.			✓		
B. Handle the classroom successfully.		✓			
C. Relevant study materials.		✓			

Appendix – 02

LESSON PLAN for Project Paper

Teacher (Student)	Liza Haque
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Class profile and size	Intermediate level 15 students
Class Duration	15 to 20 minutes
Medium of instruction	English
Teaching Topic	Transformation of sentence (simple to complex)
Teaching materials and Method	<ul style="list-style-type: none"> ● Soft copies, ● PowerPoint. ● CLT Method
Learning Objectives:	<p>At the end of the lesson students will be able to – Make new sentences</p> <ul style="list-style-type: none"> ● Transform the sentence according to direction ● Transform the sentences complex to simple ● To avoid making mistakes when changing the words and sentences in transformation
Anticipated Challenges	<ul style="list-style-type: none"> ● Students may not know all the rules of grammar. ● They may feel inattentive sometimes or they do not response . ● All the things may not work according to plan, some activities can take more or less time than the expected time. ● Power failure could be occur.

Backup Plan	<ul style="list-style-type: none"> ● If the multimedia is not available for any reason, teacher will provide soft copies. ● However if there is shortage of time, one or two less important activities may be excluded. 			
Feedback Process	<ul style="list-style-type: none"> ● Students answer of will be assessment by peers for initial reflection on their common mistakes. ● Teacher will provide an oral feedback. ● If needed Teacher will ask students to do homework for writing part as they provide feedback individually. 			
Learning Outcomes	Students will be able to using the right sentence after a sentence, good for speaking and also writing. Also they can avoid grammar mistakes.			
Activity	Student / teacher Interaction	Materials/ Techniques	Learning Outcome	Timing
Greetings: Teacher will warmly welcome students in the Grammar class. Learners will have a short discussion with the teacher before starting the class .	T → Ss	Fun / regular speaking as incentive	Students will be motivated to be engaged with the class activity and their initial level of	2 minutes
	Ss → T		understanding will be identified	

<p>Activity: Reading, Role Playing, Filling the Gap.</p>	<p>T → Ss</p>	<p>Soft copy and PowerPoint</p>	<p>Student will read the doc file and understand the sentence structure, two student will play role one will ask the question and other will answer, Teacher will give some lines with gap and students will fill them with correct grammar.</p>	<p>10 minutes</p>
<p>Inference:</p> <p>Teacher will correct the students while they are practicing.</p>	<p>T → Ss Ss → Ts</p>	<p>Slides</p>	<p>Students will learn to provide their own opinion and understanding.</p>	<p>2 minutes</p>
<p>Conclusion:</p> <p>T will appreciate Ss for their efforts T will ask for any queries that Ss might have. T will close the session with a note of thanks</p>	<p>T → Ss Ss → T</p>	<p>Regular speaking way</p>		<p>1 minute</p>
<p>Teacher's self-evaluation:</p> <p>Good points about the task.</p>				

How can the task be improved?

Appendix – 03

Complex to Simple

Rule: 1
(As, Since, When)

When the subject of two clauses of a complex sentence including since/as/when is same and both clauses have the main verb, the simple sentence will follow this formula: Verb+ing of 1st clause + the rest of the verb + comma + subject of 1st clause + the rest.

Example:
Complex: Since I was ill, I could not attend the meeting.
Simple: Being ill, I could not attend the meeting.

Rahilul Hasan 181-10-240

Figure 01: Class Conduction Report

Metaphor

Definition:
It states a comparison between two different things is implied but not clearly stated.

Examples:

- i. Morning is love when mom bids me arise.
- ii. The stars were diamonds in the sky

Sabha Saf Jony 181-10-1078

Figure 02: Class Observation Report 01



Figure 03: Class Observation 02