

An internship report on

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

Prepared By:

Name: Mohammad Zakir Hossain

Id:173-10-228

Batch: 10th

Department Of English
Faculty of Humanities and Social Science
Daffodil International University
Dhaka

Under the supervision of

Al Mahmud Rumman
Senior Lecturer, Department of English

Faculty of Humanities and Social Science



Daffodil International University

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

Declaration

I am Mohammad Zakir Hossain, declare that this internship project is mine and done under the supervision of my respected teacher Al Mahmud Rumman, Senior Lecturer of the English department at Daffodil International University. I also declare that the following report Contents has not been used before anywhere, in any other institution in case of earning a degree and they are authentic.

Yours Sincerely,

Mohammad Zakir Hossain

Name: Mohammad Zakir Hossain

Id:173-10-228

Batch: 10th PC-A

Department of English,

Daffodil International University.

Certificate of Approval

This is to certify that, Mohammad Zakir Hossain is a student of Daffodil International University in the department of English. His id is 173-10-228 and his batch is 10th. Daffodil International University has managed his internship report entitled "Online Class Observation and Conduction in English During the outbreak of Covid-19" under my supervision in the summer 2021 semester. He worked sincerely and honestly to complete his report.

Supervised by,



Al Mahmud Rumman

Senior Lecturer

Department of English

Daffodil International University

Acknowledgment

At first, I am very thankful to almighty Allah for giving me the opportunity of finishing the report, keeping me healthy, and giving me the ability to complete my project paper successfully. I would like to express my heartfelt respect to my supervisor Al Mahmud Rumman Sir for his continuous support, guidance, encouragement, help in my project paper. I am also thankful to the students of the English Department of Daffodil International University for their cooperation while conducting the class and observing their class and also helping by giving the necessary data which I needed from time to time.

Mohammad Zakir Hossain

Id: 173-10-228

Batch: 10th

Department of English,

Daffodil International University.

Abstract

The goal and aim of this project paper are to observe the classes, conduct a class, find out the problems, solutions to the problems, and evaluate how the teacher and students are managing the classes during the outbreak of the Covid-19 or Coronavirus pandemic situation. The teacher is using new technologies and also the students using them like -Google meet, Zoom, Skype, Blended learning Center, Moodle, Facebook, Messenger, WhatsApp, etc. are used to communicate with the students and make them come to class. This project is to evaluate whether we are doing great or bad in this new situation and what are the problems, also how the students are learning English in Bangladesh during this pandemic. In the pandemic teachers and students have to face a lot of problems, besides the problems how are they doing. Like what kind of methods teachers are using, what is the approach, what were the materials, sheets are given or not, feedbacks are given or not, etc. Then we will observe some classes and give feedback, find problems, solutions of problems and find some weaknesses and strengths of the teacher and students and how to solve them. These all things will be shown in this project paper and the situation of English learning in Bangladesh during this difficult time.

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Chapter - I

Introduction

English is an international language and second-largest spoken language in the world. It is also used as an official language in the many countries throughout the world. In order to keep pace with the advancing world, we too will have to make use and learn English. In the future and throughout our life, we need English for many causes. In Bangladesh, the government has taken many kinds of scheme to ensure the teaching English and training the youth to compete with the world. The government has given English books for free from 1 to 12 class and appointed many English teachers for English teaching. For a developing country like Bangladesh, English is an essential because of the global market and economy, education and technological advancement. Everywhere people are using English and using it often as a medium of communication. So, the population of Bangladesh needs to learn English. They should have the ability to read, write, talk, replay and interact by using English. It is the main criteria nowadays. The government is trying their best to fulfill it. A world bank report says Bangladesh is a lower-middle-income country on basis of the economic and all overgrowth for growing the country need to adapt the English language to cope up with the Developed countries. (Rahman & Pandian, 2018a, 2018b)

From the March 17 of 2020, the all-educational institute of Peoples Republic of Bangladesh has closed because of the comminute transmutation and the outbreak of the Covid-19 pandemic. To save the future generation, the Government of Bangladesh has closed all the institutes for safety purposes. (TBS REPORT,2020). Every educational institute is still closed. Therefore, in this dire situation the whole world was looking for an alternative way to educate their students. In this way, we get the concept of online class. It started with online classes and now gradually developed to online exams, assignments and other things. These deeds are conducted by many platforms like Google Classroom, BLC, Moodle, etc. in the educational institutes all over the world. These online platforms are being utilized to conduct their daily activities. In the time of the coronavirus, the education of the whole world has come to a stop, to protect lives and save them from the pandemic many of the institutes are using online methods to keep their activities running. (Hodges et al., 2020). So, the 46 Public universities and 107 Private Universities of Bangladesh started online classes and other academic activities. (UGC, 2020). And it is running ever since. But there are many problems like teachers and students not having the proper training, internet, devices and many more. (Trust & Whalen, 2020; Aguilera & Nightengale-Lee, 2020). So, we try to notice and

see the learning environment of online classes, concentration levels of the participating students, their problems and solutions to problems and many more things which will be evaluated in this paper.

For this reason, I will observe 2 classes and another class will be conducted by me. During the class I have find out the challenges and solve them, notice the good and bad traits of the students and find out their failures and make improvement in those areas. The main reason of teaching English during the Covid-19 pandemic is to make the online class more effective and for the betterment of the students.

Chapter - II

Objective

1. From the report, we are going to see that, the Online English class conduction system, learning, and teaching system of English during the pandemic COVID 19 To situation.
2. To know the situation of web-based or internet-based education, whether it is in a favorable or detrimental position for English.
3. How is the preferred position and impediment of an online class and how it is going on during this time?
4. To learn the procedure of the class and what have to do before, in the class and after the class and is it a success or not.
5. To prove myself whether I can take class successfully or not and can solve the problems related to or occurred during the class and how effective was the class.

Chapter - III

Methodology

The world is now in a state of the pandemic situation and millions of people have been infected and affected by Covid 19 which is a viral infection. As this is going on and all the schools and colleges were closed, the institutions had to continue their classes on the internet-based platforms and take classes, quizzes, exams, etc.

This is a project paper report on “Online Class Observation and Conduction in English during the Outbreak of "Covid-19” In here we will see the data collected from the many sources and put together and analyze our port on it and in here we will see the strength and the weakness of the teacher and students in the current situation and how they are doing and all will be analyzed and we will try to find the problems and solve them.

Observing classes:

With the help of the advisor and the lecturer, I have observed 2 classes and follow them up with some checklist, notes and also after the class got the class recordings which helps me to boost the productivity and I notice that kind of methods, what kind of approach and how he or she is taking class either the students understand or not and many other things are the main things we follow.

Conducting online classes:

It was the first time I took one class and the advisor helped me a lot to take the class and it was about how to be a fluent speaker in English and how to do it. However, the class started with a greeting, then I used some questions to the students and then used some tongue twisters and then dialogue practice, and thus the class comes to an end. In this short time, I have come to learn that why the students learn the lesson, why they need it and they started working on it then and they have individually joined the practice session and make the class successful and it was very great. I have used the direct method because I did not say any word in Bangla and all the students were also talking in English. The students are very cooperative and they loved the class and the research was successful.

Chapter IV

Institution details

Daffodil International University was established in 2002. Daffodil International University has 5 faculties that are very well equipped. There are Faculty of Science and Information Technology, Faculty of Engineering, Faculty of Business and Entrepreneurship, Faculty of Humanities and Social Science, Faculty of Allied Health Science. University has 730 full-time Lecturers and has 25 departments, has 4 institutions -IQAC, HRD, DISS, DIL, has around 17000 students now, and many more. (Ref from: www.diu.edu.bd)

The English department of Daffodil International University, is one of the best departments. In the First-class observation, I have observed a class of Mahmudul Hasan a lecturer in English observation I have observed a class of Tayeba Akter who is a pear class observant and it was also great. And in the Class conduction stage, I have taken the classes of the students of the English department what was also a pear class and I and the students enjoyed it very much.

During the time of doing this project paper, I have come to know that Daffodil International University is one of the best and top leading Universities and the students who are reading here under the expert teachers. They will gain a lot of essential knowledge and will shine in their future and will be the leaders of the society and will be successful in every aspect in life and they will be the model for the people and they will help the country and people to shine in the eyes of the World.

Chapter V

Class Observation Reports

‘Report on Online Class Observation and Conduction in English During the Outbreak of Covid-19’

Class Observation 1

Date:30.06.21

General Information

Course Title:	English-I
Course Code:	Eng-101
Department:	Software Engineering + Civil Engineering
Semester:	Summer-2021
Instructor Name:	Mahmudul Hasan
Lesson Title:	Role-Playing (Spoken Exercise)
Class Duration:	1:30 Hours
Time:	1:00pm to 2:30pm

Date:	16.06.2021
Classroom Management:	The Time maintenance was very good a started-on time, resourceful, active, and very effective.
Student Information:	As the students are in the university their age limit will be 20 to 24 years old, there were appositely 49 to 55 students in 2 sections and the students interacted with the Teacher in English and used some mother tongues for conversation and to connect with them because there was no international student among them.
Lesson Objective:	The lesson Objective of the class was to practice Speak between them In English and they will come to know the arrangements, rules, how to talk, etc.
The number of students was present:	Around 45
Class Recording Link:	https://drive.google.com/file/d/1t31nsE156Yo8sDihsT6jtwbuZw68GN8n/view?usp=sharing N.B.: Use Daffodil Email to watch the recording file.
Report Written by	Name: Mohammad Zakir Hossain Id:173-10-228 Batch: 10 th Semester: Summer 2021 Course name: Project Paper Course Code: ENG334 Teacher: Mr. Al Mahmud Rumman

	Department Of English Daffodil International University Dhaka, Bangladesh
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Class Observation:

Start: The teacher greeted all the students politely and students replied a polite tone.

Recall: Then he recalled the previous day's teachings because of its connection with the current topic.

Solving problem of the previous class: As the Teacher had some difficulties with social media, he told the students to find an alternate system. Then some students had a problem with the Quiz date and the teacher solved it and announced that the quiz date was 18 June 2021.

Today's Lesson: Then teacher started the introductory part of the lesson and how they are going to be performing in it; The rules and other things were explained to the students by the teacher. And he told them that it was a two people dialogue and you have to pretend as described in the dialogue.

Some problems: Some external problems like late replay of mails, late registration, and many more problems were discussed among the teacher and the students.

Then comes the ICE braking session: In this session, the student who is not attentive becomes attentive because of the daily attendance call. As a result, all who are present answered the call.

*Then teacher Started the Lesson-7 Role-Play and shares a slide on the screen.

Then the teacher gave them a task for the week. The task was to read an article on Mars and give an opinion on whether we can colonize at Mars or not in BLC (Blended Learning Center).

Now teacher starts the slideshow again. Suddenly, one of the students asked him a question and he answered the question perfectly.

Then the teacher inquired about their video resume which was asked to be made by them and gave them until the final examination to make it. Then the teacher gave some idea and info about Mid-term quiz, how the marking system works and how much numbers are given in each part of the Quiz, presentation and attendance was explained clearly. Then Teacher motivates the students so they can do well in the exam and become more attentive to the class and lesson. Then we again

see the problems regarding social media and because of that he was sorry for not being able to connect with the students.

The Lesson Time:

The lesson starts by showing the slides and he started to choose 2 students in the meet group and asked them to Role as different characters. They started when the class was at 30 minutes mark. Firstly, the teacher advised them on how to talk, how the speech pattern will be like, how the speed of the speech will be like and how to bold one thing in the talking or bold some information and how the audience needs to know them and how the tempo needs to be increased a decreased and many more things. Then he showed two videos to the students that were related to the topic. The students gained some knowledge on how to talk with each other and how to handle the situation, how it is changed based on the situation. After the video sessions, they started the main role-playing section.

Practice Session:

1st practice was a dialogue between a shopkeeper and a customer. Mazharul Uddin Fahim (Id: 212-35-740) was the Customer and Md. Samiul Alam Siam (Id: 212-35-3179) was the shopkeeper.

Feedback: -After the practice, the teacher and some of the students gave their honest opinion that they were not fluent, their vocabulary sense was dull and they are not giving their expression correctly etc.

2nd practice between two speakers on a phone. Speaker 1 was Labib Al Tasfi (Id: 212-35-727) and speaker 2 was Jarin Sultana (Id: 212-35-742).

Feedback:

After their role-play, the teacher gave feedback that their conversation was as expressionless as conversation between two robots and they were advised to give more effort to their expression and fix their flaws. But they also clapped because it was also good and therapized them.

3rd practice was between 2 people on a phone. The 1st speaker was Rajibul Hasan (Id: 212-35-743) and 2nd speaker was Shamima Akter (Id: 212-35-725).

Feedback: -Their performance was very good and the teacher and the students clapped to praise them to encourage them to do better in the future.

4th practice between 2 friends A &B. A was Anon Hossain (Id: 212-35-732)

B was Abdur Rafi Hossain (Id: 212-35-747).

Feedback: -Their performance was good but Rafi was not good at reading skills and low on vocabulary but it was overall good.

The 5th party is between a doctor and a patient. The doctor was Saadi Mahammed Chowdhury (Id: 212-35-735) and the patient was Mahmuda Akter (Id: 212-35-748)

Feedback: - Their roleplaying was good and was praised by the teacher and the students but their lack of expression. So, they are advised to practice their expressions.

The 6th practice was between The Check-in desk and Mr.Sujon . here the check-in desk was Walid Al Hasan (Id: 212-35-730) and Mr.Sujon Was Md Ashadul Islam (Id: 172-47-458).

Feedback: -Their practice was good and the teacher praised them but there was some problem with their internet connections so the sounds were not very clear.

At last, the teacher gave another pair of students a dialogue where one of them is a cat and the other is a mouse. As they were narrating the people started to laugh and the boredom of the class faded away quickly. Then we also see that the cats voice also provided by someone to make it sound more authentic and it was funny to the whole class.

After that, the teacher gave them feedback and started the problem-solving session. He told the students if they face any kind of problem, they can call him or give him a text message on What's app for more information regarding anything related to the class. Then he dismissed the class.

Strength of the teacher:

1. The teacher was very punctual in maintaining the timetable of the class.
2. The teacher is very friendly toward all the students and he has a good connection with the student what makes the teaching more enjoyable.
3. The provided materials by the teacher were very effective, clear, and easy to understand.
4. The teacher has the best command or grip on the subject and topic and lesson,
5. The teacher is very attentive to make all the problems of the students banish away.
6. The teacher uses many techniques to boost the attentiveness and attendance of the students.
7. The Achievement of this class is fulfilled by the Teacher and students love to learn from him.
8. The teacher's reading is not boring and time goes very easily.

**‘Report on Online Class Observation and Conduction in English During the
Outbreak of Covid-19’**

Class Observation 2

Date: 30.07.2021

General Information

Course Title:	English Grammar
Course Code:	Eng-101
Department:	Pre- Intermediate
Semester:	1st
Instructor Name:	Tayeba Akter
Lesson Title:	Sentence Structure in English Grammar
Class Duration:	20minuits
Platform used	As the Covid 19 pandemic is going on the students are advised to stay home and use Google Meet to connect with the class.
Google Meet link	https://1.facebook.com/l.php?u=https%3A%2F%2Fmeet.google.com%2Frhx-bbab-

	ysf&h=AT1Ri16Jgzp8gQwfQEZjIVOHqVF9MxiKsSXHsMLtoxSkg--K9KXPrwMdgrnKxZFWtYsZiSUHkrbwKzJsKfeTH9DCPuTxetd5TNgAHMytD4GV8PrADydLaFFNNql8_9Qln6_JP6J964i0TZs&s=1
Time:	5:00 Pm to 5:20 Pm
Date:	18.07.2021
Classroom Management:	The Time maintenance was very good a started-on time, resourceful, active, and very effective.
Student Information:	As the students are in the pre-Intermediate level their age limit will be 16 to 17 years old, there were appositely 18 students, and the students interacted with the Teacher in English.
Lesson Objective:	To teach the students the basic rules of sentence structure and how it is formed and Simple, complex, and compound sentences and how to change them into one another and the students will be able to do that after the class.
The number of students was present:	Around 18
Class Recording Link:	https://1.facebook.com/1.php?u=https%3A%2F%2Fdrive.google.com%2Ffile%2Fd%2F1P1OrJEcWezFa7YJ2Z8awO3WBVqJxnVNT%2Fview%3Fusp%3Ddrivesdk&h=AT3jLHfdxOCNaHFNZ7iuf3GmYzDhGRPwla7S71FcwzJme0MnS3kjXRW7WHObFqcMVtrjk2Oc8_9rYNv_0pf8IX6vcWkbKzk6mrQV3fcJ2Wc3DBOldHvyV4aP9Fdjf4AroqrjSHY2OdLkMZQ&s=1 N.B.: Use Daffodil Email to watch the recording file.
Report Written by	Name: Mohammad Zakir Hossain Id:173-10-228

Batch: 10 th Semester: Summer 2021 Course name: Project Paper Course Code: ENG334 Teacher: Mr. Al Mahmud Rumman Department Of English Daffodil International University Dhaka, Bangladesh.
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Class Observation Report 2

The class was started by politely greeting all the students. The teacher started with asking, "how is the day." They replied with a pleasant tone that, "It was a very nice day". Then the teacher started the lesson and taught them that about the sentence, how a sentence is created and what are the main parts of a sentence. She used many sentences as examples to describe the topic and told the students to practice with her. Together they practiced making sentences, correcting sentences, transforming sentences and the teacher handed out a practice sheet. The students were asked to fill out the practice sheet with the correct answers to the questions. Among them some students tried to answer the questions, most of them were correct but some of them were wrong. The mistakes were solved on the spot to avoid any future problems. Then she taught the students about the sentence structure, simple, complex, and compound sentences. She gave them 2 sentences and told them to change it into a different sentence. They changed the sentences correctly. In this fifteen minute, the students were very active and learned a lot from the teacher. They were answering the questions very actively and quickly. After a short quiz, the students were asked if there were any questions, they wanted to ask about the topic. The students replied in the negative. Thus, the teacher dismissed the class and the students said their farewells.

Strength of the Teacher

1. The class was on time and ended on time
2. The communication between the teacher and student is very polite.
3. The teacher's voice was very clear and students had no problem understanding.
4. The content of the slides were clear to the students
5. The Teacher is very topics were effective, the student learned it very enjoyably.
6. The students were very attentive and students because the teacher used her techniques to engage the students in the class.
7. The goal was achieved.

Chapter VI

Class Conduction Report

Teacher's Name: Mohammad Zakir Hossain

Description of how the class was conducted, materials are used, Goals, Achievements, etc.

Descriptions of students:

1. Academic level: Pre-intermediate
2. Language level: Intermediate.
3. Average age: 15 to 16 years
4. Number of students present: 18 students
5. Teaching timing: 15 minutes

Descriptions of the classroom:

As the Covid-19 pandemic is going on, the students were advised to connect with the teacher through the Google Meet portal so that they could attend the classes from home and keep safe from the pandemic. Most of them were using this portal on their mobile devices and others were using laptops, desktops, and other devices to connect and attend the classes online.

Teaching tools:

The students are provided with a PowerPoint slide; some practice materials are used for speaking tasks and practice so that the students can get a better understanding of what they are going to learn in the class.

Teacher materials:

- i) Coursebook: PowerPoint Slide
- ii) Topic: How to be a fluent speaker in the English language.

Covering: How to be a fluent speaker in English, tips and tricks, exercises to do for active and strong articulation and understanding the situation of the students.

iii) Objectives: To encourage and make the students fluent speakers in English. By this lesson they will learn about the basics of spoken English and how to become fluent in spoken English. They will learn about the needs of spoken English and come to know the benefits of it through practice and hard work.

iv) Teaching aids: PowerPoint slides, and class recording, etc.

Description of the Class

The class was started with greetings. The teacher welcomed them to the language teaching class. The topic of the class was how to become a fluent speaker in English. Then I asked a trick question to the students for breaking their laziness of their tongues and to jump start their brains. As none could answer the trick question, I gave them the answer and told them that fluency in language depends on the clearness of speech, not the speed of it. Then I started advising them how to achieve our goal to become fluent speakers in English. I explained the importance of it and why we need to learn it. As a result, they understood the need to be a fluent speaker and they became interested in the class. Then I gave them some exercises and showed them how they can master the fluency in English and the uses of it in the long run of life. I gave them 4 tongue twisters and asked 4 random students to try them. They were unable to pronounce them clearly and the mispronounces were funny to everyone in the class. The situation made the students feel more comfortable and lighten the mood of the class. They realized that their fluency level is not good enough and became more invested in the class. I encouraged them again by clapping and telling them it was good at the end. After the tongue twister session, I gave them some dialogues where two random students would play roles as a parent of a student and a clerk in a school. The whole class saw their performance. I gave feedback on their performance. They performed better than everyone expected and were praised by all the students. Then I gave them the next week's homework and dismissed the class by bidding them farewell.

Critical analysis and reflection of own class:

- Class participation:

From the start of the class, students were very active when I gave them a task. They raised their hand and I picked them at random. They started conducting the work competitively. They were very active during the class. They performed great throughout the class time. They were very attentive and responsive but some of them were found to be idle and lazy. Thus, I handpicked the

idle and lazy students and gave them tasks so that they could not sit idle and lazy away the class. With my skills and the student's activeness, attentiveness, patience and politeness with each other made the class enjoyable and smooth for everyone and myself.

- Teacher's activities and qualities:

To cover all the things in fifteen minutes is a very challenging task. Even though time flew, it was properly utilized and the participation of me and the students together was great. I hope they came to understand what I wanted to teach them and they will work on it and become successful in the long run of life. My mood was very soft and supportive towards the students and I helped them when needed and with the materials that were given to them to work on. My speech was loud and clear enough for the students to catch all of my teaching properly and if any problem rose I solved it immediately. The use of the language was very easy and not perplexing. No critical words were used while talking to them for better understanding. By motivating them and making them work hard made them very active and happy during the class time. They became motivated to work harder to achieve their goals and develop into the best version of themselves in the future. The lesson materials were very clear and easy enough for them to understand them perfectly. As a teacher I always hope that I have given my best while teaching them. They were addressed by their names when needed and thanked afterwards. I always began the session with greetings. The students always outperform my expectation and it makes me proud as their teacher.

- Task accomplishment:

After finishing the class, I can confidently say that the things I wanted to show and teach the students made them eager and motivated to learn more about how to become more fluent for their future goals and life. When they are fluent in English, they will be able to easily talk and interact with others. They will be more confident and clearer while talking. Thus, they will do better in the spoken exams, IELTS exams and other exams. In this age of globalization, English is used everywhere in the world and being a public speaker is quite important for us. Through practices, they will be able to have a good command over English and thus enabling them to be good public speakers. If they want to continue their learning and higher education, they will be able to do better in their pursue of education by being good in both spoken and written English. Fluency in English language can make them more understandable to others and enable them to do more. They will also know how to enhance and strengthen their articulatory mechanism. As they become more fluent, they will be able to utter the hardest words in English easily. Fluency in English has benefits

both in our country and abroad. As a result, more job opportunities will open up. The class understood the importance, uses and the benefits of being fluent in spoken English. At last, I can say with pride and confidence that the class has served its purpose and broaden the horizon of the of students in the field of English.

Chapter VII

Overall Findings

I have observed two classes and the teachers performed very well. They both did question answers or problem-solving sessions. The conduction method of the class was very good. Class started at and ended at exact announced time. The class time was utilized perfectly. Though it had some difficulties, everything went on smoothly. The students were attending classes from the home. Overall environment was enjoyable for the students. The teacher's voice was loud and clear and very understandable. The study materials used in the classes were high quality and filled with information. Sometimes our teacher uses Bangla for the better understanding of the students but most of the time English is used as the main language. The teacher uses PowerPoint slides, books, web content also many other things to perform and conduct properly in the class.

Chapter VIII

Recommendation

1. The teacher and the student both need training in ICT-based platforms.
2. The teacher and students need technical supports.
3. They need to be more active and try to express more emotions and teachers have to ensure it.
4. The platforms are used to evaluate the class and exams and other teaching-related things should more an easy process.
5. Try to find out the problems and eliminate them, if needed get help from an expert.
6. The teachers should enhance their methods and approach and have to be more friendly with the students for better communication and overall result.
7. The students need the freedom to make decisions and collaborate with the teacher to execute one task more
8. The internet connection and other related things should be available for the bot side and the University should ensure it.
9. The teachers, students, educational institutions should follow the ways that other developed universities are currently using.
10. The students need more practice, materials, easy access to libraries, free pdf books, E-books, and other things to perform their works at this pandemic time and the university should keep an eye on it.
11. The Government and UGC should come in front and help the student to ensure the teaching is running at this time.
12. The university, teachers, students, Government, UGC, researchers, and others should try their best to find the problems and execute them as soon as possible.

Chapter VIII

Conclusion

It was a wonderful, knowledgeable, and interesting journey for me. I have learned a lot and also identify my weakness through the conduction class and also gained knowledge from the observation classes. All the teachers were very good and students and teachers are very helpful and they helped me a lot and now I can understand whether the web-based learning is good and it is better than not reading and it is getting better.

There I have fallen into many different problems that made me identify as a teacher and by this, I have earned valuable knowledge and it will make me prosper in life. Then it helps to discover the problems in this new situation and how we tackle it and also how we are tackling the covid 19 situations and it will help me in the future situation and it also found out what are the other problems in the system and solve them. To educate the students properly this paper helped me a lot.

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Appendix 1 Class Observation checklists

Daffodil International University

Department of English

Internship on ‘Report on Online Class Observation and Conduction in English During the Outbreak of Covid-19’

Checklist for Class Observation 1

General Information

Course Title:	English-I
Course Code:	Eng-101
Department:	Software Engineering + Civil Engineering
Semester:	Summer-2021
Instructor Name:	Mahmudul Hasan
Lesson Title:	Role-Playing (Spoken Exercise)
Students	49 to 55 and present 45
Class Duration:	1:30 Hours
Time:	1:00pm to 2:30pm

Date:	16.06.2021
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Objectives of the lesson (as perceived):

- i. To make them tackle the situation of talking
- ii. Make them talk among them and also teach them how to talk
- iii. Make them understand where and how to talk and use dialogue in the real-life situation

My view: -

I think that Sir has tried his best to teach the students through many challenges and gave them all the instructions and what the students needed and also feedbacked aal the roll playing and they came to know how to talk and where to change the use of dialogue and how should they talk any many more things. By this role p[lay the Teacher has achieved his goals and he was using the students to achieve the goals and as a result, the students were very active and he performed marvelously in the class and the students were very satisfied.

S/N	Review Section	In what ways? (Specific examples/clarifications)
1	SUBJECT MATTER CONTENT In this step, the teacher finds out the inner thoughts and the knowledge and relate them with the teachings for better result.	The teacher was very clear and fluent and he used all his might a technique to teach them and the students were delighted to learn and they were very responsive and he did achieve the goals of this reading.
2	ORGANIZATION In this stage, the students learn and the teacher tries to achieve the goal and gives proper attention to the lesson	The teacher and students were very cooperative, they did put special care for learning English and playing role-playing and the start was very good and they were very

	and stats with a good exercise and ends with it and what was the present situation in the class.	active and the start and end were very lively and the students were very active and the response was very great and I was also delighted.
3	<p>RAPPORT</p> <p>In this stage, the teacher gives true feedback and solve the problems and help the students and also and they are ready for the class in mentally and physically and subject, manner, etiquette, and attitude matters</p>	In the class, the teacher has given honest feedback of the roleplay by the students of the class after they were finished practicing and they behaved properly throughout the class and they were also joyous as they enjoyed it very much.
4	<p>TEACHING METHODS</p> <p>Here we will be looking for interaction between tracer and students, teaching method and approaches, question-answer section, the eagerness of the question and curiosity to read, life-related examples and solutions, etc.</p>	The teacher's teaching method is very Good and the students were very curative and did good he uses 2lannguage for better teaching and all the problems were solved and he was loud and clear and the students are very active and the videos are shown what is life-related and the teacher and students worked hard to solve the problems of them properly from first to last of the class. Also, the materials were good and the teacher provided them with the necessary things so they can learn properly.
5	<p>PRESENTATION</p> <p>Here we will see whether we find a good presentation or not like good voice, good class environment, active class and learning, and more.</p>	The teacher and students maintained all the things properly and the class was great though we are in a tight situation because of the Covic 19 without the difficulties this class was good.

MANAGEMENT

This class was for 1 hour 30 minutes and this class time was used properly and the class started at the correct time and ended at the correct time and every minute the students and the teacher did their level best.

This lesson's main part was the role-playing and the students and make the students understand how to use their speech properly in a different situation and how it changes from place to place and the usage change and why do they need it and how to make their skill and how they will learn it and many other things were taught .then in the class were divided into many parts and they were executed very expertly and they also reviewed and taught new things and also given some homework and thus the class was ended.

CRITICAL EVENT

There were no critical events as the teacher was an expert, he executed all the problems very skillfully and quickly.

Strengths observed:

1. Punctual
2. Skillful
3. Cooperative

4. Clear voiced and contents were skillfully picked

5. Understandable and polite and peaceful

Suggestions for improvement:

The class was held in google meet and the students were not able to turn on their camera at a time because of the poor internet of our country so it should be solved,

Overall impression of teaching effectiveness:

I think the teacher's teaching was great and the overall expression was great and the teacher was a worthy skillful person and I think his teaching was very effective and very good.

Daffodil International University
Department of English
Internship on ‘Report on Online Class Observation and Conduction in
English During the Outbreak of Covid-19’

Checklist for Class Observation 2**General Information**

Course Title:	English Grammar
Course Code:	Eng-101
Department:	Pre- Intermediate
Semester:	1st
Instructor Name:	Tayeba Akter
Lesson Title:	Sentence Structure in English Grammar
Class Duration:	20minuits
Platform used	As the Covid 19 pandemic is going on the students are advised to stay home and use Google Meet to connect with the class.
Time:	5:00 Pm to 5:20 Pm
Date:	18.07.2021

Classroom Management:	The Time maintenance was very good a started-on time, resourceful, active, and very effective.
Student	18 students

Objectives of the lesson (as perceived):

- i. To teach the students the structure of a sentence and their components
- ii. Make them able to use it and make sentences themselves
- iii. Make them understand how to change sentences and transform one to another and make them vice-versa.
- iv. Make the students capable to make and change and play with the sentence structure and make them realize the significance of it.

My view: -

I think that , the teacher has tried his best to teach the students through many challenges and given them all the instructions and I see that ,she was very good and as the class gradually start the students cooperated with the teacher and then I can understand that the teacher is very skillful and engaging the students in the work as a result teacher made them work and they were very successful achieving the goals and they now can use the knowledge to create, transform the sentences and also have the knowledge about fundamentals of the sentence.

S/N	Review Section	In what ways? (Specific examples/clarifications)
1	SUBJECT MATTER CONTENT In this step, the teacher finds out the inner thoughts and the knowledge and	The teacher has taught them well and make them understand the lesson and they were

	relate them with the teachings for better result.	able to touch their expected goals and also, they now can play with the sentence.
2	ORGANIZATION In this stage, the students learn and the teacher tries to achieve the goal and gives proper attention to the lesson and starts with a good exercise and ends with it and what was the present situation in the class.	The teacher and students were very cooperative, they did put special care for learning English sentence structure, transforming a sentence, components of a sentence and the start was very good and the start and end were very lively and the students were very active and the response was very great and I was also delighted.
3	RAPPORT In this stage, the teacher gives true feedback and solves the problems, and helps the students and also and they are ready for the class in mentally and physically and subject, manner, etiquette, and attitude matters.	In the class, the teacher has given honest feedback at the time of the question-answer session. The students of the class, after they were finished practicing the problems were solved properly and they behaved properly throughout the class and they were also joyous as they enjoyed it very much.
4	TEACHING METHODS Here we will be looking for interaction between teacher and students, teaching method and approaches, question-answer section, the eagerness of the question and curiosity to read, life-related examples and solutions, etc.	The teacher's teaching method is very Good and the students were very curious and did good while using the method taught by the teacher and can make sentences and transform even can transform complex compounds and now, they can easily make and change sentences and also the students learned through many life-related sentences and it was great
5	PRESENTATION	The teacher and students maintained all the things properly and the class was great though

Here we will see whether we find a good presentation or not like good voice, good class environment, active class and learning, and more.	we are in a tight situation because of the Covid 19 without the difficulties this class was good.
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MANAGEMENT

This class was for 20 minutes and this class time was used properly and the class started at the correct time and ended at the correct time and every minute the students and the teacher did their level best.

The class was divided into some parts like intro then grammar learning and then example and then test. The teaching was very effective and the students now know the sentence and its components and transformation sentences and also, they now can make a sentence simple, complex, and compound and also vice versa. The class was very successful.

CRITICAL EVENT

Some students were facing difficulty while changing sentences and the problems were solved on spot.

Strengths observed:

1. Punctual
2. Skillful
3. Cooperative
4. Clear voiced and contents were skillfully picked

5. Understandable and polite and peaceful

Suggestions for improvement:

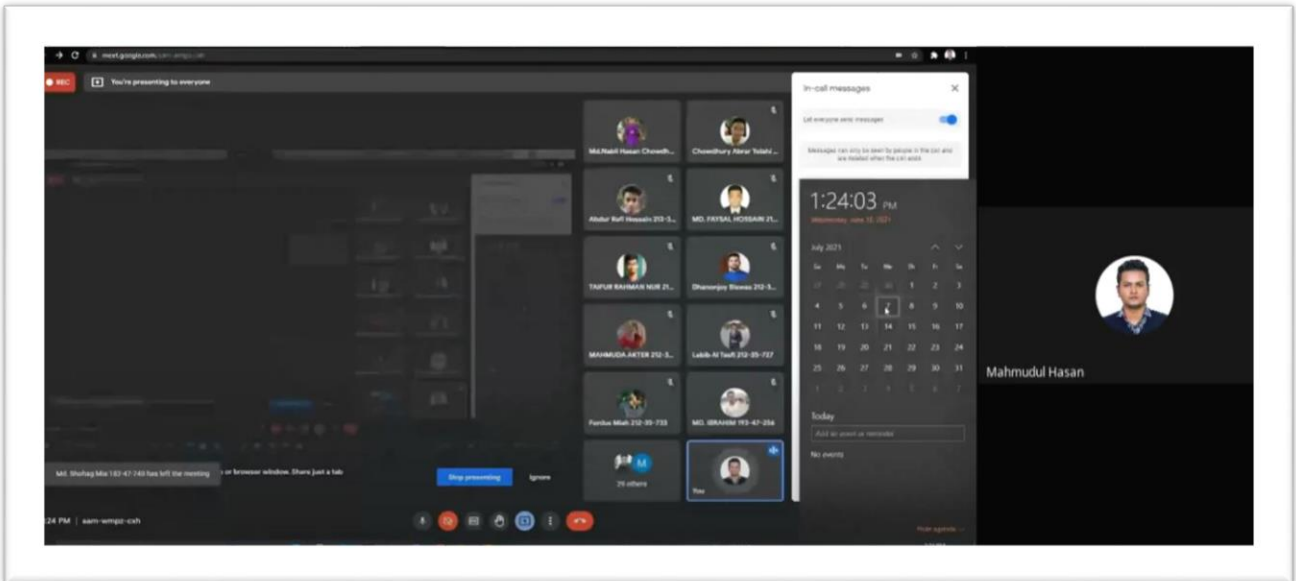
As the pandemic is going on the new and also old teachers have faced some technical difficulty so they need more training and proper equipment for conducting classes more clearly and also this is for this teacher and it well-developed all the teachers' skills.

Overall impression of teaching effectiveness:

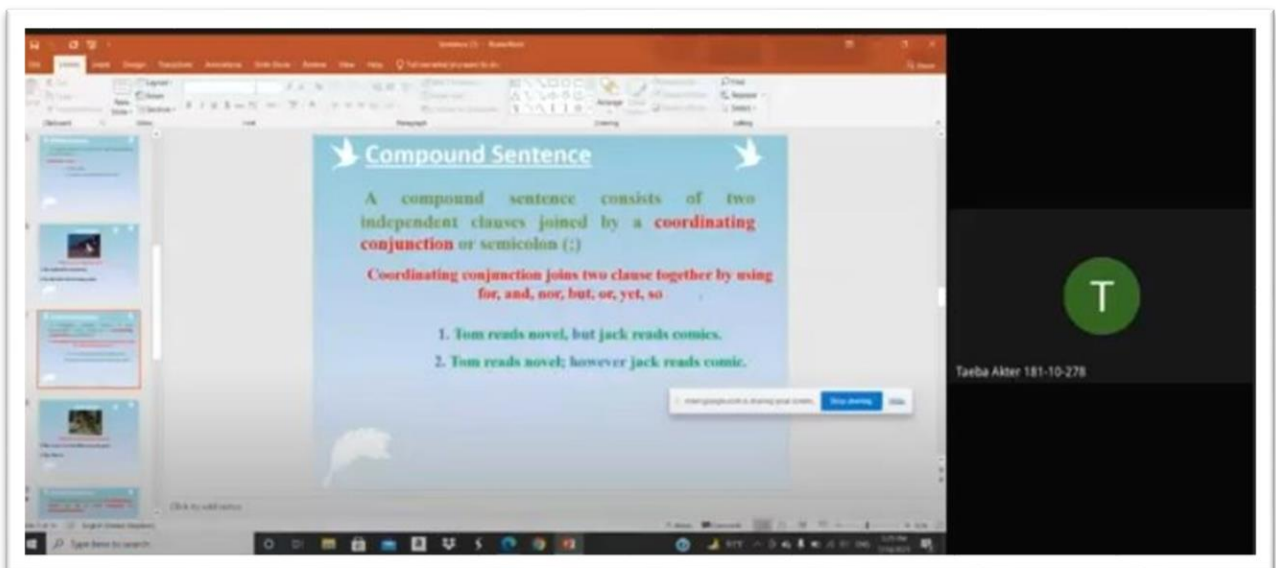
I think the teacher's teaching was great and the overall expression was great and the teacher was worthy of praise and she was a skillful person and I think his teaching was very effective and very good.

Appendix 2 (Photograph)

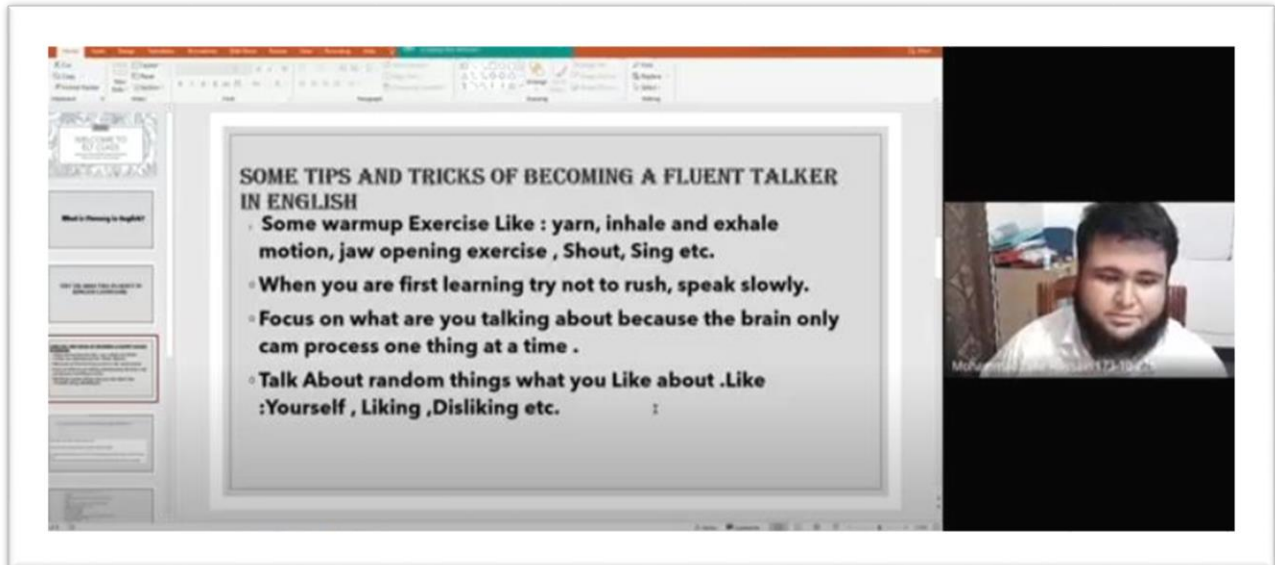
Class observation 1



Class observation 2

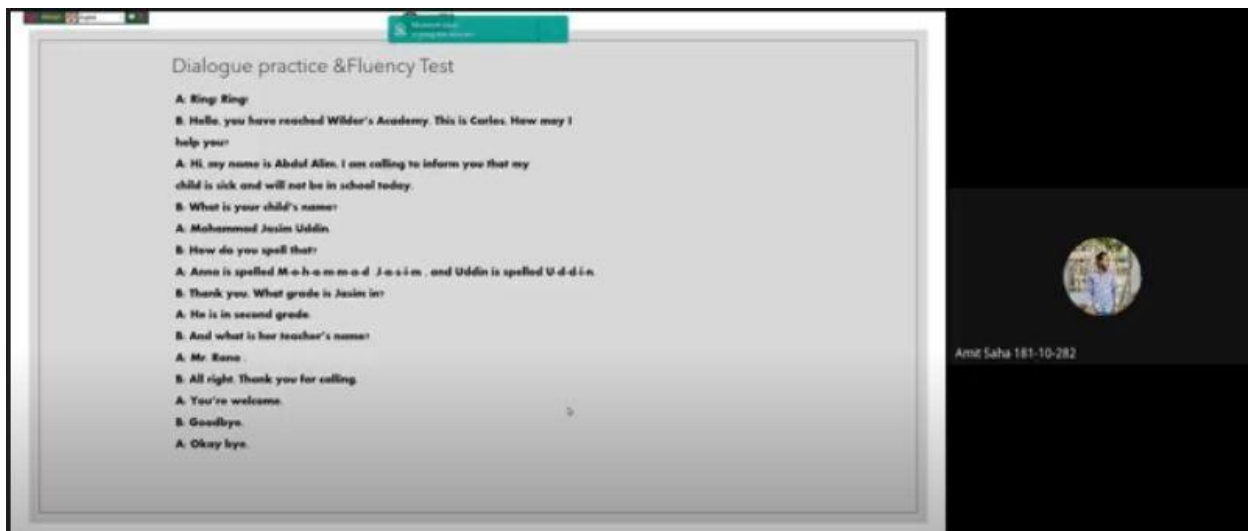


Class Conduction



SOME TIPS AND TRICKS OF BECOMING A FLUENT TALKER IN ENGLISH

- Some warmup Exercise Like : yarn, inhale and exhale motion, jaw opening exercise , Shout, Sing etc.
- When you are first learning try not to rush, speak slowly.
- Focus on what are you talking about because the brain only can process one thing at a time .
- Talk About random things what you Like about .Like :Yourself , Liking ,Disliking etc. :



Dialogue practice & Fluency Test

A: Ring Ring
 B: Hello, you have reached Wilder's Academy. This is Carlos. How may I help you?
 A: Hi, my name is Abdul Allen. I am calling to inform you that my child is sick and will not be in school today.
 B: What is your child's name?
 A: Mohammed Jasim Uddin
 B: How do you spell that?
 A: Anna is spelled M-o-h-a-m-m-a-d J-a-s-i-m . and Uddin is spelled U-d-d-i-n.
 B: Thank you. What grade is Jasim in?
 A: He is in second grade.
 B: And what is her teacher's name?
 A: Mr. Kane
 B: All right Thank you for calling.
 A: You're welcome.
 B: Goodbye.
 A: Okay bye.

Appendix 3

Lesson Plan

‘Report on Online Class Observation and Conduction in English During the Outbreak of Covid-19’

Date: 17 /07 / 2021

<u>Submitted To</u>	<u>Submitted By</u>
Name: Mr. Al Mahmud Rumman Employee ID:710002122 Lecturer (Senior Scale) Department of English Faculty of Humanities & Social Science Daffodil International University Dhaka, Bangladesh,	Name: Mohammad Zakir Hossain Id:173-10-228 Batch: 10 th Course name: Project Paper Course Code: ENG334 Semester: Summer 2021 Department Of English Daffodil International University Dhaka, Bangladesh.

Teacher (Student)	Mohammad Zakir Hossain
Class profile and size	Pre-Intermediate Level 18 Students
Class Duration	15 minutes
Medium of instruction	English
Teaching-learning area	Increase the Fluency of English among students.

Used platform to connect	The students are advised to connect with the teacher through Google Meet Platform as the pandemic is going on.
Teaching materials	<ol style="list-style-type: none"> 1. PowerPoint Slide 2. Practice material 3. Related YouTube videos 4. Internet
Learning Objectives:	<ol style="list-style-type: none"> 1. To speak fluently 2. Know how to Use English Fluently. 3. Get a grip on the fear of English language teaching and will gain speed. 4. Try to talk among them in class and with others in English 5. Enrich the English vocabulary part. 6. Learn English without any hassle and become fluent by playing word using while talking.
Anticipated Challenges	<ol style="list-style-type: none"> 1. Electricity can cause a problem 2. The internet can be interrupted 3. The device can get broken and cannot continue the class. 4. The lesson may get big and have to dump some parts.
Teaching Methodology & Theoretical Background	In class, the teacher will be using the direct method, and the students will learn through the visuals and practicing the things and they will get better in time and they will be good.

	The Direct method was established in the late 1900 in the French and it is also known as the Natural Method and it works like the shortened version of the Grammar Translation Method.
Motivational factors	<ol style="list-style-type: none"> 1. The students will be praised by all and all teachers and students will give feedback how they perform. 2. The best performer may get a treat or 50tk mobile recharge from the teacher and there is also a prize for 2nd and 3rd best performer They will get 20tk mobile recharge. 3. The students will prove themselves and try to become more attentive to the prize.
Backup Plan	<ol style="list-style-type: none"> 1. Internet package has been bought. 2. Alternative device has been set up.
Feedback Process	<ol style="list-style-type: none"> 1. Teacher and students will give feedback after each dialogue or play. 2. Teacher will announce the 1st, 2nd, and 3rd among the participants.
Learning Outcomes	By this class, the student will be able to learn how to become a fluent speaker of the 2 nd language as English and what are the techniques and how to get rid of the fear and become the best in English

Activity	Student / Teacher Interaction	Materials/ Techniques	Learning Outcome	Timing
Greetings: At First, the Teacher will warmly welcome the students to join the class	T → Ss Ss → T	They will get a treat or 50tk,20tk mobile recharge as a Gift who is the best 3	Students will get loosen up and become comfortable and ready for the class. And they will try to	2minuits
The 1 st Activity will be using a PowerPoint slide to start the lesson.	T → Ss	PowerPoint slide will contain the rules and regulations.	Students will thoroughly read the rules and they will also be explained by the teacher	2minuites
The 2 nd Activity will be some play like Tongue Twisters	T → Ss Ss → T	The sleds tongue twisters will appear on the screen and the students will turn on their mick and try to practice	This will make the tongue more active and all the boredom will go away and as they try, they will make mistakes and they will laugh because of the silly mistakes and sounds and they will love it.	3minuite

At the 3 rd activity, they will be given group to individual Trasks and they will do some role play.	Ss → Ss Or Ss	The selected team (2studen) will perform some dialogues or some kind of story where we will observe them.	It will give us an idea of how fluent they are in talking.	3minuite
AT the 4 th activity teacher and students will give some feedback and the teacher will say how to solve them and praise them and motivate them	Ss → Ss & T → Ss	Students will be taught how to avoid mistakes while talking fluently and mistakes and techniques.	By this, they will come to their senses that how much they are lacking and how much they need to improve, and what to do to achieve this.	2minuite
At the 5 th task, they will be seeing some exercise on how to whence and gain a strong articulatory system and some light homework.	T → Ss & Ss → T	The exercise will be demonstrated by the teacher and how to do that exercise and the homework will be given them by a file and they will come across many new vocabularies which will make their knowledge richer and will help them in future for talking	By doing this exercise they can get an active tongue and articulatory system and utter more complicated words and will be able to read and talk properly and they will be unstable and they will learn many new vocabularies and the students' knowledge will grow.	1 minute

		reading writing in etc. factors.		
<p>Conclusion</p> <p>End of the class the teacher will take the leave and they will be thanked and he will announce the victor's basis on the class performance and they will be rewarded later</p> <p>&</p> <p>Question and answer part.</p>	<p>T → Ss</p> <p>&</p> <p>Ss → T</p>	<p>They will get the prize through mobile banking or how they want to collect or if they treat then they will get it after the school is opened and the students can ask for any problems.</p>	<p>After this, all the other students will be more motivated because of the prize and we will build up a good relationship and it will also become a class they love.</p>	<p>2minuite</p>