

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

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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 by the student**

I'm going to proclaim that, the internship report is done under the supervisor of Mohammad Elius Hossain, Assistant Professor of English department, Daffodil International University. No portion of this paper which assume and duplicate in any disclose performance.

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## Certificate from the Supervisor

I'm obliged to testify which is that this project on "Online class observation and Conduction in English during the outbreak of Covid 19" carried out by Fariha Zaman bearing ID: 181-10-243 of English Department is a demonstrable record of her work based on her serviceable experiences. She has successfully concluded the paper in my supervision during the summer semester 2021.

I am glad for the legitimacy of her work and I strongly applaud her composition for pedantic deserving.

I yearn her every attainment in life.



29.08.21

.....

Mohammad Elius Hossain

Assistant Professor, Department of English

Faculty of Humanities and social Science

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## **Acknowledgement**

Firstly, the condescension of Allah I could capable to adequate the task prosperously. Mohammad Elius Hossain sir, who assign me. I'm very regretful to sir to show his indicative endeavor. I want especially thanks to my sister, her influence make my work easier. Some friend of mine also helped during that time.

## **Abstract**

This extrinsic of the work is also conduct in this present condition in English language in the country. Making project on English language instructing in our country aren't prosperous to learner's .since they are taking in English language from the primal starting point of their school life. Output of this is so disappointing. A slight proposition concede contingent to concept detection in perceived estate. The project want to express in which way pedagogue were grant of the home port. Exposition of selection disquisition constructed the assignee to the state for better succeed. To serve my pursue I observed to classes of my mats who were conducting the classes for their internship also.

[Key words: Project paper, remark, disciple, regularity, guidance]

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# Chapter- I

## **Introduction**

I am Fariha Zaman a student of English department. My ID is 181-10-243. I have to complete all the requirements to finish my Honors Degree.

English is a well-known language to all. In our country there we give more value in English language. We have a great opportunity in language of English in Daffodil International University. CLT technique is may be the best strategies and generally renowned and furthermore widely utilized strategies in Bangladesh (Ansarey-ASA University, 2012). Before the covid we learnt go from the campus. There are many club English language club is one of them. We learnt many things by participating this club. In our country and except it everywhere we need to English for official work or any kind of work. Which students are belong from this department are also have great opportunity to show their position in their corporate life. Like other country we also have a great opportunity good things from this department. I have deal one class in my department and also some classes were selected to observe. I many things which I never know in before. This was so pleaser to me.



# Chapter- II

## **Objectives of the Internship**

1. Recent scheme knowledge teaching in English language.
2. Idea of major element based on class which conducting in the time of outbreak of reason Covid-19.
3. Basic knowledge in outcomes of after learning.
4. Receive practical experience.
5. Detect the arrangement in today's condition.
6. Invent the both part which are good and bad of online class.
7. To finding the strengths and restriction of online classes.

# Chapter- III

## Methodology

- a) **Choose foundations:** The chosen institution for internship was Daffodil International University. That was chosen by my supervisor.
- b) **Preference of class:** I observed two classes which were selected for me.
- c) **Noticed class:** I noticed the way teacher moderate in the class, uses of time in class conduction. And perceive the interpretation of both.
- d) **Checklist using:** checklist is based on online class observation which I used .**Conducting a class:** I preceding a class cause of corona. During handling the students, I understood and capable the condition. The class held on 50 minutes.

It was and wonderful experiences that I have complete my internship with the help of such and co-operative and amazing supervisor.

# Chapter- IV

### Institution Details:

<b>Name</b>	Daffodil International University
<b>Venue</b>	Dattapara,,Ashulia
<b>Establishment</b>	approved by UCG in 2002
<b>Campus(number)</b>	2
<b>Number of Students</b>	Almost 24000
<b>Teacher</b>	930 (around)
<b>Economic issue</b>	Private University
<b>Teacher's Qualification</b>	All of them have and MA with great academic Results from different institution and many have PSD degree Also
<b>Dress Code</b>	Not Specific
<b>Extracurricular activities</b>	They have many Clubs for Extracurricular Activities .like Daffodil (theater club), English language club
<b>Play Ground</b>	The pc(permanent campus) has a green and large play ground
<b>Library</b>	Have a organized amazing library Building
<b>CCTV Monitor</b>	Whole university under CCTV coverage all the time
<b>Shift</b>	YES

## Classroom Observation Report-1

<b>Information of teacher</b>
<b>Name:</b> Sraboni Akter
<b>Institution:</b> Daffodil international University
<b>Observations date:</b> 23 June 2021
<b>Details:</b> It taken on meet apps is used when she conducting and noticing classes.
<b>Information of student</b>
<b>Batch of the class:</b> 20th Batch, PC- A
<b>Total Student's :</b> 45
<b>Department:</b> English
<b>Observation</b>
<b>Class Observer:</b> Fariha Zaman
<b>Use of language:</b> English
<b>Teaching materials:</b> Slide

## **Class observation report-1**

At first when the class started who was conducting the class greeting the students. After the conversation she told the class introducing themselves. After that she started to the topic after that she displayed about the topics slide. She explained the topic. And continued discussion.

Then the conversation she started a different puzzle that was so much provocative. The teacher displayed many image to the students. Then she removed those images provide a script to in the whole class t and instruct to name they saw few moments ago and declared that the winner will that student who wrote maximum name.

Which time the session finished teacher was admired the students and provide them another task for the left time of the class. Students were really enjoyed her class.

### **The strength of the teacher:**

1. The teacher was skillful on that topic.
2. The teacher's voice was clear and loud.
3. The teacher was very co-operative with students.
4. She has outstanding gamming
5. knowledge over the topic
6. During the class time teacher actuate the students.



## Classroom Observation Report-2

<b>Information of teacher</b>
<b>Name:</b> MD Abu Aiyob
<b>Institute:</b> Daffodil international University
<b>Observations date:</b> 22 June, 2021
<b>Description of class:</b> It taken on meet apps is used when he conducting and remark classes.
<b>Information of student</b>
<b>Batch :</b> 19th Batch, PC- A
<b>Total Students :</b> 40
<b>Department:</b> English
<b>Observation</b>
<b>Class Observer:</b> Fariha Zaman
<b>Uses of language:</b> English
<b>Teaching materials:</b> Power Point Slide

## **Class Observation report-2**

Initiate moment of the class he greetings in the class. After that the he explained the quiz question. He talked about it. Then providing the lesson he gave something to the students. After that he told about the topic. Students responding freely. Many students of them can't t realize it then he reverse the lesson again. The topic was reading skimming and scanning. He taught the student in this topic properly. The students enjoyed his class so much.

### **The teacher's strength;**

1. Who was taught was very experience.
2. He was friendly with students.
3. Provide the scope to ask questions.
4. Do well manner with students.

# Chapter- V

## Lesson Plan

**Name of teacher:** Fariha Zaman

**Profile:** BA (hons) in English

**Length:** 50 mints

**Topic:** News report writing

**Teaching substance:** slides

**Objectives of learning:** After the lesson students which are in that class will capable to

- Answered the topic
- Understand the knowledge about the topic

Activities	Elements	Lesson feedback	period
<p><b>Greetings:</b> Introduce herself. To them</p>	---	---	3 mint
<p>Hints the topic</p>	Slides	Students get full of knowledge of that topic	12 mint
<p>explained with relatable exercise</p>	Slides	Students are understand clearly	12 mint
<p><b>Exercise;</b> Give rules and able to do the it</p>	----	This will be practiced	8 mint
<p><b>Judgement:</b> The classes students are delivered their own thinking</p>	---	---	10 mint

<b>Conclusion:</b> Teacher conclude the lesson	---	---	05 min
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## Teaching experience

<b>Institution</b>	Daffodil International University
<b>Students</b>	B.A. (hons)in English
<b>Total Student</b>	40
<b>Duration</b>	50 min
<b>Topic</b>	News Report writing
<b>Materials of teaching</b>	Slides
<b>Objectives of the topic</b>	- how to write a news report  - News Report writing structure

### Experience:

The teaching experience of mine on News Report writing and elaborate about many type of News Report. When the class started teacher established herself with the learner's. She also told them to do some questions answer and they did it willingly. They were very friendly with her and responding also. The teacher made a wonderful slide for them that can help those most.

### Success in Teaching:

- i. Capable to describe the topic well.
- ii. Students were spontaneous.
- iii. They behaved well to her.
- iv. More over providing feedback on student's response make the learning process even more upgraded and effective.

**Need to Improve:**

- i. Teacher was very timorous.
- ii. Teacher explained very fast.
- iii. Teacher should elaborate the topic more.

# Chapter- VII



## Over all findings

**Subject / content:** They all have excellent knowledge in the lesson.

**Classrooms surrounding:** The reasons of covid-19, university organize online classroom. Real campus more perfect than online platform.

**Lessons provide:** All the word delivered was so much clear and easy also.

**Activities:** The teachers noticed to all. Gave similar importance to all.

**Network Issues:** Sometimes network wasn't given proper working. Teacher should more careful about this issue.

**Merit:** In online class everyone can join easily if they have not any issue. Students and teacher make a good relationship with each other.

**Downside of online class:** There are some demerits that who have any technical issue cannot join the class. Some students are not so much attentive.

# Chapter- VIII

## **Recommendation**

1. Need explained in easy language.
2. They must have conscious irregular students.
3. Must have very well behaved.
4. Both have to more dedicate.
5. Teacher should be support and helping those students who can't attend classes of their network problem through sharing ever thing on BLC.

# Chapter- IX

## **Conclusion**

I'm very appreciative that I take a class in my selected university. I am thankful to my supervisor to give me the opportunity of taking a class by myself. I'm so much happy to take an online class at my university. This paper won't change the work like farm work. I am so much pleased to get such a great opportunity. It was a great and memorable experience in my life. I hope it helps me to enhance my confidence level in the future. As a student, it was a big and great experience for me.

## References

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## Appendix-1

### Certificate of internship

#### Checklist for Class Observation

Institution name: \_\_\_\_\_ Daffodil International University \_\_\_\_\_ Program  
 \_\_\_\_\_ BA. (Hon's) in English \_\_\_\_\_ Teachers name: \_\_\_\_\_ MD Abu Aiyob \_\_\_\_\_

Batch: \_\_\_\_\_ 19<sup>th</sup> \_\_\_\_\_ No. of Students: \_\_\_\_\_ 40 \_\_\_\_\_ Topic \_\_\_\_\_ Reading (skimming & Scanning) \_\_\_\_\_

Observer: \_\_\_\_\_ Fariha Zaman \_\_\_\_\_ Date and Time \_\_\_\_\_ 22 June, 2021 \_\_\_\_\_

#### Lesson objectives:

- i. Discussing about the Definition of skimming & scanning.
- ii. Explained it elaborately

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

They got all the information topic she used slides during her class for give a clear concepts. Everything went well but he could have tried to take some extra time for giving them outcome or feedback also.

S/N	Section of review	In what ways? (Specific examples/ clarifications)
1	<b>SUBJECT MATTER CONTENT</b> (elaborate with wonderful speech, body language, mind blowing words )	I have seen a big amount of time being used for those students because the way he taught those students was certainly inspiring to watch. Also did this thing asking then question related to the topic
2	<b>ORGANIZATION</b> (The noticeable thing on his slide organization that was so much perfect details in description)	We all know time is one of the most important things which I found begging used really well. The next was given them a task and last was questioning and answer part.
3	<b>RAPPORT</b> (On the whole time of the class the students were so much attentive the teacher also responding to their question)	He started out sincerity inside students went he is clearing with what he is supposing. He help one of the students while sharing their ideas about the topic.
4	<b>TEACHING METHODS</b> (the method of teaching so much important and the teacher maintaining it very nicely teacher follow the exact method on teaching)	Which method the teacher maintained and follow was really great in the slide proved that clearly which was so much perfect.

5	<b>PRESENTATION</b> (presentation was so seductive ,make the class more meaningful)	Her pronunciation was perfect and voice was clear. Her speech was clear and very under stable.
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## MANAGEMENT

**Did the time wisely spend?**

**That one hour were in up so make a students learn and take feedback on a particular topic.**

**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)**

**The class was on Reading skimming & scanning. The slides made it so much under stable and easy are for the students. The slides were completed with lot of information in simple sentence.**

## 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?**

**Did not face difficulties and critic situation during the class time.**

### **Strengths observed:**

- i.** The time went well organized according to all explaining task question answer.
- ii.** His conversation was fell with advanced English vocabularies.
- iii.** He was very confident was during the class time.

**Suggestions for improvement:** I think he did fabulous job there is no doubt that student will attended his class and not be capable to learn anything from it. he give them a quiz after class



would have been a good segment to add on so that he could have understood if they were clear about the topic of not. Except that everything was very perfect and finished smoothly.

**Overall impression of teaching effectiveness:** He is a knowledgeable person. His teaching style was good for commination as it was happening in on line. His slides and the standard question he provided a perfect picture of a role model.

## Appendix-2

**Checklist****Checklist for Class Observation**

Institution name: \_\_\_\_\_ Daffodil International University \_\_\_\_\_ Program  
 \_\_\_\_\_ BA. (Hon's) in English \_\_\_\_\_ Teachers name: \_\_\_\_\_ Sraboni Akter \_\_\_\_\_

Batch: \_\_\_\_\_ 20 \_\_\_\_\_ No. of Students: \_\_\_\_\_ 45 \_\_\_\_\_ Topic \_\_\_\_\_ Summary Writing \_\_\_\_\_

Observer: \_\_\_\_\_ Fariha Zaman \_\_\_\_\_ Date and Time \_\_\_\_\_ 11:30AM 23 June,  
 2021 \_\_\_\_\_

- i. Discussing how to write a summary.
- ii. Explained it Examples.
- iii. Were the objectives achieved and to what extent (in your view)?

They all try to participate in answering the question she asked during her class. They got all the material topic she used slides during her class for give a clear concepts. The slides were easy to understand. The students end the class with very clear concepts about the topic.

S/N	Review Section	In what ways? (Specific examples/ clarifications)
1	<b>SUBJECT MATTER CONTENT</b> ( subject and topic, meaningful , easily catchable, so much high word full of contents)	She made the students engaged from the beginning the class which was the attractive part to notice. She did this thing asking then question selected to the topic
2	<b>ORGANIZATION</b> (main target on the key word, except un usual details, go through the main points ,revers more and more the relevant topic)	Divided her time into 4 parts one was for explain the lecture. The 2 <sup>nd</sup> was given them a quiz and last was questioning and answer session.
3	<b>RAPPORT</b> (holds interest of students; is respectful, lawful, great attitude, humble to all, agree to answering the questions)	She tried her best to give everyone a scope to talk about their point of view about the topic. She cooperate one the students while she sharing their ideas about the topic.
4	<b>TEACHING METHODS</b> (proper method, correct use of grammar verb sentence , new vocabularies)	Main point focusing. Good learning aptitude

5	<b>PRESENTATION</b> (Fabulous presentation, talk to the point, making with details)	Pronunciation so perfect, voice was clear. Her speech was clear and very under stable.
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## MANAGEMENT

**Did the time wisely spend?**

**She amazingly uses her time which was fixed to her. She wasn't waste the time**

**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)**

**The selected topic was on summery writing. She tried her best to cover the materials in one class she tried to completed and cover up some major mistakes the students make and gave some easy solution not to make those silly mistake again. The slides were completed with lot of information in simple sentence.**

**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?**

**Didn't notice that kind of thing**

**Strengths observed:**

- i.** Her process of explaining the topic was under stable.
- ii.** Her conversation was full of with rich and high vocabularies.
- iii.** Her confidence was high in his teaching time.

**Suggestions for improvement:** She did outstanding work because the way she try to engage with the students work out really well. She provide them a task after class would have been a good segment to add on so that she could have understood if they were clear about the topic of not. Without that everything very nicely.

**Overall impression of teaching effectiveness:** The process or way she used her class style of speaking while conducting the class made the students more interested her way to learning students was effective and interesting at the same time. Her style of teaching was good for commination as it was happening in on line.

## Appendix-3

**Lesson Plan**

**Name of teacher:** Fariha Zaman

**Description:** BA (hons) in English

**Time scale:** 50 mints

**Topic which was selected:** News Report Writing

**Teaching elements:** slides

**Objectives of teaching:** At the end of the class students will able to

- answering the difficulties

**Motivational facts:** To learn many new things on that topics which they never read before. They get assertive thinking also get a good motivation when the teacher taught them.

Activity	Materials	Learning out comes	Timing
<b>Greetings:</b> Firstly teacher want to build up a good relation	---	---	3 min
Topics elaboration	Slides	Get general perception	12 min
Illustrate it	Slides	-----	12 min
<b>Exercise Practice:</b> Application on practically	Slides	Fantastic outcomes	8 min
<b>Deduction:</b> They get to confident to give their impression	---	---	10 min
<b>Conclusion:</b> The teacher give them a glory ending	---	---	5 min