



**An Internship Report on “Working at Hazi Billat Ali Adarsha High  
School as an English Teacher”**

**Submitted to the Faculty of English at Daffodil International University in partial  
fulfillment of the requirement for the degree of Bachelor of Arts in English**

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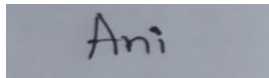
Faculty of Humanities and Social Science

Daffodil International University

**Date of Submission:**

## Declaration

I hereby declare that the internship report on “Working at Hazi Billat Ali Adarsha High School as an English Teacher ” has been completed by me under the supervision of Dr. Ehatasham Ul Hoque Eiten , Assistant Professor in the English Department ,Daffodil International University. I also declare that this report submitted in the partial fulfilment of the requirement for the degree of Bachelor of Arts in English.



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## Certificate of Approval

This is to certify that the Internship Report on “Working at Hazi Billat Ali Adarsha High School “prepared by Effat Ara Ani , ID :191-10-407 Department of English at Daffodil International University under my supervision and guidance.

I wish success in her life.



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Supervised By

Dr. Ehatasham Ul Hoque Eiten

Assistant Professor

Department of English

Daffodil International University

## **Acknowledgement**

At first I would like to give the gratitude to Almighty Allah for giving me the strength and capacity to finish the report within dedicated time.

Then I would like to give thanks to my supervisor Dr. Ehatasham Ul Haque Eiten Sir, Assistant professor of Daffodil International University who constantly guided and corrected me to finish my internship report. His valuable suggestions and guidance helped me a lot to prepare this report properly.

I would like to thank MD. Sheikh Mohammad sir, the Headmaster of Haji Billat Ali Adarsha High School, who allowed me to do my internship in his school. I am also grateful to MD. Sadeq Ahmmad sir, the Assistant head master for his valuable support on this internship report. I would like to give my special thanks towards all the course teachers in the school who allowed me in their class.

And I am also thankful to my father, who helped me to join this school as an intern. Lastly, I like to express my sincere gratitude to everyone who contributed preparing and making this report successfully.

## **Abstract**

The internship report is based on my journey as a English teacher and what I have experienced from this journey. The aim of the internship is to experiment the process of class observation, class conduction, lesson plan and which method, materials and techniques are followed in language teaching. The goal of this journey is to learn how teachers organize their classroom which materials they use in language training and how they communicate with students and how they can improved their language teaching. After the class observation and collection of necessary data related the subject, many classes were conducted by me with the help of teachers, students and Head of the institution. The duration of the internship was three months. During this internship my responsibility was to help children improve their English skills. Finally their experience made me think about teaching and helped me a lot of practical experience.

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# CHAPTER 1: INTRODUCTION

## 1.1 About the Institution

**Name:** Hazi Billat Ali Adarsha High School

**Location:** Chalaban ( Hazipara ), Azampur, Dakshinkhan, Dhaka-1230

**EIIN Number:** 108544

**Established Year:** 1993

**Number of Teacher:** 18

**Number of students:** 700

**Number of staff:** 4

**Institute level:** Secondary

**Email Id:** [hbaschool@yahoo.com](mailto:hbaschool@yahoo.com)

Hazi Billat Ali Adarsha High School is a Non-governmental school. The school was established in 1993. The EIIN code is 108544. This school offers classes upto secondary level. The school has three academic buildings. The school is under “Dhaka Education Board”. The school has only one shift from 9:00am to 3:00pm. The average age of teachers in this school is 50 years. (EduportalBd.com)

The school has a small playground. There is no technology system in this school. There are no digital multimedia and CCTV camera in the classroom. Also no lab facility for the science students. The teacher at this school are very friendly which makes the classes very effective. The school considers each students according to their mental state. Their aim is to make them good citizens by providing good education.

## **1.2 Objectives**

- To find out the method and techniques utilize in the class.
- Learning about the English teaching system in Secondary school level students.
- To learn about professional field.
- To gain experience on teaching

## **1.3 What is Internship?**

Internship is training for professional work. Internship is to enhance one's skills by gaining knowledge about various functions of a particular company under a skilled mentor.

Through Internship people get a lot of good opportunities to build their career in future. Internships are to be done as part of various honours courses and internship report is to be submitted after completing the internship program. Otherwise, the honours course will not be completed. In our country, we usually have to do an internship at the end of the honours course.

Generally, internships serve as a student's work experience and pre-employment evaluation for an organization. A student can use internships to determine whether he or she is inclined towards a particular career.

Through internship, students can become experienced in professional work and improve their skills and can directly join the job after graduation.



## **1.4 Background of my Internship**

Internship is a mandatory part of B.A programme. For which I had to find an organization that is relevant to this subject. There are many different fields for English Language and Literature. Such as teaching, banking, HR executive, content writing etc.

At first, I was confused because most of the students in my section went to banking sector. Then I thought that I should do an internship in the sector which I have interest. Then I decided to choose teaching profession among all these fields. And this is an opportunity for me to gain experience in the teaching profession. That's why I choose to do an internship at school. Through this internship I gained teaching experience in an educational institution for the first time. I have learned many things in this journey which will help me a lot to build my future career.

I did not need to survey other schools for my internship. Because, the school which I completed my internship is known to my father. Almost everyone there was known to my father. So they taught me everything in detail. Which helped me to gain knowledge about this profession. Also the school was near my home which gave me the best commuting convenience.

## **1.5 My professional Internship Supervisor**

While doing my internship I was under the supervision of MD. Sadeq Ahmmad sir, the Assistant Headmaster of **Hazi Billat Ali Adarsha High school**. He guided me throughout my internship at the school. Without his help I could not conduct the class well.

## **1.6 Duration of my Internship**

I joined **Hazi Billat Ali Adarsha High School** as an intern in 20<sup>th</sup> August, 2022. And there I worked as an English teacher till 20<sup>th</sup> November, 2022.

## CHAPTER 2: Activities During Internship

### 2.1 Weekly Activities

#### 1<sup>st</sup> week

- Selecting the classes. The Assistant Headmaster helped me to selecting the class. He selected the classes 5,6,7,9 for me.
- Introduced to the students by the teacher.
- Learned to make lesson plan.
- Observed the classes of different teacher

#### 2<sup>nd</sup> Week

From this week I have started conducting classes. And this week I conducted my first class of this school. I have conducted the classes of 5,6,7and 9.

#### Class – 5 (9:15am – 10:00 am)

- Introduced myself and asked their name and hobbies.
- Conducted the class on “**Model Question**” of English 1<sup>st</sup> Paper.
- Explained line by line from the passage.
- Provide them some task to practice. And checked their answer and improved them.
- And gave them some homework.

#### Class – 6 (10:40am – 11:20am)

- Introduced myself and asked their name and told them about my Internship.
- Selected a passage from their text book of English 1<sup>st</sup> paper.
- Gave them some class work from model questions
- Checked their class work and make them improved.
- Gave them some homework
- Conducted the class by using the “**Grammar Translation Method**”.

### **Class -7 (11:40 am – 12:20am)**

- Introduced myself and asked about themselves.
- Discussed on “**Article**” with some rules and exercise. And told them to take note.
- Gave them some group work.
- Conducted the class by using the “**Communicative Language Teaching**” method.

### **Class – 9 (12:20am – 1:00am)**

- Introduced myself and told them about my internship and asked their name.
- Discussed about “**Model Question**” of English 1<sup>st</sup> Paper and told them about vocabulary.
- Gave them some homework from the model question

### **3<sup>rd</sup> Week**

#### **Class –5**

- I conducted the class at 9:15am. And started by taking attendance of the students.
- Summarized the previous class and checked their homework.
- Discussed about “**Model Question**” of English 1<sup>st</sup> paper. This week I discussed about Model Question 29 and 30 in the “Advanced Learners and Communicative English Grammar and Composition”.
- Gave them a topic and told them to do group work on it. Then I told any group member to come forward and read.
- At the end of the class , I provided them homework.

#### **Class – 7**

- I conducted the class at 11:40am.
- Discussed about “**Tense and Present Tense**” with some rules and exercise and told them to take note.
- Provided them homework. And conducted the whole class by using the **Grammar Translation Method**

### **Class – 9**

- I conducted the class at 12:20pm. And gave them an overview of the previous lesson and checked their homework.
- Discussed about seen passage on **Partha Pratim Majumder** from the Model Question.
- Gave them task about a topic from Model Question and told them to say something about it.
- Some of the students enjoyed the class and responded well.
- Gave them two model question in the Advanced learners communicative English Grammar on which i will take exam in the next week.
- Took the class by using **Communicative Language Teaching** method.

### **4<sup>th</sup> Week**

#### **Class – 5**

- Conducted the class at 9:15. Then I started class by taking attendance of the students.
- Then I checked their homework.
- Discussed about their class tutorial test

#### **Class – 6**

- I started their class at 10:40am.
- Discussed about Model Question and their tutorial test syllabus.
- Explained the topic from the model question to the students through storytelling.
- Then I gave them some class work to check their understanding.

#### **Class – 7**

- I started the class at 11:40am and to check their homework.
- Then I discussed on “**Past Tense**” with some rules and exercise.
- Gave them homework

#### **Class – 9**

- I conducted their class at 9:30 and started their class with class test.

- Then I selected the passage of English 1<sup>st</sup> Paper.
- Explained every sentence and told them about **Vocabulary**
- Discussed about their tutorial test and encouraged them.
- At the end of the class I gave them class test marks and corrected their mistakes.

### 5<sup>th</sup> Week

The students tutorial test has started this week and I was given the duty of the examiner in their class tutorial test.

### 6<sup>th</sup> Week

#### Class – 7

- I started the class at 11:40am. Then I explained them on “**Future Tense**” with some rules and exercises.
- Gave them classwork on previous Lesson's and checked their script and made them correction.
- Provided them homework and finished the class.

#### Class – 9

- I conducted their class at 12:20pm.
- Then started the class with discussing about **Paragraph on Tree Plantation.**
- Also discussed about Model Question
- Provided them homework
- Took the class by using **Grammar Translation Method**

## 7<sup>th</sup> Week

### Class – 5

- I started the class at 9:15am. And started the class by taking attendance of the students.
- Then I discussed on **Definition of Tense and Classification of Tense.**
- Explained them the classification of tense through storytelling
- And gave them homework and finished the class.

### Class – 6

- I started the class at 10:40am.
- This week I discussed with them three Model Question to complete their final examination's syllabus.
- Explained the passage line by line and mentioned the important word from the passage which I learned during the observation class.
- After reading the passage I instructed them how to answer the questions.
- Gave them homework and finished the class
- Took the class by using **Grammar Translation Method.**

### Class – 7

- I started their class at 11:40am.
- In this week I discussed about “**Transformation of Sentence**” and explained with some rules and exercises.
- Gave them some task to check their understanding level.
- Gave them homework and finished their class by signing diaries.

### Class – 9

- Started their class at 12:20 am.
- Then discussed on Model Question and explained the passage briefly.
- And explained them all the **Vocabulary** and other topics
- Then gave them a topic from Model Question and asked them to say something about it.

- I took the class by using **Communicative Language Teaching** method

### **8<sup>th</sup> Week**

#### **Class – 5**

- This week I took their revision class. And explained briefly about all topic of Model Question

#### **Class – 7**

- I started their class at 11:40 am. And discussed on **Voice Change** with some rules and exercise so that students could change the Voice.
- Gave them classwork on Voice Change
- Checked their script and made them improved.

## 2.2 Class observation Report

I have observed 4 classes at Haji Billat Ali Adarsha High School. I observed the classes of 3 different teacher who helped me for my entire internship journey during the school. I noted all the techniques and method used by the teachers.

### Class observation – 1

Class	Six
Numbe4r of students	33
Number of student's attendance	27
Class duration	40 minutes
Topic	Model Question (English 1 <sup>st</sup> paper)
Lesson objective	Reading the passage , Learned Vocabulary from the Passage

I observed the first class of class 6 at 10:40am. The class conducted by MD. Rabindranath Biswas sir, the Assistant teacher of English . Then he introduced me with the students and made them clear that I came to conduct their classes for three months for my internship.

Then sir started his lecture on **Model Question**. And the topic was **Computers**. Sir started the lesson by reading passage and explained all the vocabulary from the passage. They were listening to him attentively but some of them talking with each other and staring at me. Maybe they were talking about me. Then sir told them to be silent and gave them homework.



## Class observation – 2

Class	Seven
Number of students	42
Number of student's attendance	31
Class duration	40 minutes
Topic	Right form of Verbs
Lesson objective	able to Understand rules and use of the rules

The second class which I observed was class 7 on the same day at 11:40am. The class conducted by MD. Sadek Ahmed sir, the Assistant Headmaster . Then he introduced me with the students and told them that I will take their classes for three months. He also told them to co-operate with me.

Then he started the class by checking student's homework and made them correction on their work. Then he started his lecture. The topic was "**Right Form of Verbs**". Sir explained the rules briefly and gave example so that students could understand well. After that he gave some exercise on the board for the students to check their understanding. Sir checked their answer and made them correction. At the end of the class, sir provided them homework for next class.

The teacher used the "**Grammar Translation Method**". For students better understood sir used both language English and Bengali. And most of the students were engaged to the lesson.

### Class observation – 3

Class	Nine
Number of students	40
Number of student's attendance	32
Class duration	40 minutes
Topic	Model Question ( English 1 <sup>st</sup> Paper)
Lesson objective	Reading the passage and learned Vocabulary

The third class which I observed was class 9 at 12:20pm. The class conducted by MD. Robiul Islam, the Assistant teacher of English.

Then sir introduced me with the students. Then he started his class with the previous day's lesson. And the topic was story writing. Sir gave an overview of the story. After that sir started a new passage on **Zainul Abedin** from the **Model Question**. Then he explained the passage line by line and provided them homework on **Vocabulary** from the passage. Then he finished the class by give them homework. The teacher mostly used Bengali in the classroom.

#### Class Observation – 4

Class	Five
Number of students	26
Number of student's attendance	22
Class duration	40 minutes
Topic	Model Question ( English 1 <sup>st</sup> Paper)
Lesson objective	Passage Reading , learned Vocabulary and Question Solving

I observed the fourth class of class 5. The class conducted by MD. Robiul Islam sir, the Assistant teacher of English. Sir had already told the students about me. So without delay he started the class by calling the roll. He started his lecture on **Model Question**. He explained the passage line by line and mentioned the important word from the passage. After reading the passage, sir asked them to answer the MCQ, True/False, and Answering Questions. Students gave their scripts to the teacher and sir made them correction. Lastly, sir provided them some homework on “matching table and fill in the blanks” from the model question.

The teacher mostly used **Bengali** in the classroom. And he used the “**Grammar Translation Method**”.

## **2.3 Teaching Method**

In this part I will briefly discuss the teaching strategies that I have taken into account while working as a teacher. In this context, I want to emphasize that I did not directly follow any particular method; Rather I have used various techniques and activities that I find appropriate. Techniques like Grammar Translation Method, Communicative Language Teaching Method.

### **Grammar Translation Method**

The grammar translation method is a language teaching method to learn a foreign language. This method used to apply mostly for learning the classical languages.

This method aims to study and analyze the grammatical rules of the target language. In this method, an exercise in grammatical structure was carried out through translation from both languages. GTM is entirely based on written words and text.

In this method, Classes are taught in the mother tongue, with little active use of the target language. This method improves student's general intellectual capacity. GTM focuses on learning the grammar rules for better accuracy.

### **Communicative Language Teaching**

The central theoretical concept of communicative language teaching (CLT) is a process of communicative competence. In this teaching method, students learn language in a communicative way. (Study.com, 2022)

Communicative language teaching prioritizes the development of students communication and interaction skills. It ensures that students can communicate effectively and confidently in real-life situations through student-to-teacher interaction. CLT essentially requires students to learn a new language by using language to communicate with the people around them.

## **Storytelling**

Storytelling is one of the techniques of language learning. During my internship time I used this method to take a class.

Storytelling is a teaching method that helps students solve given problems and tasks in a playful way and develop creative understanding of the given topic. Storytelling technique is known as one of the most effective teaching techniques. This method motivates children to be active participants in constructing the meaning of the story.

Ilmu (2016) mentioned in his article that students need an interactive speaking strategy to improve their speaking. Moreover, he also noted that students are interested in listening to their teacher's storytelling. My fear of public speaking improved a bit through this opportunity and I also felt more comfortable as a teacher.

## **Chapter 3: Learning Experience**

### **3.1 Teaching Experience**

During the internship, I gained a lot of experience by observing and conducting classes in this school. I was very excited to take a class at a school. Before doing the internship I could not understand that a teacher has to work so hard to maintain a class. Here I learned how to overcome challenges and achieve success. I checked many copies during my internship and also marked in exams. In this way I learned to evaluate student copy and what factors to take notice when checking student scripts. I planned lessons for them which allowed me to learn how to prepare lessons for students. I have prepared lesson plans on selected topics. I tried to give clear instructions, defined the topic, used different methods and finally asked them to practice. Later, I also checked their previous classwork, regular class activities and diaries.

I have used both Bengali and English language in the class so that students can understand their lessons easily. I have also performed the duty of examiner in the class tutorial test. Overall it was a great experience for me.

### **3.2 Knowledge I have gathered**

The knowledge I have gathered from this journey was a great opportunity for me as I learned many important things needed in professional life. The first and foremost thing I learned is to be professional which includes many other aspects. I have learned work with time management. And most importantly I learned how to teach so many kids at once in a professional manner. This journey was a lesson for me in dealing with children and maintaining teacher-student relationships. I also learned professional behavior in dealing with school colleagues and other stuff. Also, I have gathered knowledge on how to prepare lesson plans, prepare mark sheets and check exam papers properly. The internship gave me an opportunity to understand the profession with teaching experience. By doing the internship I learned how to manage work and study together. It taught me to balance work with studies. It was basically a practical experience of what I studied from all the courses I took at my university. So it helped me to know how to actually work as a teacher. Overall it was a great opportunity for me to gather knowledge.

## **Chapter 4: Evaluation**

### **4.1 Practical Work and Academic Learning**

Many people say that academic education and practical work are completely different. But in my opinion, these two are not completely different. They also have similarities. It is not true that academic education does not help people in life at all.

Academic education is the part where working process is taught. This is the place where you learn and then use that knowledge in the practical world. As a student of English department, the knowledge I gained during academic education helped me a lot during my internship as a teacher.

### **4.2 Expectation and Experience**

Before starting the internship I expected a few things. After three months observed and conducted the classes at the school, I realized that the experience was exactly what I expected. It was my first experience of teaching in an educational institution. and I gained a lot of knowledge from this school. Earlier I thought that teaching career might be easy but my thought was proved wrong when I started conducting classes. Also I didn't expect the teachers to be so friendly. They helped me a lot throughout my internship journey. students also helped me a lot in managing the class. They were very cooperative.

### **4.3 Skills Developed**

This was my first teaching in any educational institution. So, this journey was not so easy for me. Learning new teaching techniques and teaching students was a big challenge for me. But after doing an internship as a teacher for 3 months now I was able to acquire some skills that could be useful in my future career.

Some of the skills acquired are listed below :

- English reading skill increased.
- Improved time management.



- Learned how to interact with students in the classroom
- Learned to be professional. Because professionalism increases efficiency and reduces errors which ensures standard and quality service resulting in maximum student satisfaction.

#### **4.4 Future Career Development**

The motive of internship is to make a student more proficient in his desired profession, so that it enhance students skills and knowledge to help build his future career.

This internship helped me to understand whether I want this profession of teaching or not. It taught me how to be a professional teacher. Now I understand that being a teacher is not only about teaching but also about being compassionate, caring and understanding students. I learned common mistakes that students made and how to respond to those students.

During this internship, it helps to create connections with students which is very important in teaching profession .Because a teacher's main job is to connect with students. This internship was a great learning for me. In this internship I developed some essential skills like professionalism, communication with students and lesson planning. So I hope this experience will help me to build my career as an effective teacher with good qualities.

## **Chapter 5: Conclusion**

### **5.1 Findings**

- Lack of technology. There is no projector.
- All teacher and staffs are very polite.
- Teachers use Grammar Translation Method in the classroom
- There is no canteen
- Many students were not in proper uniform in the class room.
- There is no science lab
- The school has small playground
- Most of the teachers were very helpful

### **5.2 Recommendation**

- The teacher should use the Communicative Language Teaching method along with Grammar Translation Method in the classroom.
- An English club is needed to enhance students English Language Learning
- Teachers should use English language in the classroom and should encourage students to speak English
- Science lab should be provided for students
- The institution should provide technological material.

### **5.3 Conclusion**

Finally I would like to say that, it was a great experience to observe and conduct the classes. Because of this internship opportunity, I got to work with some great teachers and get some teaching experience. I was very nervous before starting my internship because I am going to teach in an educational institution for the first time in my life. But after finishing this I believe that this opportunity gives me confidence and will help become a good teacher. It provided an excellent opportunity to collaborate with different thoughts, ideas and arguments. This little experience of teaching is one of the best feelings I have ever had. The classes I conducted showed me how hard a teacher works. Overall I learned a lot from this internship.

## References

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- 2 (Grammer Translation Method, July 8,2021)  
<https://literaryenglish.com/what-is-grammar-translation-method/>
- 3 (Study.com, 2022)  
<https://study.com/learn/lesson/communicative-language-teaching-approach-features-clt.html>

## Appendix

### Lesson Plan

<b>Time</b>	<b>Content/Task</b>	<b>Teacher's Activity</b>	<b>Student's Activity</b>	<b>Outcome</b>
5 minutes	Introduction	<ul style="list-style-type: none"> <li>▪ Greeting and Introduction.</li> <li>▪ Summarized the previous class.</li> <li>▪ Asked some question.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Students replied nicely with greetings</li> </ul>	To make students more comfortable
15 minutes	Discussion about topic	<ul style="list-style-type: none"> <li>▪ Discussed about the topic and gave some information on topic.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Students listen carefully</li> <li>▪ Wrote a note on the topic</li> </ul>	They got idea about the topic.
10 minutes	Practicing	<ul style="list-style-type: none"> <li>▪ Provided some classwork to practice</li> </ul>	<ul style="list-style-type: none"> <li>▪ All students wrote their classwork nicely.</li> </ul>	Their concept became clear
10 minutes	Feedback	<ul style="list-style-type: none"> <li>▪ Checked their answer and made them improved</li> </ul>	<ul style="list-style-type: none"> <li>▪ Students listened very carefully</li> </ul>	They understood their mistakes and hot solutions

## Certificate of Internship

শিক্ষা  
শান্তি  
একা

# হাজী বিল্লাত আলী আদর্শ উচ্চ বিদ্যালয়

চালাবন (হাজীপাড়া), আজমপুর, দক্ষিণখান (উত্তরা), ঢাকা- ১২৩০  
স্থাপিতঃ ১৯৯৩ খ্রিঃ।  
ফোনঃ ০২-৮৯৬১৭৮১

বিদ্যালয় কোড- ১০৮১  
ইন- ১০৮৫৪৪  
থানা কোড- ১৩৮  
জেলা কোড- ১০  
জে, এস, সি কেন্দ্র কোড- ৫৩৭, ঢাকা- ৮৯  
এস, এস, সি কেন্দ্র কোড- ৫৭৮, ঢাকা- ৭৯

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স্মারক নং-  
তারিখঃ

**TO WHOM IT MAY CONCERN**

This is to certify that Effat Ara Ani, ID: 191-10-407 a student of the department of English, Daffodil International University, has successfully done her school visit through observing and conducting classes from 20<sup>th</sup> August - 20<sup>th</sup> November 2022. That will surely help her to complete the internship report.

Her diligent activities and passionate lecture have encouraged both teachers and learners to be more focused on English Language teaching and learning. I would like to thank the department of English, Daffodil International University to send her to my institution.

I wish her success in his every step of life.

  
20/11/2022

(শেখ মোহাম্মদ)  
প্রধান শিক্ষক/সম্পাদক  
হাজী বিল্লাত আলী আদর্শ উচ্চ বিদ্যালয়  
দক্ষিণখান, ঢাকা-১২৩০

## Photographs



