



Daffodil International University

An Internship Report on “English Classes Observation and Teaching Scheme”

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

Submitted By

Kaniz Fatema

ID: 191-10-413

Section: 13th PC (B)

Course Title: Project Paper with Internship

Course Code: ENG-431

Daffodil International University

Department of English

Faculty of Humanities and Social Science

Submitted To

Ms. Mst Noorzannat Husna

Lecturer

Department of English

Faculty of Humanities and Social Science

Date of Submission: 6th December, 2022

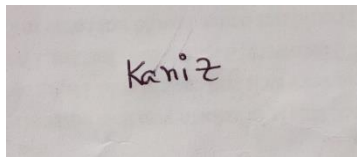
Declaration of this Intern Report

I, Kaniz Fatema would like to declare that this submitted Internship report titled "English Class Observation and Teaching Scheme" has been submitted by me after completion of three months of work in an institute (Shaheed Police Smrity College).

This report has been carried out under the supervision of my respected teacher Ms. Mst Noorzannat Husna, Lecturer, Department of English, Daffodil International University.

I also want to declare that the content of the following report has not been used anywhere before, in any other organization. It is authentic.

Yours Sincerely

A rectangular box containing a handwritten signature in black ink that reads "Kaniz".

.....

Kaniz Fatema

ID-191-10-413

Batch- 13th pc (b)

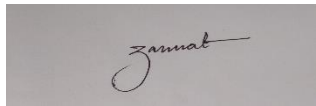
Department of English

Daffodil International University

Certification of the Academic Supervision

I am pleased to certify the Internship report titled "English class observation and Teaching scheme" prepared by Kaniz Fatema, ID-191-10-413 of the Department of B.A (Hon's) in English. She worked in an institution named "Shaheed Police Smrity College" as an intern under my supervision. She completed the work during fall-2022 semester. She worked diligently and honestly to complete her report.

I will pray for her successful future.



.....

Ms. Mst Noorzannat Husna

Lecturer

Department of English

Daffodil International University

Acknowledgements

At the outset I am grateful to Almighty Allah, Alhamdulillah I have been able to complete the journey of the Internship program healthy and gracefully. As well as thanks to all who helped me directly and indirectly.

Through this program I can take a step forward towards my goals in the future. I am very grateful to my supervisor MST Noorzannat Husna (Lecturer) Ma'am. Her friendly demeanor made my work on this project more exact. She guided us from the very beginning, also taking care to ensure that there were no problems during our work. So again I would like to thank her for imparting her time, valuable advice, reading drafts and also correcting them accurately with patience - this all stages have made it possible to complete this project paper.

I have completed my internship in the educational institution where I studied from. So everyone helped me to complete my internship work properly. At first I would like to thank our college Principal Mohammad Zakir Hussain, (English Lecturer) sir. For him I got the opportunity to intern in this reputed college. Also thanks to Abdul Mannan sir, he gave me the opportunity to take the class and observe the class. And respect to all the teachers in the institution who once again taught me to do my job properly. Every teacher in my university and college is a blessing to me.

Abstract

This complete project paper is based on personal experience, my class taking, class observation, extra curriculum development, communication, behavior, self evaluation in one word teaching skills are expressed. While observing the class, I noticed that the teachers follow the Communicative language teaching (CLT) method, communication between instructors and learners and class formatting system. There is also Developmental Learning Program (DLP) so that the syllabus can be completed easily. This system is arranged for every class. The system of each class is to take a class test on the topic of the previous class at the beginning. Then explain the new topic in class work (CW) in a systematic way. Each class had Advanced English Learner's Communicative English Grammar and Composition books.

During the three month of internship at the school, I observed 4 classes and conducted many classes. Among all these I have written about the conduct of 5 classes. This internship helped me gain experience on how to conduct a class with professionalism and how to maintain all the students in the classroom. While I conducted the class I tried to build a passionate relationship between students and teachers so that I can understand their thoughts. This project paper included many more problems which were quite challenging for me but I was able to overcome. Moreover, I have already mentioned what I have learned from this journey which is very useful for my future professional care

Table of Contents

Chapter 1: Introduction.....	1
Introduction.....	1
Chapter2: Objectives of Internship Report.....	2
2.1 Objectives.....	2
2.2 To achieve the objective	2
Chapter3: Methodology.....	3
3.1 Methodology.....	3
3.1.1 Selecting in Institution.....	3
3.1.2 Selection of classes	3
3.1.3 Class Observation	3
3.1.4 Class Conducted	3
Chapter 4: Institution Details	4
4.1 Institution Details (CollegesInBangladesh.Blogspot.com).....	4
Chapter 5: Internship Activity.....	6-14
5.1 Class observation.....	6
5.1.1 Class observation 1	6
5.1.2 Class Observation 2.....	7
5.1.3 Class Observation 3.....	8
5.1.4 Class observation 4	9
5.2 Class Conduct Report.....	10
5.2.1 Class Conduct 1	10
5.2.2 Class Conduct 2	11
5.2.3 Class Conduct 3	12
5.2.4 Class Conduct 4	13
5.2.4 Class Conduct 5	13-14
Chapter6: Overall Findings.....	15-17
6.1 Learning Experience.....	15
6.1.1 Teaching experience.....	15
6.2 Skill Developed.....	16

6.2.1 Improved Adaptability.....	16
6.2.2 Problem solving.....	16
6.2.3 Time-management	16
6.3 Overall Findings.....	17
6.3.1 Class-Time Management.....	17
6.3.2 Classroom Environment	17
6.3.3 Lesson Delivery.....	17
6.3.4 Findings from Class conduct.....	17
Chapter 7: Recommendation.....	17
Recommendation.....	18
Chapter 8: Conclusion.....	19
Chapter 9: References.....	20
References.....	20
Chapter 10: Appendix.....	21-24
10.1 Lesson Plan.....	21
10.2 CERIFICATE OF APPRECIATION	22
10.3 Class Observation/ Invigilator duty in Examination Hall	23
10.4 Class Conduct	24

Chapter 1: Introduction

Introduction

An internship is a professional learning experience that provides hands-on work that demonstrates a student's interest in studies and careers. (Internship) Internship gives a student the opportunity to explore and develop a career and learn new job skills.

Since I have always wanted to be a teacher, I wanted to do an internship at a school where I have the opportunity to practice teaching. This internship is my first experience teaching in a school and I have tried to document this journey in this report. I learned a lot on this journey, and tried my best to adapt to the environment. In this report I will highlight some of these experiences.

I will also evaluate my teaching practice as I try to implement the knowledge I have gathered from my undergraduate studies at Daffodil International University.

It was during September 2022 when I started my internship. I did not need to survey other schools for my internship. Because the place where I completed my internship was the reputed Shaheed Police Smrity College of Mirpur, where I studied for both my school and college. It was the closest college to my home which gave me the best commuting facility.

However, the principal sir was known to me so luckily I was able to reach him directly. I told sir full details about my project afterwards sir asked me to bring my CV and an application along with the approval letter from the university. He approved it after I arranged all these documents. I was asked to join next week and I agree with that. Thus began my new journey of teaching in an institution. I was very excited and nervous thinking of the upcoming days and the tasks that I have to complete as a teacher.

It was an Internship of three months starting from August 28 at Shaheed Police Smrity College. Initially I got the responsibility of taking English classes of 'primary section' as well as 'class 6' and 'class 7'. On the beginning day, the principal arranged a meeting with me and other new teachers. Sir gave an idea about the rules and regulation. He gave us the Organized Teaching Program (OTP) which had the right information to maintain the class to take classes with proper time management. At first I thought it would be a heavy challenge for me. However, I started the journey with a thousand thoughts in my mind. Before I entered the class I had full confidence but as soon as I entered I felt a drastic change in my confidence level. This was the first time I faced more than 70-75 students at a time. Their curiosity made me a little nervous too. But I also managed myself and started the class by introducing myself.

Chapter2: Objectives of Internship Report

2.1 Objectives

- To know the latest situation of English grammar, English language teaching at primary and secondary level in Bangladeshi school.
- To learn how to apply teaching techniques in different classrooms.
- In real life, situations verify whether the techniques and methods are applicable for teaching.

2.2 To achieve the objective

- Observed classes and see different categories teachers apply in class.
- Conducted classes
- Applied my own learning methods- GTM, CLT, DLP

Chapter3: Methodology

3.1 Methodology

These chapters provide an outline of the project paper. The complete procedure will be narrated by the following sections.

3.1.1 Selecting in Institution

After consultation with my supervisor Ms.Mst Noorzannat Husna, I was asked to search for a school to complete my internship. Although it was difficult to find, I found the institute in Mirpur which is near my home. This establishment is very popular in Mirpur.

3.1.2 Selection of classes

I had observed four classes and conducted numerous classes of English. The classes were observed by Md. Masud Rana, Meherunnesa and Shusmita Shaha. I took classes on Tense in class 5, Model question solving in class 4, 6, 5. All my facilitators firmly assisted me in every possible way to finish my work properly by providing all the necessary information about the Institute, rules and regulations of classes as well as the recent criteria of the syllabus.

3.1.3 Class Observation

I observed one class on "Right form of verbs", another class on "Preposition", other class on " Model Question based" and the last class on "English Language ". All the subject teachers of each respective subject had informed me all the required information such as lesson topic, class schedule, class activities and so many on. I found that the teacher started their class with the review of previous class, took a little class test, then began a new lesson then checked homework. They used text book and selective grammar book for their class.

3.1.4 Class Conducted

The first class I conducted on Model Question (MQ) item (1-4), the next class I conducted on "Grammatical basic", the third class I conducted " Tense and Right form of verbs", fourth class again I conducted on "Model Question basic", the last one I conducted on " English language class". However, the class started with a greeting, then I asked some question to the students based on previous class lesson. The students were very cooperative.

Chapter 4: Institution Details

4.1 Institution Details (CollegesInBangladesh.Blogspot.com)

Name	Shaheed Police Smrity College
Location	Mirpur 14, Dhaka-1206
Establishment	1999
Area	Police Complex Dhaka Cantonment, Kafrul, Dhaka
Type	Primary, Secondary and Higher Secondary
Principal	MD. Zakir Hossain (acting)
Number of Teachers	150-180
Teacher's Qualification	M.A
Number of Students	7500
Teaching Medium	Bengali-English medium
Library	One
Canteen	One
CCTV Facilities	All Classrooms
Common Room	None
Computer Lab	One
Science Lab	Physics Lab (1) Chemistry Lab (1) Biology Lab (1) Higher Math Lab (1)
PTC	One
Transportation	Available
Sports	Common Sports –Football, Cricket, Handball
Others	This Institutions is one of the famous school and college in this district

This college has a large playground and flower gardens which add to its beauty. In fact students find a peaceful environment for their studies.

Overview Results of students are excellent which brings the reputation of this school in our area. Every year the school authorities organize many cultural events like sports competitions, Recitation, dancing- singing competitions and many more. Teachers always encourage students to participate in such programs.

The school also celebrates various events - International Mother Language Day, Independence Day and Victory Day, Pahela Boishakh and other important days. Students celebrate their class party every year.

Chapter 5: Internship Activity

5.1 Class observation

5.1.1 Class observation 1

Institute name	Shaheed Police Smrity College
Teacher name	MD. Masud Rana
Class	Six
Section	Shapla
Number of Student Attendance	70
Lesson context	Right form of verbs
Class time duration	40 minutes

Analyses

As a class observer I was with Masood sir of the English department. Sir took English second paper class. He first gave the class test to the students. Class test (CT) time duration was only 5 minutes. He had given tense related fill in the blank questions. Next 10 minutes he solved it so that students could understand better. For the next 15 minutes, sir explained the reading of the next class 's topic. Next class topic was also tense related. After 10 minutes, he checked the diaries and students' homework. In this class he used the GTM method and CLT method. The students were also attentive and well mannered.

Strength of the Teacher

- Sir was well organized.
- Sir has maintained the class appropriately.
- As well as a great point of view.

Weakness of the Teacher

- He conducted the whole class in Bengali. If he had used English as well as Bengali, the students would have benefited more.

5.1.2 Class Observation 2

Institute name	Shaheed Police Smrity College
Teacher Name	Meherunnesa
Class	7
Section	Sheuli
Number of student attendance	around 68
Lesson Context	Preposition
Class time duration	40 minutes

Analyses

This was my second class observation. I was with Meherunnesa ma'am. She was also an English lecturer. At the beginning of the class, the teacher re-discussed the lesson of the previous class. She discussed again the subjects which the students had difficulty in understanding. Later she gave the overall idea of the proposition. Then mark the prepositions in the book so that it is convenient for the students to remember. This class she used GTM method and CLT method. Since the teacher was re-explaining the topic of the previous class, she did not take the class test. For the first 25 minutes she discussed the class topic materials. After 10 minutes, she checked their diary and homework.

Strength of the Teacher

- Madam was very punctual to maintain the class schedule
- She had good control over the topic and lesson
- She also had a good understanding with the student.

Weakness of the Teacher

- She did not explain the topic with any example. Which reason the students could not understand the topic properly.

5.1.3 Class Observation 3

Institutions Name	Shaheed Police Smrity College
Teacher Name	Meherunnesa
Class	4
Section	Shapla
Number of the student attendance	66
Lesson Context	Model Questions based
Class time duration	40 minutes

Analyses

Again I had another class observation with Meherunnessa Ma'am. This time ma'am took class in primary section. In the classes of the primary section, the questions come from the passage of model questions. Therefore, the questions that are in the model questions are solved in the class. The model questions are based on the lessons and units of the English for Today book.

Ma'am solved model number 13 of the model question book. Ma'am explained the grammatical mistakes of the students. In this class she used three types of methods; GTM,

Storytelling and CLT method. Students were eager to learn and studied attentively. The duration of this class was forty minutes and the first five minutes were given for the class test. Next 20 minutes Ma'am gave the lesson to the class. Remaining 15 minutes she checked each student's Class Test (CT), Class Work (CW), Diary and Home Work (HW) together.

Strength of the teacher

- Usually it becomes challenging to maintain the class of primary section students but Ma'am efficiently maintained the class properly.
- She treated the students well
- Also had an amiable attitude with the students

Weakness of the Teacher

- The teacher's voice was not clear
- She did not follow the proper lesson plan

5.1.4 Class observation 4

Institutions Name	Shaheed Police Smrity College
Teacher name	Shusmita Shaha
Class	English version STD 1
Section	A
Number of the Student attendance	35
Lesson Context	English Language
Class time duration	35 minutes

Analyses

This is the most junior section of my class observance. It was a combined class. Handling students was the most difficult here. Ma'am introduced me to them. But they were most

curious about me. They had different questions. After end of Question-Answer part. Ma'am took their class on English language. As it was a children's classroom; it would be noisy. But Ma'am handles the class with utmost care.

Strength of the teacher

- Ma'am has a lot of patience.
- She is quite skilled in handling children's classes.

Weakness of the Teacher

- She could not maintain the entire class well. Students were making a lot of noise in the classroom.

5.2 Class Conduct Report

I was given three months to do the internship. Focusing on my future career, I interned in an educational institution. Alhamdulillah, I got the opportunity to do many classes in three months. I had the opportunity to take classes in both elementary and junior sections. I not only got the chance to take classes but was also on duty in the examination hall. I used a few methods while taking the class. Notable among these methods are CLT, GTM, Storytelling. While taking the class these methods enabled my class to be well structured. The board exam is held in this institution so the class schedule is reduced from the normal class period to the board exam days. I took both classes during regular class time and board exam schedule. Based on this I will share my experience of conducting five classes. I took the rest of the classes in the same way.

5.2.1 Class Conduct 1

Class	4
Section	Golap
Number of the student attendance	70
Lesson context	Model Question 15
Class time duration	45 minutes
Date	13-9-22

I took the class in class four as my first class experience. I entered the class at 10:45am. After entering the class I introduced myself to everyone, and gave some information about myself. I took their class on Model question 15 in the Advanced Learning English book. Seen passages item 1-4 of Model Question 15 are based on the English For Today book. I took their seen passage (1-4) class. Item number 3 was part of the question. I explained this part well. Because correct grammar is mandatory while answering question. I also gave them a class test on their previous topic. According to the rules, the class test time is given for 5 minutes. So I give a class test based on this time. After completing their task they showed me their answer. While I checked their answer I found out some of the students did very well but a very few students made grammatical mistakes. So for the next 30 minutes of class I discuss grammatical aspects with some rules and exercise. Remaining 10 minutes I checked their diary, homework. In this class I got a lot of support and collaboration from the students while conducting the class. The class I took was on the GTM method and the storytelling process

Strength

- My voice was clear
- I started the class on time.

Weakness

- I could not follow the proper lesson plan

5.2.2 Class Conduct 2

Class	6
Section	Sheuli
Number of the student attendance	65
Lesson context	Model Question solving and grammar
Class time duration	45 minutes
Date	18-9-22

Since it was my first class with them too, I gave them some information about myself as well. Then at the beginning I solved the model questions according to their previous class topics because they didn't understand some of the questions in their previous model questions. The class time was 45 minutes, so I did not give their class test because of the problem with the previous class. I explained the next model questions as per the rules of DLP for their next class topic. I took classes through the process of Sentence Analysis, GTM and Story Telling Method.

Strength

- I have used both English and Bengali based on how the students will understand better

Weakness

- I could not explain some rules with example because of time limitation

5.2.3 Class Conduct 3

Class	5
Section	Shapla 3
Number of the student attendance	56
Lesson context	Tense and Right form of verbs
Class time duration	45 minutes
Date	18-9-22

On the same day I conducted class 5. Their class was based on grammatical items. I gave basic ideas about the rules of the right form of verb. Discussed the Question pattern about right form of verb.

Strength

I was able to keep most of the students engaged in the lesson

Weakness

I could not give the classwork to the students

5.2.4 Class Conduct 4

Class	4
Section	Sheuli
Number of the student attendance	67
Lesson context	Model Question item (8-13)
Class time duration	25 minutes
Date	20-9-22

The normal class time schedule was reduced to study the board exam seats in the college. The class time schedule for the SSC exam was 25 minutes. On November 20, 2022, I conducted class 5. I took their class test through a quiz because there was a board exam on this day. They were very interested in the quiz test. Through this they have been able to analyze the question easily.

Strength

- I was able to manage the classroom well

Weakness

- I could not finish the topic on time

5.2.5 Class Conduct 5

Class	English Version STD 1
Section	A
Number of the student attendance	38
Lesson context	English Literature
Class time duration	45 minutes
Date	2-10-22

I also conducted the first class of English version (std 1). Combined classes are taken here. Because of this, the class is very noisy. I conducted their class on English literature. Rhyming, English Vocabulary of primary level of English literature were in their DLP. So I made them practice English word meaning by following the DLP format. The whole class was quite challenging for me to take alone. But overall I was able to maintain their class.

Strength

- I used story telling method to help the students to understand the topic better

Weakness

- My voice was not loud. Because of this maybe the students were having trouble understanding the topic.

Chapter6: Overall Findings

6.1 Learning Experience

6.1.1 Teaching experience

Name of the Institution : Shaheed Police Smrity College
Level of Students : Primary, Secondary level
Materials : DLP basis, Advanced Learner's Communicative English Grammar and Composition, Nobodut Communicative English Grammar and Composition
Objective of the Lesson : <ul style="list-style-type: none">• Describe Grammatical items.• Model Question solving.

Success in Teaching

- Making a good communication with students
- Giving clear example to the students
- I was able to conduct the class by applying methodology
- Experienced working professionally.

Limitation in Teaching

- I was a little nervous while conducting the class.
- It was not possible for me to see everyone's class work due to the large number of students in the classroom.
- Because of the huge number of students, sometimes it was not possible to handle the class professionally.

6.2 Skill Developed

6.2.1 Improved Adaptability

Apart from taking classes in the institution, I was also involved in other activities with the teachers. I was involved in the duties of the exam hall, collecting the numbers of the number form according to the ID. Which develops my adaptability skills

6.2.2 Problem solving

During my three month internship I had to solve many problems on my own. Also it develops my problem solving skills.

6.2.3 Time-management

Time management is the most important to work in any institute. Three months intern made me more adept at working with time management.

6.3 Overall Findings

Overall of class observations and overall of class conduct have been found. Findings from class observations

6.3.1 Class-Time Management

Teachers strictly followed their subjective syllabus. The lesson divided the DLP system. In their lesson part they cover the whole book. All the teachers' time management was very disciplined.

6.3.2 Classroom Environment

Students are placed according to their roll number so that they do not create chaos by sitting on the seats. They don't sit on the same bench every day, the system is rotated everyday.

6.3.3 Lesson Delivery

All the teachers are well experienced so they used advanced methods. They used vocabulary and Grammar during the class. In the class they used Bangla and English.

6.3.4 Findings from Class conduct

I tried to be friendly with the students while taking the class. Through this, they studied more attentively in class. I took the class test through quiz test. I focused more on the grammatical part while taking the class. But first I was very nervous while taking the class. I was able to overcome it gradually. This is a big achievement for me

Chapter 7: Recommendation

Recommendation

- Teachers use Grammar Translation Method and Communicative Language Method in the classroom
- All teacher and staffs are very polite.
- There is one canteen. But the number of students is huge in this College so they need to increase at least two canteen
- The Institution operates one standard to college standard. So they need at least 2 computer club
- They should be increased science lab
- The teachers are very supportive
- They need toh increased the section in primary level

Chapter 8: Conclusion

Conclusion

I would say I had the best three months experience of my life. I like every moment of this internship. Teachers were very nice and welcoming. I was the youngest among them all and they helped me as much as they could. It gave a great opportunity to collaborate with different thoughts and ideas. I was very nervous before starting my internship because I was going to teach in an educational institution for the first time in my life. But after completing it I believe that this opportunity gives me confidence and will help me to become a better teacher. This little teaching experience is one of the best feelings I've ever had. The classes I conducted showed me how hard a teacher works. All the teachers helped me to complete the observation class and class management. If I had more time to take classes, I would do more activities with students. I believe that this experience will help me throughout my life. I must say that the entire journey of my internship was so informative. Overall I have learned a lot through this internship

Chapter 9: References

References

(CollegesInBangladesh.Blogspot.com)

<http://collegesinbangladesh.blogspot.com/2012/03/shaheed-police-smrity-college.html?m=1>

(Grammar-translation method)

<https://en.wikipedia.org/wiki/Wikipedia:About>

(Teacher Job Description)


<https://www.betterteam.com/teacher-job-description>

Chapter 10: Appendix

10.1 Lesson Plan


Time	Content/Task	Teacher's Activity	Student's Activity	Outcome
5 minutes	Introduction	Greeting and Introduction. Summarized the previous class.	Students replied nicely with greetings	To make students more comfortable
15 minutes	Discussion about topic	Discussed about the topic and gave some information on topic.	Students listen carefully Wrote a note on the topic	They got idea about the topic.
15 minutes	Practicing	Provided some classwork to practice	All students wrote their classwork without any disturbance	Their concept became clear
10 minutes	Feedback	Checked their answer and made them improved	Students listened very carefully	They understood their grammatical mistake

10.2 CERIFICATE OF APPRECIATION

 **শহীদ পুলিশ স্মৃতি কলেজ**
SHAHEED POLICE SMRITY COLLEGE
মিরপুর, ঢাকা
web : www.spsc.edu.bd

স্কুল কোড : ১০৯০
কলেজ কোড : ১০৮৭
EIN : 132127

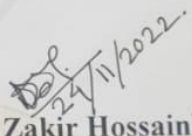
Ref/ SPSC/PF/2022/ ১৪২৪ ; Date: 24/11/2022



CERTIFICATE OF APPRECIATION

This is to certify that **KANIZ FATEMA** is the student of **Daffodil International University** bearing **ID-191-10-413**, Department of English. I am glad that she has successfully completed her internship project work in **Shaheed Police Smrity College**. She has observed five different classes and conducted 3 months of classes in this institution.

She is well mannered and pleasant personality. I wish every success in her future life.


(MD. Zakir Hossain)
Principal (Acting)

ফোন : ০২-৪৮০৩৫০১৪, ডি.এম.পি ৯৯৯-২৪৬০১, E-mail : policesmritycollege@gmail.com

10.3 Class Observation/ Invigilator duty in Examination Hall



10.4 Class Conduct



THE END