

An Internship Report
On
"My Experience as an English Language Teacher at Shaheen School & College "

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Program: BA (Hons) in English

Submitted to:
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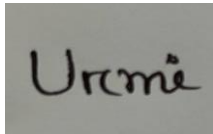
Date of Submission: 28th April 2025

[The report is submitted in partial fulfilment of the requirements for the degree of
BA (Hons) in English]

Declaration

I hereby declare that I have completed the project paper "My Experience as an English Language Teacher at Shaheen School & College" under the supervision of Mohammad Elius Hossain, Assistant Professor, Department of English, Daffodil International University. This is an authentic work completed as a partial fulfillment of my project paper course for the degree of B.A. (Hons) in English. This report was not previously submitted to any other institutions.

I further confirm that the study I have conducted does not infringe copyright.

A rectangular box containing a handwritten signature in black ink. The signature appears to be 'Urmi'.

.....

Kaniz Fatema Urmi

212-10-750

Department of English

Daffodil International University

Certification of the Academic Supervisor

This is to certify that Kaniz Fatema Urmi, ID: 212-10-750, is a student of the Department of English at Daffodil International University. She has completed her project paper for the course ENG 431 under my supervision. Urmi chose to do her internship at Shaheen School & College, where she worked diligently as an English instructor.

It was a great pleasure working with her. I wish her unlimited success in her future life and career.



.....

Mohammad Elius Hossain

Assistant Professor

Department of English

Daffodil International University

Acknowledgement

I would like to express my gratitude to Almighty Allah for everything that has always guided me to the right path. With the help of Almighty Allah, I have been able to perform my duties efficiently. Along with this, I would also like to sincerely thank my family for supporting me throughout my academic career.

I am deeply grateful to my excellent supervisor, Mohammad Elius Hossain, Assistant Professor, Department of English, for his unending patience, encouragement, direction, invaluable counsel, and time management during my internship.

I want to conclude by thanking the Headmaster of Shaheen School & College, Abul Kalam Azad, for providing me with the amazing opportunity to work as an intern teacher at his institution. Additionally, I would like to express my gratitude to all of my colleagues, particularly Nasuha Begum and Md. Latif Akbar, for their invaluable counsel and direction. And hence I take this moment to gratefully acknowledge all their contributions.

Abstract

A teacher has a significant impact on society. Only a teacher can help students to achieve their full potential by instilling in them a love of learning through their talents and values. And when I first started working as a teacher, I realized it even more. This report is based on my internship experience as an English language teacher at the Shaheen School & College in Savar, Dhaka. The primary goal of my internship was to teach for two to three months and gain experience. Throughout my internship, I supervised and observed the fifth, sixth, seventh, and eighth grades at Shaheen School & College. I gathered information about the teachers, including their lesson plans and teaching practices. I have done my best to provide the best for the students. I not only received a credential from school, but I also learnt how to be an effective teacher, manage students, assess students, and perform a variety of other tasks that will benefit me in the future. Throughout my internship, I came to understand that teaching is more than just a job because educators are the foundation of the country.

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Chapter 1: Introduction

1.1 Introduction

This paper was created only for academic purposes as part of my Bachelor of Arts Program in English at Daffodil International University. This report is based on my internship experience as an English language teacher at Shaheen School & College. My primary goal was to learn and get experience in the teaching profession, as well as to understand the benefits and drawbacks of this amazing career. This report includes all of the information of the internship from start to finish, as well as some references and challenges.

1.2 Purpose of the Internship

Teaching enables students to make a positive difference in their lives. And I believe education is evolving, and as a future teacher, I hope to motivate children to think critically while also developing their talents and love of learning. As an English student, I believe teaching is a respectable job for graduates. As a result, I picked the teaching profession for my internship, among other reasons, as listed below:

- i. To finish the project paper course required for graduation from Daffodil International University
- ii. To overcome obstacles and gain knowledge while considering the benefits and drawbacks of teaching English
- iii. Improve my English skills and obtain teaching experience
- iv. To comprehend the obstacles that students from various rural sections of society confront when it comes to English education

1.3 Significance and Scope of the Report

This report delves into the numerous facets of internship experiences and the English teaching profession. It will be a valuable resource for people considering a teaching profession. The study presents significant insights gathered from real-life internship experiences, particularly for individuals who have recently graduated or are just beginning their teaching careers. Readers can learn the knowledge they need to confidently and self-sufficiently traverse the early phases of their professional careers by perusing this report. This report's details help to provide realistic guidance for academic success.

1.4 Objectives

- i. Creating a precise and planned outline of the entire internship experience.
- ii. To determine the extent of students' dread of the subject of English and to eliminate that fear from their brains.
- iii. Raise student and teacher awareness of rural school education systems.
- iv. To identify and address the students' English inadequacies and deficiencies.
- v. Organizing a variety of interactive activities to engage students in learning English with fun.

1.5 Summary of the chapter

The first chapter is the report's introduction. It includes the introduction, purpose of the internship, significance and scope of the report, and major objectives. These closely linked sections provide clarity regarding the report's core goal. This chapter provides readers with a summary of the report's content and establishes a framework for organizing future chapters. It effectively establishes the framework for the entire study and provides a concise overview of what has been covered. And this structure will serve as a guide for the reader as they explore.

Chapter 2: Methodology

2.1 Placement Process Followed by Intern

I used the academic internship method to complete the Internship and Project Paper Course. I chose Shaheen School & College for my academic internship at Bank Colony, Savar, Dhaka. Shaheen School & College is a well-known school in my neighbourhood, so I had no trouble getting an internship there. After deciding on a school for my internship, I went to School and obtained permission from the school's headmaster to finish an internship course as an English teacher at their school. And he agreed to grant me the opportunity. Then I received a placement letter from Daffodil International University, which I forwarded to Shaheen School & College. Finally, on January 14th, I joined them.

2.2 Class Observation

After I received the class schedule from the administration, Md. Shafiqullah allowed me to attend lessons whenever it was convenient for me. When I observed a few of Shaheen School's lessons, I noticed that the teachers used the GTM method. They reviewed the previous lesson at the beginning of class and used a range of teaching tactics. As part of my teaching practice, I observed courses on English grammar and English first papers, which gave me insight into effective teaching strategies. I sat in the back on a corner bench, holding a diary for class observation, which included assessing the teacher's teaching structure and style throughout the lesson. The classes lasted 30 minutes, and the teacher concluded by assigning homework for the next day.

2.3 Class Conduction

Throughout my internship, I worked with students in grades 5, 6, 7, and 8 and had the opportunity to teach a few classes. To improve the classes, I focused on teaching English grammar using the concepts I learnt during my studies. During group exercises, I ensured that students used English as much as possible to encourage active student participation. As a result of my friendly and supportive engagement with the students, their confidence in speaking English grew quickly. After hearing their responses, I provided them with a critique of their speaking and grammar. The majority of my internship lessons were led using this interactive, student-centred technique.

2.4 Process of Record

I obtained additional information from students and colleagues to better understand the teaching process. Throughout my internship, I took notes on each class and activity. I kept a diary of my internship activities, outlining and highlighting each one. Keeping a diary was really beneficial, and it simplified my path.

2.5 Analysis of the Data

Data was gathered through note-taking, and I confirmed the documents using my own abilities, observations, and independent research.

2.6 Limitations of the Study

During my internship, I was able to gain experience at only one school. And that was for a very short period of time. I was able to intern in the school for only two months. In these two months, it is not possible to thoroughly examine all aspects of the school. To get a good idea about a school, I should definitely stay at the school for a longer time. And the suggestions that I have mentioned in this report are only applicable to this school and will not be applicable to any other school.

Chapter 3: Organizational Overview

3.1 History of the Institution

"Shaheen School & College" is an educational institution established in 2009. The school is classified as a secondary school and is overseen by the Dhaka Board, which sets academic standards and administers examinations. It provides a wide range of disciplines, including Science, Humanities, and Business studies, to fulfil the diverse educational needs of its students. The school is in plain land, which helps to identify its location on a map. The school is well-equipped, and each of the teachers has substantial experience. Shaheen School & College is widely regarded as the most prestigious school in Savar, Dhaka.

3.2 Details of the institutions at a glance

Institution Name	Shaheen School and College
Adress	C-6/3 Bank Colony, Savar, Dhaka
Established	2009
Number of Students	350
Number of Teachers	25
Play Ground	No
Library	No
Uniform	Yes
Transport Facility	No
Food Court	No
Teacher's Room	Yes
Computer Lab	No

Security	Yes
Auditorium	No

3.3 Participants in My Internship

The participants are students who took my classes during the internship. The students are teenagers, aged 10 to 16. The majority of students are from low- to middle-income families and have diverse religious backgrounds, including Islam, Hinduism, Buddhism, and Christianity.

3.4 List of Employees

Position	Number	Educational Qualification
Principle	1	B.A., M.A.
Assistant Principle	1	B.A., M.A.
Assistant Teacher	4	B.A., M.A.
Senior Teachers	12	B.A., M.A., BBA, BSc
Junior Teachers	7	B.A., H.S.C

3.5 List of Functions

During my internship, the school administration planned the following regular activities or functions:

- i. Debate and Speech Contest
- ii. Parent-Teacher conferences
- iii. Inter-school Contest
- iv. Study Tour

These qualities contribute to the creation of a well-rounded educational setting.

Chapter 4: Internship Activities

4.1 Introduction

Throughout my two-month internship, I worked as both an intern and an assistant English instructor. I shared my notes from each discussion with my supervisor, Mohammad Elius Hossain, Assistant Professor, Department of English, Daffodil International University. I used to get to school at 8:30 a.m. on a regular basis because the school day runs from 9 a.m. During the first month of my internship, the head sir assigned me to observe classes. I was observing classes led by other senior teachers. Following that, I began conducting classes with the teacher's encouragement and cooperation. I was in charge of the English subjects in grades 5, 6, 7, and 8, and I organized parent-teacher discussion meetings for each class. I had a variety of topics there, including parenting difficulties and how they may help their children as well as mine. We examined difficulties raised by students' families, found a perfect answer for them, and improved it. I used to attend teacher meetings to expand my understanding of teaching and share my opinions and ideas. They agreed with me, which was quite encouraging. All of these performances to increase communication skills have really aided my personal and professional development.

4.2 Experiences as a Teaching Intern

During my internship, I worked as a teaching assistant and co-teacher in multiple classes, which gave me a deep understanding of classroom dynamics. I gained insight through effective communication, lesson planning, and management in the classroom, which involved working with students and observing their needs and growth, adding a new phase for me. This internship increased my confidence as an educator and deepened my confidence for teaching. I had to prepare in advance to conduct the class every day, which was a completely new process for me, and every

class offered a new experience. Working as a co-teacher with the teacher was an invaluable learning experience for me. This collaborative setting enabled me to learn from a teacher's point of view, making my path easier. Overall, these experiences have allowed me to grow and strengthen my teaching abilities. In addition to improving my communication skills with students, I will build confidence in managing a classroom. Being a teaching assistant and co-teacher provided me with a broader view on teaching.

4.3 Learnings as an Intern

Throughout my internship, I learnt a lot of knowledge and skills that helped my professional and personal development. Here are some key lessons I learnt during this time:

- i. Effective classroom management.
- ii. Students' motivation and involvement.
- iii. The ability to adapt and problem-solving.
- iv. Self-awareness and development.
- v. Planning and delivering lessons.

Chapter 5: Internship Activities: Class Observation

5.1 Class Observation

As previously stated, I am mostly responsible for observing the class during my internship. I always kept notes on several facets of the lessons, such as student participation, classroom management strategies, and teaching methods. My analysis of numerous functions was made possible by these observations. Additionally, this allowed me to enhance my own teaching methods.

5.2 Class observation - 1

On Tuesday, January 14, 2025, was my first day at school. My first day at the school was spent observing a Level 6 English lesson taught by the headmaster. He began the class after extending a cordial welcome to me and introducing me to the students. At first, the sir took the attendance. The class size on that particular day was thirty students. After class began, the instructor asked to gather the previous class's assignments. The class captain then gathered the papers and gave them to the instructor. He assigned them a paragraph about 'Tree Plantation' and gave them 20 minutes to accomplish the task. At the conclusion of 20 minutes, the teacher urged the students to cease writing. He then requested me to review their work. After reviewing the script, I saw that only ten students had completed it, and the paragraph contained some minor spelling and grammatical errors. I fixed their errors with the assistance of the teacher. Then the teacher went over the paragraph in depth. After the discussion, he asked the students if they had any problems. All of the students stated that they understood everything clearly. After that, the class session ended. After the teacher had left the room, the students stood up respectfully.

Strength - Time management was good.

Weakness - Limited emphasis on assessment.

5.3 Class observation - 2

On Saturday, January 18, 2025, Principal Abul Kalam Azad Sir introduced me to Nasuha Begum Ma'am, an English teacher at the school, whose class I had seen. Following that, she took me to class five and introduced me to the students as the new instructor. The first class of the day was English 1st Paper. Ma'am first took the students' attendance before checking their homework. The topic of the class that day was the 'Jump! Clap!' rhyme from Unit 5 of the English for Today textbook. Then she read the poem flawlessly and translated it into Bengali. After that, she asked each student to read the poem several times and to let her know if they had any difficulties. Her entire lesson was taught in Bengali. She reiterated her request that she repeat the Bengali meaning if they were unable to understand it. Then, a lot of students asked her what some of the phrases meant, and some asked her what the entire sentence meant. After giving them another very lovely explanation, Ma'am requested them to write it down as homework for the following lesson. When class time came to an end, she concluded her instructions.

Strength- She did an excellent job of engaging students in classroom lectures.

Weakness - She is not fluent in English.

5.4 Class observation - 3

On Sunday, February 9, 2025, after I arrived at school, Md Shafiqullah requested me to go to the office room to look at the class schedule and choose which class to observe. I had selected class seven for observation that day, and it was planned to run from 11:00 a.m. to 11:30 a.m. I arrived at class on time. Meanwhile, Md Latif Akbar had begun instructing. First, I requested his permission to attend the classroom and explained why I needed to observe. Then he introduced me to the students and invited me to sit down to observe the class. He was teaching voice change to

the class that day in order to make the interrogative sentence's voice change more precise. The goal was to educate students about voice change and its significance for their writing and speaking. He was able to make the students feel comfortable because of his excellent teaching style and extensive teaching expertise. So, he taught them by the simplest means possible. Throughout the lesson, the students were very engaged and active. The majority of the students were able to complete the voice-changing tasks at the end of the lesson. Afterward, the class was over.

Strength - He was punctual.

Weakness - Speak fast.

- Pronunciation was not very clear.

Chapter 6: Internship Activities: Class Conduction

6.1 Class Conduction

After observing classes for a few days, I had to prepare to conduct classes. I prepared lessons for conducting classes every day before class, which aided me in instructing the students. I was a little worried about taking classes on the first day. After a few classes, I began to feel more confident. Also, I attempted to do my best for my students.

6.2 Class Conduction - 1

Date : 18.02.2025

Attended Students : 33 out of 40

Lesson Plan	
Class	7
Subject	English 2 nd paper
Lesson name	Tense
Duration	30 minutes
Introduction	5 minutes
Topic discussion and practice session	20 minutes
Conclusion	5 minutes

That day, I taught the class and also observed another one. So I was excited to deliver a lecture. I arrived early and waited outside the classroom. I arrived at the designated lesson time. Most of the students were confused to see me on my first day. Then I introduced myself to them and stated why I was taking the class. They welcomed me warmly. I began my lesson by describing the definition of tenses, their relevance, how they are used, and so on. When I delivered the lecture in

English, several students were more engaged. However, several students did not follow the lecture, so I sometimes had to talk in Bengali. Following that, I began discussing the rules of tenses. It proved challenging to cover all of the rules in the limited time. So I had to skip several of the question conversations. After discussing all of the regulations, I was able to summarize my teaching. Finally, I had more time for the Q&A session. The majority of the students remained attentive throughout the lesson. So, during the Q&A period, I received some queries from the students on the themes. They shared their thoughts on my speech. I wished them well when the final bell rang and exited the room.

6.3 Class conduction - 2

Date : 26.02.2025

Attended Students : 35 out of 40

Lesson Plan	
Class	8
Subject	English 2nd paper
Lesson name	Transformation of sentences
Duration	30 minutes
Introduction	5 minutes
Topic discussion and practice session	20 minutes
Conclusion	5 minutes

This was an eighth-grade class, and I was a little anxious about it. Prior to class, I reviewed the course content and made revisions to my lesson plan. The topic for English Paper II was

"Transformation of Sentences," and it was a really basic topic. With all of my study materials, I arrived at class on time. All of the students stood up and greeted me with good morning when the usual instructor announced that I would be teaching an internship class, just like in the prior session. In response to their welcome, I requested that they sit down. My presentation piqued their interest after I introduced myself and told them about my class. Then I began to describe the many types of sentences, their usage, and relevance. At the same time, I began documenting several sentence transformation rules. I included examples for each rule to show how to utilize it in practice. Then I assigned a task for the students to complete in class. They worked hard to identify the parallels between the activity and the lecture. Some found it easy and assisted others in completing the task. After the practice session, I explained the answer and summarised the lesson on the day's topic for the students. I also covered the benefits and drawbacks of sentence transformation. By this point, class had ended, and I had departed.

6.4 Class conduction - 3

Date : 10.03.2025

Attended Students : 32 out of 40

Lesson Plan	
Class	6
Subject	English 2nd paper
Lesson name	Article
Duration	30 minutes
Introduction	5 minutes
Topic discussion and practice session	20 minutes
Conclusion	5 minutes

At the appointed hour, I walked into the classroom. I then motioned for the students to take their seats, and they did so. I introduced the students and explained why I was in the class. Then I next moved on to the topic and began outlining the article's definition. They began paying attention to the lecture and meticulously recording the content when I began writing the regulations. I then divided them up into various groups and gave them some problems to answer. They appreciated the session since they were able to discuss difficulties with their classmates. They were initially hesitant to solve the difficulties. Their smiles returned when I told them there would be no punishment for incorrect answers. Following the group discussion, the students were handed the answers, and I clarified any questions that had arisen. The class ended with a question-and-answer session. Then I said goodbye to the students and exited the classroom.

Chapter 7: Discussion of Findings

7.1 Observation

"Shaheen School & College" is well-known for its outstanding academic achievements. However, some issues require more attention. I have made the following observations:

- i. The institution is well-known in the local community for its students' outstanding academic achievements.
- ii. There is no computer lab at the school.
- iii. There is not even a language club. Teachers should establish a language club and encourage students to join it.
- iv. The teachers are well qualified, have a genuine passion for teaching, and are committed to their student's success.
- v. Many students struggle to communicate effectively in English.

7.2 Class Conduction

After completing my internship, I can use the SWOT analysis to evaluate my career advancement. My strengths, weaknesses, opportunities, and threats as an intern teacher are as follows:

Strengths

- i. Excellent Communication Skills: The capacity to simply and effectively express difficult ideas.
- ii. Effective Classroom Management: The capacity to stay disciplined and create a favourable learning atmosphere.
- iii. Proficiency in English: Deep knowledge of grammar, literature, and linguistic skills.
- iv. Adaptability: Capable of adjusting teaching approaches to suit various learning styles.

- v. **Enthusiasm About Instructing:** Students are motivated to participate when they are enthusiastic about the subject.

Weaknesses

- i. **Insufficient Experience:** Different classroom situations may present difficulties.
- ii. **Effective Time Management:** Poor time management leads to rushing to finish lessons.
- iii. **Struggling With Individual Requirements:** It is difficult to address every students learning speed.
- iv. **Using Traditional Procedures:** Excessive reliance on books and lectures limits creativity.
- v. **Feeling Nervous in Front of Class:** Feels uneasy when speaking in front of a large gathering.

Opportunities

- i. **Cooperation:** Gain knowledge from other educators, strategies and experience.
- ii. **Involving Students:** Create fresh, entertaining ways to keep students engaged.
- iii. **Feedback From Students:** Utilize student input to enhance instruction.

Threats

- i. **Different levels of learning:** It is difficult to handle students with varying abilities without enough assistance.
- ii. **Excessive Workload:** It causes burnout when teaching, grading, and paperwork are all balanced.
- iii. **Technological Difficulties:** Teaching might be challenging when there is a lack of technology or digital abilities.

- iv. Insufficient flexibility in the Curriculum: A rigid curriculum can restrict innovative lesson planning.

7.3 Interns Overall Growth

While working as an intern teacher, I had the opportunity to develop personally and professionally.

The following are some of the developments :

- I. I. Better Teaching Strategies: I gained knowledge about how to organize and present lessons more skillfully. Based on the needs of my students, I modified my teaching approach and used a variety of techniques to keep them interested, including group projects and conversations. Every lesson offered a fresh experience. Therefore, I worked on it.
- II. Handling the Classroom: I gained confidence in handling classrooms of varying sizes. I learnt how to maintain discipline, deal with difficult students, and create a positive learning atmosphere.
- III. Effective Time Management: I improved my ability to use class time effectively while also fulfilling lesson preparation and evaluation deadlines.
- IV. Adaptability: I developed the ability to adapt to a variety of situations. Each student had their own issues and justifications, but I am now able to deal with any unforeseen difficulty.
- V. Relationship With Colleagues: Working with experienced teachers allowed me to absorb their techniques and thoughts. Sharing with other colleagues helped me develop professionally.
- VI. Being Professional: My internship helped me develop a strong professionalism. I learnt to be responsible and punctual, which enhanced my dedication to the profession.
- VII. This internship gave me the opportunity to develop greatly and gave me a fantastic experience that will help me in my future work as a teacher.

Chapter 8: Conclusion and Recommendations

8.1 Conclusion

My internship as an English teacher at Shaheen School and College has been extremely beneficial and educational. Throughout this journey, I have gained knowledge of teaching, classroom management, and student involvement. Despite obstacles such as managing huge classes and time constraints, I have learnt to modify my teaching approaches and develop my skills. Observing experienced teachers and interacting with students has given me a deeper understanding of good teaching tactics. This internship has been an excellent learning opportunity that has improved my professional abilities and fuelled my enthusiasm for teaching. I am now more confident in connecting with students, providing engaging classes, and contributing to their learning experience. The experience has provided me with a clear perspective on opportunities for improvement, both for myself and for the institution, resulting in growth and progress. Overall, I believe this internship has been a helpful step towards being a successful English teacher.

8.2 Recommendations

For the Institutions

My recommendations for the institution include a number of changes that could benefit both the institution and the students. These are given below :

- i. **Expand Extracurricular Activities:** To support students' growth outside of the classroom, provide extracurricular activities including athletics, the arts, and leadership courses.
- ii. **Utilize Technology:** Increase access to digital technologies in the classroom to engage students and improve teaching techniques.
- iii. **Improve Classroom Environment:** Reduce classroom crowds to make the learning atmosphere more comfortable.

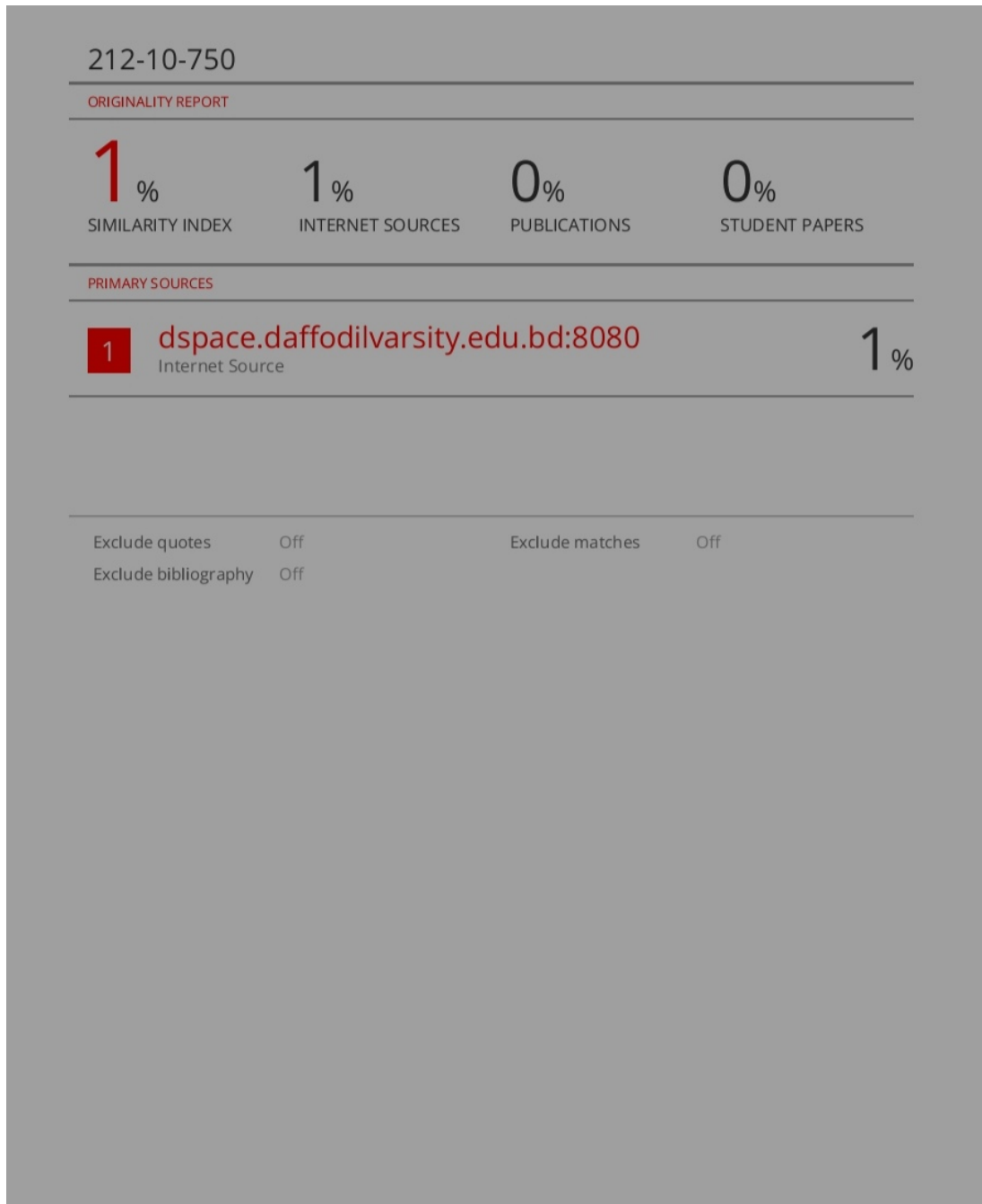
- iv. Construct Specialized Rooms: To promote creativity and experiential learning, include rooms for science, music, and art.
- v. Improve communication skills: Improve communication among teachers, students, and parents to create a more supportive school community.

For Myself

- i. Have self-assurance in the classroom: Always be prepared to face any situation.
- ii. Keep Patience: Take your time answering questions and, if necessary, explain things several times.
- iii. Utilize New Teaching Approaches: Adjust your teaching technique to meet the needs of each student, as everyone learns differently.
- iv. Be Adaptable: Always maintain a backup plan and be adaptable enough to modify your instruction as needed.

Appendices

Appendices-1: Plagiarism Report



Appendices-2: Certificate of Internship

EIIN: 134411

 **শাহীন স্কুল** সাতার শাখা

সূত্র : তারিখ :

Certificate of Internship

Shaheen School, Savar

C-6/3 Bank colony, Savar, Dhaka

Date: 05-04-2025

To Whom It May Concern

This is to certify that Kaniz Fatema Urmi (ID: 212-10-750), a student of the Bachelor of Arts in English programme in the Department of English at Daffodil International University, has successfully done her fieldwork through observing and conducting classes from 14th January to 20th March 2025. That will surely help her to complete the internship report. We are pleased with her work and behaviour.

We wish her all the success in every aspects of her life.

Thanks to

Abul Kalam Azad

Principle

AK
05.04.2025

Md. Abul Kalam Azad
Branch Director
Shaheen School and College
Savar Branch.

সাতার ক্যাম্পাস : সি-৬/৩, ব্যাংক কলোনি (মাদরাসা মসজিদ সংলগ্ন), সাতার, ঢাকা। মোবাইল : ০১১৯৮-২০২৬৬৮, ০১৭১৬-৭৭২৩৩৮
web : www.eduofshaheen.com e-mail : nuralomsiddique78@gmail.com

Appendices-3: Recommendation Letter

**Daffodil
International
University**
A landmark to create the Future

**Faculty of Humanities
and Social Science**

Ref: Internship Placement/242

Date: 29-01-2025

Principal
Shaheen School & College
C-6/3 Bank colony, savar, Dhaka

Subject: Request for Internship Placement

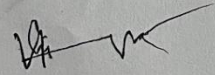
Dear Sir,

We are happy to inform you that the Department of English at Daffodil International University (DIU) has been offering BA in English for the partial fulfillment of the requirement for the BA in English Degree. students are required to be placed in relevant organizations as interns to gather professional experience. The duration of the Internship is three months.

I would like to draw your kind attention that Kaniz Fatema Urmi, **ID Number: 212-10-750** has completed 123 credit hours in 41 courses from the Department of English. It would be highly appreciated if you could kindly allow her as an Intern at your esteemed organization.

Please feel free to contact me for further information if required.

With the best regards,



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Dr. Ehatasham Ul Hoque Eiten
Assistant Professor & Head
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Appendices-4: Photograph



