

MINISTRY OF EDUCATION & TRAINING

LONG AN UNIVERSITY OF ECONOMICS AND INDUSTRY

DEPARTMENT OF FOREIGN LANGUAGES



GRADUATION PRACTICUM REPORT

Practicum site :Long An University of Economics and Industry

Practicum period: January 12th to March 28th, 2015

Instructor: MA. NGUYEN PHUC DIEN NGOC

Student: LƯU THỊ ÁNH RIÊNG

Class: 11TA

Long An, April 5th, 2015

ACKNOWLEDGEMENTS

First, I'm very grateful to the attentive care and enthusiasm of Long An University of Economics and Industry's Managing Board and staff as well as some invited lecturers and especially the guidance of our dedicated instructor- MA. Nguyen Phuc Dien Ngoc. All of them have created very favourable conditions for me to complete my tasks during the practicum time at school.

Second, I also would like to thank my classmates for their nice help in sharing experience together. Through this practicum round, I have withdrawn not only more teaching experience but also the purpose of research to serve my teaching career in the future.

Although this practicum period is not a long time, it helps me a lot to apply some modern active learning teaching methods at school. I was allowed to attend many classes as well as to exchange experience with some lecturers and my colleagues. Each teacher has some specific teaching methods but all of them have tried to improve their teaching experience, update their knowledge and apply new active teaching methods in order to make their students feel more interested in their study as well as try to learn better and better.

Finally, once again I would like to express my most sincere gratitude to Long An University of Economics and Industry- the place where I have studied and become more mature for nearly four years. I hope this University will be the place to make the best conditions for me

to get good opportunities for my higher study as well as my teaching career in the near future.

THE INSTRUCTOR'S COMMENTS

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CHAPTER 1: GENERAL INFORMATION ABOUT LONG AN UNIVERSITY OF ECONOMICS AND INDUSTRY

1.1. GENERAL INFORMATION:

Long An University of Economics and Industry was established according to Decision number 542/QĐ-TTĐ signed by Governmental Prime Minister Nguyen Tan Dung on May 4th, 2007 is a multi-course university with the focus function to train and provide Long An province, Cuu Long River Delta area and the whole country with high quality human resources. Now, the University has trained a lot of levels including: Post-Graduate, University, College, and Professional Intermediate with more than 10,000 students. There are 6 departments for University and College systems:

- Information Technology
- Foreign Languages (English)
- Architecture-Civil Engineering
- Business Administration
- Finance and Banking
- Accounting-Auditing

* There are 7 departments for Professional Intermediate systems:

- Civil and Industrial Engineering
- Accounting
- Tourism
- Informatics

- Land Management
- Document Records
- Legal Procedures

1.2. PERSONNEL AND FACILITIES

-The organizational structure of the training units:

Faculty of Business Administration:

- Department of Accounting - Auditing
- Department of Finance - Banking
- Faculty of Architecture - Building

Foreign Language Faculty of Science Information Technology

- Science News Department Linked Training Room

Organization Administrative Office Management Training and Work students to:

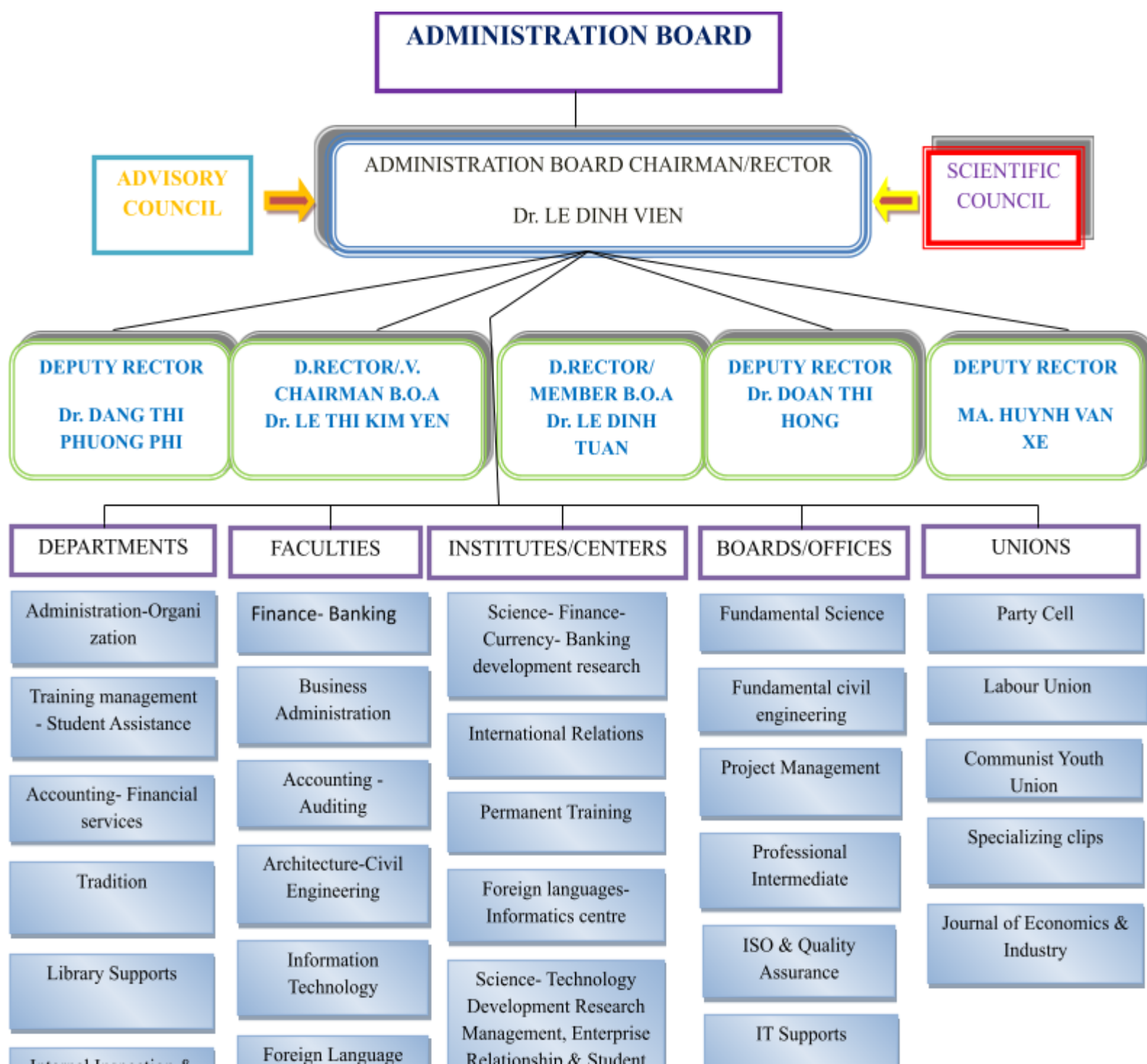
- Ombudsman
- Project Management
- Board of Intermediate Professional
- The Basic Information

Other units:

- The IT and Facilities
- Accounting Department - Finance Department
- Letter
- The Medical Institute

1.3. THE UNIVERSITY'S ORGANIZATION SYSTEM:

The University's present organization system is included: Administration Board, School Managing Board, Advisory council, Scientific Council, Unions, 7 Functions offices, 7 Faculties, 5 Departments, 4 Centres and 1 Institute.



1.3.1

1.3.1 Administration Board

Chairman: Dr. Le Dinh Vien

- Vice chairmen: Dr. Le Dinh Tuan; Dr. Le Thi KimYen
- Members: B.A. Le Dinh Ky; Dr. Law Le Dinh Ky; M.A. Le Thi Tuyet Phuong; Dr. Le Dinh Tuan

1.3.2 School Management Board

- Rector: Dr. Le Dinh Vien workplace on the first floor of block A.
- Deputy Rectors:
 - Dr. Doan Thi Hong workplace on the first floor of block A.
 - Dr. Dang Thi Phuong Phi workplace on the first floor of block A.
 - Dr. Le Dinh Tuan workplace on the first floor of block F.
 - Dr. Le Thi Kim Yen workplace on the first floor of block A
 - MA. Huynh Van Xe workplace at Journal Office.

1.3.3 Faculties, centres, institutes:

- Business Administration faculty: workplace on ground floor of block F.
- Accounting- Auditing faculty: workplace on ground floor of block F.
- Architecture and Civil Engineering: workplace on ground floor of block B.
- Foreign Language Department faculty: workplace on ground floor of block F.
- Information Technology faculty: workplace on ground floor of block F.
- Associating Training faculty: workplace on ground floor of block A.

- Permanent Training centre: workplace on ground floor of block A.
- Science-technology Development Research Management, Enterprise Relationship and student support centre.
- Foreign Language- Informatics centre: workplace on ground floor of block C.
- Permanent Education centre: workplace on ground floor of block A.
- Institute for Science – Finance – Currency – Banking Development Research.
- International Relation centre: workplace on ground floor of block A.

1.3.4 Boards, offices

- Fundamental civil engineering board: Workplace on ground floor of block B.
- ISO & Quality Assurance board: Workplace on ground floor of block A.
- Project management board: Workplace on ground floor of block A.
- Professional Intermediate board: Workplace on ground floor of block B.
- IT Supports office: belong to Information Technology Department:
Workplace on the second floor of block A.
- Fundamental science board: Workplace on ground floor of block C.
- The health care group: Workplace on the second floor of block C.

1.3.5 Functional department

- Administration Organization department: Workplace on ground floor of block C.
- Accounting _ financial services department: Workplace on ground floor of block C.
- The Tradition department: Workplace on ground floor of block C.
- Training Management – Student Assistance department:
Workplace on ground floor of block C.
- The library Supports department: Workplace on ground floor of block C.
- Internal Inspection & Securities department: Workplace on ground floor of block C.
- General Research department: Workplace on the first floor of block A.

1.3.6 Political System

- The University's Local Labour Union with over 100 Unionists.
- The University's Union Executive Committee with over 4,000 Communist Youth Union members.
- About the Party, the University had Party Cell in Campus 2, together with activities of Duc Hoa Plastic Industry area. At campus 1, it is intended to establish a branch of Party Cell in the fourth quarter of 2010.

1.3.7 Tasks of the academic year 2014 - 2015:

- Continuing to enhance the training quality in all grades and branches in the direction of access to the advanced level of the world.
- Continuing to combine content innovation with teaching and learning method innovation, overcoming the passive, one-way teaching state and students' learning by heart without understanding.
- About the mission to build the lecturer and administrator staffs:
 - + Adopting policies to attract talented people to join long-term teaching.
 - + Standardizing regular fulltime lecturer staff, ensuring university teaching lecturers must have master degrees or higher and teaching experience.
- The student mission: Emphasizing on the mission to educate the students morality and idealist, promoting extra-curricular activities, the activities of unions, the healthy playing games in order to create pride for students, equipping the students the right motivation to learn and to strive.

1.4. GENERAL INFORMATION ABOUT FOREIGN LANGUAGES DEPARTMENT

1.4.1. General Introduction

Foreign Language Department was founded according to the Decision 143 QĐ/ĐHLA signed by Dr. Le Dinh Vien, the rector of Long An University of Economics and Industry on June 25th, 2008 with the following training functions and missions:

1.4.2. Functions of Foreign Language Department

- _ Co-ordinating with the Student Mission-Training Management Department to administer teaching and learning activities for the subjects of which the Department has been in charge.
- _ Organizing scientific researches; innovating teaching and learning methods to ensure the training objectives of the university.

1.4.3. Missions of Foreign Language Department

- _ Organizing and compiling course books and teaching materials.
- _ Constantly improving, innovating and enhancing teaching and learning methods.
- _ Efficiently managing, using and exploiting facilities and equipment of the Department.
- _ Organizing and managing learning, life activities and training for students.
- _ Doing the best all the requirements of counterparts' units for issues in the scope of the Department's responsibility and authority.

1.4.4. Training Programs

- _ University system (4 years)
- _ College system (3 years)
- _ From the College system up to the University system (1, 5 – 2 years)

1.4.5. Lecturer Staff

At present, there are 40 regular lecturers and part-time lecturers with over 70% of

MA. The Department always has plans to develop and improve level and teaching ability for all regular and part-time lecturers. List of regular lecturers:

N o	FULL NAME	DIPLO MA	POSITION	E-MAIL
1	Nguyễn Phúc Diên Ngọc	MA	Acting Dean	nguyen.duyenngoc@daihoclongan.edu.vn
2	Huỳnh Thị Bích Liễu	MA	Lecturer	lieuhuynh13@daihoclongan.edu.vn
3	Phạm Thị Ngọc Mai	MA	Lecturer	pham.mai@daihoclongan.edu.vn
4	Trương Hoàng Duy	MA	Lecturer	truong.duy@daihoclongan.edu.vn
5	Trần Thị Thanh Đào	BA	Secretary	tran.dao@daihoclongan.edu.vn
6	Nguyễn Hồ Bảo Thịnh	BA	Lecturer	nguyen.baothinh@daihoclongan.edu.vn
7	Nguyễn Thụy Hoài Khanh	BA	Assistant	nguyen.khanh@daihoclongan.edu.vn

CHAPTER 2: THE CONTENTS OF MY **ASSIGNMENTS**, IMPLEMENTATION METHODS AND COMMENTS

2.1. EIGHT-WEEK ASSIGNMENTS AND **IMPLEMENTATION** METHODS

Week 1		Assignments
Thursday (15/01)	Morning	Having the first meeting with the Instructor at the Faculty office.

Week 2		Assignments
Thursday (22/01)	Morning	Having a meeting with the Instructor in B102.
Friday (23/01)	Afternoon	Taking part in two teaching periods of Ms. Nguyen Phuc Dien Ngoc. ● Time: 14:30 – 16:00 P.M. ● Room: B102 ● Class: 13TA and 13 CTA ● Course book: Interaction 2 - Grammar ● Chapter 6: Global Connections. ● Contents: 1. Grammar: Review (Clauses of time and condition in the present and future). 2. Reading

		Vocabulary
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Week 3		Assignments
Monday 26/01)	Morning	Taking part in two teaching periods of Ms. Pham Thi Ngoc Mai. • Time: 7:45 – 9:00 A.M. • Room: F301 • Class: 13KT • Course book: FACE2FACE-Pre-Intermediate. • Unit 3 and Unit 4 • Contents: 1. Grammar: Review (Present simple and present continuous) 2. Reading
	Morning	Taking part in two teaching periods of Ms. Nguyen Phuc Dien Ngoc. • Time: 9:30 – 11:00 A.M. • Room: B201 • Class: 12TA and 12CTA • Course book: Teach English • Chapter 18: Communicative activities • Contents: the student presented the chapter
Thursday (29/01)	Morning	Having a meeting with the Instructor at the Faculty office.
Friday (30/01)	Afternoon	Taking part in two teaching periods of Ms. Nguyen Phuc Dien Ngoc.

		• Time: 14:30 – 16:00 P.M. • Room: B102 • Class: 13TA and 13CTA • Course book: Interaction 2 - Grammar • Chapter 6: Global Connections. • Contents: 1. Grammar: Review (Clauses of time and condition in the present and future). 2. Reading Vocabulary
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Week 4		Assignments
Monday (26/01)	Morning	Taking part in two teaching periods of Mr. Nguyen Ho Bao thinh • Time: 7:30 – 9:15 A.M. • Room: F302 • Class: 13TC and 13TH • Course book: FACE2FACE-Pre-Intermediate • Unit 3 and Unit 4 • Contents: 1. Rules of spelling of V-ing form. 2. Making nouns from verbs.

	Morning	Taking part in two teaching periods of Ms. Nguyen Phuc Dien Ngoc. • Time: 9:30 – 11:00 A.M. • Room: B201 • Class: 12TA and 12CTA • Course book: Teach English • Chapter 10: Teaching pronunciation. • Contents: the student presented the chapter.
Thursday (05/02)	Morning	Having a meeting with the Instructor in B102.
Friday (06/02)	Afternoon	Taking part in two teaching periods of Ms. Nguyen Phuc Dien Ngoc. • Time: 14:30 – 16:00 A.M. • Room: B102 • Class: 13TA and 13CTA • Course book: Interaction 2 - Grammar • Chapter 7: Language and Communication. • Contents: 1. Grammar: Review (connectors of contrast: concession) Reading Vocabulary

- **Advantages and Disadvantages**

☐ Advantages

- + Consolidating and learning how to manage class activities with the best performance in order to draw **experience** lessons for myself.
- + Learning more useful teaching techniques and methods as well from experienced teachers.
- + Reading the materials and making lesson **plans** for teaching work in the next week.

□ Disadvantages

- + Most of students were not very active in learning; it was hard to control the whole class.
- + Because the ability to learn English of students was limited, so it was difficult to use English in teaching.
- + The time pressure was a **big** problem **for** all practicum students because the contents of the **lessons were** very long but the time is quite short.
- + The students were very noisy when they worked in pairs or in groups.
- + Some students were quite passive and lazy to practice.

● **Suggestions**

- + The teacher should use visual aids to make the lesson more attractive and interesting.
- + The students need to speak more loudly.

Week 5		Assignments
Monday (02/02)	Morning	Taking part in two teaching periods of Ms. Tran Thi Thanh Dao. ● Time: 7:45 – 9:00 A.M. ● Room: F303. ● Class: 13QT ● Course book: FACE2FACE-Pre-Intermediate ● Unit 3 and Unit 4 ● Contents:

		Students did some exercises and the teacher corrected their mistakes.
	Morning	Taking part in two teaching periods of Ms. Nguyen Phuc Dien Ngoc. • Time: 9:30 – 11:00 A.M. • Room: B201 • Class: 12TA and 12CTA • Course book: Teach English • Chapter 19: Using English in class. • Contents: the student presented the chapter.
Thursday (05/02)	Afternoon	Having a meeting with the Instructor. Continuing arranging practicum schedule for the following week.

• Advantages and Disadvantages

□ Advantages

- + I have known how to make the beautiful, active attractive and scientific PP lesson plan.
- + Consolidating and learning how to manage class activities with the best performance in order to draw experience lessons for myself.

□ Disadvantages

- + Some students did not have textbooks.
- + Some students were very late.

- + Some **students** had personal concerns, chatted and used cell phones in the class time.
- + The students were very noisy when they worked in pairs or in groups.
- + Some students were quite passive and lazy to practice.

- **Suggestions**

- + The class should prepare equipment before teaching.
- + The English Department should organize many courses to improve the students' pronunciation.
- + The teacher should pay more attention **to the students who often** use cell phones and chat **during the lecture** and ask them **not to** use their cell phones in class and notice to the lesson.

Week 6		Assignments
Monday (02/3)	Morning	Taking part in two teaching periods of Ms. Nguyen Phuc Dien Ngoc. ● Time: 7:45 – 9:00 A.M. ● Room: B201 ● Class: 12TA and 12CTA ● Course book: Teach English ● Contents: the teacher helped students practice speaking with the topic: “What did you do last Tet holiday?”
Thursday	Morning	Having a meeting with the Instructor. Continuing arranging practicum schedule for the following week.

(05/3)		
Friday (06/3)	Afternoon	Taking part in two teaching periods of Ms. Nguyen Phuc Dien Ngoc. • Time: 14:30 – 16:00 P.M. • Room: B102 • Class: 13TA and 13CTA • Course book: Interaction 2 - Grammar • Chapter 7: Language and Communication. • Contents: 2. Grammar: Review (connectors of time and sequence) Reading Vocabulary

Week 7		Assignments
Monday (09/3)	Morning	Taking part in two teaching periods of Ms. Nguyen Phuc Dien Ngoc. • Time: 7:45 – 9:00 A.M. • Room: B201 • Class: 12TA and 12CTA • Textbook: English 11 • Contents: the student presented the unit 12: The Asian game.

Monday (02/03)	Evening	Taking part in two teaching periods of Mr. Truong Hoang Duy. • Time: 9:30 – 11:00 A.M. • Room: F302. • Class: 13TC and 13TH • Course book: FACE2FACE-Pre-Intermediate. • Contents: conversation 2.
Thursday (12/03)	Afternoon	Having a meeting with the Instructor. Continuing arranging practicum schedule for the following week.

• Advantages and Disadvantages

□ Advantages

- + Having a chance to work as an instructor in the real class.
- + Making more beautiful, attractive and scientific lesson plans.
- + Doing the different work in a week seemed somehow exciting.
- + Using visual aids.

□ Disadvantages

- + The time pressure was a big problem for all practicum students because the contents of **the lessons were very long but the** time is quite short.
- + Most of students were not very active in learning; it was hard to control the whole class.

+ Because the ability to learn English of students was limited, so it was difficult to use English in teaching.

- **Suggestions**

+ The teacher should ask her students to work in groups or pairs in class to discuss a problem or a question, so that the students will be more active.

+ The teacher should use visual aids to make the lesson more attractive and interesting.

Week 8		Assignments
Thursday (19/03)	Morning	Having a meeting with the Instructor.

2.2. MY IDEAS THROUGH TEACHING OBSERVATION IN SOME LECTURERS' CLASSES

After spending eight weeks of teaching practicum time at the university with a lot of memorable joyfulness and difficulties as well, I have learnt a lot of experience and got acquainted with teaching English in **real classes**. **Generally** speaking, every teacher had his/her own tips to motivate active learning of students. The lecturers had good command of grammar and vocabulary. Knowledge of pedagogic and psychology as well as teaching techniques were well handled. Furthermore, their practical, cultural and educational aims were successfully achieved in teaching process.

I had special chances to have teaching observation in many classes to take careful notes, observe, and listen to teachers' sincere sharing, I have studied some useful teaching methods with specific applications for integration of skills. They could be defined a series of activities or tasks **with the combination of** the four skills such as Listening, Speaking, Reading, and Writing. Besides, the integration of skills **has** some important skills in the language classroom such as Grammar, Pronunciation, Translation, etc.

Maybe it was hard to say about all the knowledge and experience that I have mastered from all lecturers. Let me send my sincere thank-you to those who have helped me through eight weeks of teaching practicum time.

2.3. MY ACHIEVEMENT RESULTS

During the eight weeks **of** practicum time, I had useful **meetings** with the general instructor to learn a lot of experience including a few good active teaching methods for my future teaching career and how to apply some active teaching methods in real classes.

2.3.1. In making lesson **plans**:

I have known how to make the beautiful, attractive, useful, and scientific lesson plans in every lesson that I have taught. The parts of the lesson plan consist of Class description,

Aims/ Objectives, Knowledge, Teaching aids, Teaching methods and techniques, teaching steps, etc.

According to my experience, the lesson plan should be made before at least 2 days so that we can prepare carefully for our teaching. In addition, the lesson plan must be based on the students' ability to design. So, we should answer these questions before we teach the lesson:

- ✓ How useful is the lesson plan?
- ✓ Are students able to follow or understand it clearly?
- ✓ What difficulties would students find in the lesson?
- ✓ Now that teacher has taught the lesson, what changes would teacher make to the plan for next time?

2.3.2. In the real teaching:

_ I have made careful preparation in making lesson plans and try to deliver them to students.

_ In the first period teaching, I felt difficult to deliver the lesson to the students and I also had some small mistakes. But I tried my best with my whole-heart efforts and the sincere advices of my general instructor.

_ I have drawn a lot of principles of language teaching for me in the real teaching during the practicum time:

❖ The teacher should:

- ✓ Use different materials, methods, and techniques to help the students learn effectively because learning is more important than teaching.
- ✓ Give students opportunities to elicit the language and encourage students to make guesses and to work out rules.

- ✓ Prepare supplementary exercises if necessary and repeat the lessons for the sake of students' understanding when necessary because students have priority over the lesson.
- ✓ Vary what teacher do or teach such as: rearrange the parts of a lesson, teach a lesson in different ways, introduce alternative activities, and vary the techniques.
- ✓ Make students enjoy learning by giving fun to the language learning because the more fun teacher gives the students, the better they will learn.
- ✓ Let students work in pairs or in groups because pair and group work will encourage students to share ideas and help each other.

❖ The teacher should not :

- ✓ Give the same things all the time.
- ✓ Teach the book **only**
- ✓ Tell the students what they can tell because they need the practice, not the teacher.
- ✓ Give unclear instructions about what to do and when to start and stop.

CHAPTER3: CONCLUSION

3.1. PLANNING FOR MY FUTURE TEACHING CAREER

During the practicum period, I had useful meetings with the general instructor to learn **some experience** and knowledge and how to apply some active teaching methods in real **classes**. I have some supporting ideas about my development orientation and training in **my future teaching job**.

_ It is not easy to choose a career. Hundreds of students pass various examinations every year and compete with one another for positions in **various professions** which are not so many as there are applicants. However, I would like to become a good English teacher.

_ Teaching is an interesting career for several reasons. As a teacher, I can learn many things. If I teach English to students in a high school or even in a college or university; I think that it is very important to read many books to prepare my lessons which

are more interesting and more exciting for my students. Moreover, I can acquire lots of knowledge from real classes. Besides, I have to continue to learn more teaching experience of other teachers so that I can get more experience, knowledge or exchange ideas.

_ I have to speak well so that my students will be able to understand my instructions well. In this way, I can improve my powers of expression. Even my pronunciation will **be improved** to great extent. Furthermore, as a teacher, I will have chances from reading value books or updating materials on the internet. Moreover, I can acquire important qualifications.

_ Finally, I will be respected as an educated person. People will assume that I have certain qualifications and show their regard for me and the opinions that I express. So, I will be able to live a happy life.

3.2. MY SUGGESTIONS FOR THE BETTER FUTURE OF OUR UNIVERSITY

3.2.1. For the school facilities

☐ Short-term suggestions

+ Our University should equip a large multi-functional audio-visual room for students, which can serve for students as a place for learning.

+ Our University should fit up fixed projectors, cassette players or even computers in each classroom for convenience and to avoid spending students' time borrowing and installing **these**.

☐ Long-term suggestions

+ Our University should build a convenience and comfortable dormitory for students because most of the students of our university have to live in the dormitory of Long An college of pedagogy.

+ Our University should build a large multi-functional sport room which can serve for teachers and students as a place for practice exercises or sport activities.

3.2.2. For studying encouragement policy and others

- Our University should promote many extra-curricular activities, activities of unions, healthy playing games in order to create the right motivation and conditions for students to learn and to strive better.
- Our University should contact with a lot of companies and schools to provide **practicum and working places for students**.
- Our University should pay greater attention to reward students not only with good academic performance but also fairly good capacity and the **hard-working** poor students to encourage them to learn better such as certificates of merit and gifts./.