

APPENDICES

Appendix I

Translation of Qur'an

Surah	Translation	
	English	Indonesia
Ar-Rahman 2-4	<i>“ That have been teaching Al-Qur'an. He Created Human. Teaching him smart to talk</i>	Yang telah mengajarkan Al-Qur'an. Dia menciptakan manusia, mengajarnya pandai berbicara.

Appendix II

Questionnaire Checklist

No	Basic Teaching Skills	Question	Checklist Answer or Respondents				
			SA	A	D	NA	TD
1	Set Induction and Closure	1) Before the lesson starts, you always state the learning objectives. 2) At the time of learning, you always connect the subject matter with the experience or knowledge of students 3) You help guide student summarize the essence of learning. 4) You always give written questions after the learning process is complete. 5) You always give assignments or homework to students when the learning process finished.					
2	Explaining	1) You give a real example in explaining the material. 2) When asking questions you always provide clear and concise question.					
3	Variations	1) In every lesson, you always use the media.					
4	Reinforcement	1) You always praise your class because all students are active in the learning process. 2) You always praise student when student can do the question correctly.					
5	Questioning	1) When asking questions you always provide clear and concise question. 2) You only give questions to active student. 3) After you ask a question, you always give students a					

		few seconds to think before appointing a student to answer it.					
6	Managing Class	<ol style="list-style-type: none"> 1) You only pay attention to one student during the learning process. 2) You give a warning to student when they make a mistake. 3) When explaining the material, you observe the students condition. 					
7	Guide Small Discussion	<ol style="list-style-type: none"> 1) You always provide the purpose of the discussion and the topic of discussion clearly before the discussion takes place. 2) In the discussion, you always provide a summary of each opinion of each group. 3) In selecting members of group, you divide unfair member. 4) When the discussion finish, you always present the result of each group's discussion. 					
8	Teaching Individual and Small Group	<ol style="list-style-type: none"> 1) You always explain when a student gives an opinion. 2) You always ask question that challenge students to think. 3) You always guide student individually or in groups. 					

Appendix III

Observations Instrument Lattice

No	Variable	No	Component of Skills	No	Component of Declarations
1	Basic Teaching Skills	1	Set Induction and Closure	1	Get students interesting
				2	Appear the motivation
				3	Giving reference
				4	Evaluation the learning
		2	Explaining	1	Planning the message to be delivered
				2	The presentation a explanation
		3	Variation Skills	1	Style teaching variation
				2	Using media and the material of learning variation
		4	Reinforcement	1	Verbal and Non-verbal reinforcement
		5	Questioning	1	Giving concentration reference
				2	Spreading the question
				3	Giving a turn
				4	Giving a time to think
				5	Giving a guidance
		6	Managing Class	1	Returned optimal class condition
				2	Creating and maintaining an optimal classroom atmosphere
		7	Guide Small Discussion	1	Reinforce a problem or opinion.
				2	Analyze the views of students.
				3	Improve the mindset of students

				4	Spread participation opportunities
				5	Close the discussion
		8	Teaching Individual and Small Group	1	Skills to make a personal approach
				2	Organizing Skills
				3	Guiding skills and facilitated learning.
				4	Skills in conducting and planning phase learning activities

Checklist of Observation

Basic Teaching Skills	No	Components	Yes	No	Score
Set Induction and Closure	1	Get students interesting Appear the motivation Giving reference Evaluation the learning			
Explaining	2	Planning the message to be delivered The presentation a explanation			
Variation	3	Style teaching variation Using media and the material of learning variation			
Reinforcement	4	Verbal and non verbal reinforcement			
Questioning	5	Giving concentration reference Spreading the question Giving a turn Giving a time to think Giving a guidance			
Managing Class	6	Returned optimal class condition Creating and maintaining an optimal classroom atmosphere			
Guide Small Discussion	7	Reinforce a problem or opinion Analyze the views of students Improve the mindset of students			

		Spread participation opportunities			
Teaching Individual and Small Group	8	Skills to make a personal approach Organizing skills Guiding skills and facilitated learning. Skills in conducting and planning phase learning activities.			

Appendix IV

Interview Question to Students

1. What are the benefits that you got after taking online microteaching?
2. How do you think the supervisors' performance in online microteaching ?
3. Are the facilities sufficient for the implementation of online microteaching ?
4. Are there any obstacles that you feel in the online microteaching practice?
5. How do you think online microteaching practice effectiveness should be ?
6. How do you overcome the difficulties experienced by students in teaching and learning activities?
7. What are media or methods are applied in learning?
8. Do you think it's important or not to prepare a lesson plan before teaching?

Interview Data

	<ol style="list-style-type: none">1) We get to experience new approach of teaching students, which was online and the use of various online media to enhance and create an interesting class.2) It is good, in fact, my supervisor gave me a lot of critics, improvement tips, and useful information in teaching.3) Yes, of course4) Mostly the internet connection5) By using the media that fits with the students' interest and also their needs6) By guiding them and giving them tips on how they try to find a solution7) Useful app lie Google Classroom, Youtube and MS power point. With
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<p style="text-align: center;">Students 1</p>	<p>CLT method could be very interesting in teaching.</p> <p>8) It is very important to prepare a lesson plan, cause very major teaching and learning activities we're going to do in the class is included in the lesson plan that we created</p>
<p style="text-align: center;">Student 2</p>	<p>1) I think the benefit I get is having creative basic teaching skills experience.</p> <p>2) I think the supervisor is very helpful in carrying out teaching exercises, in helping to make lesson plans, giving advice on how to teach well and creatively. The supervisors' performance is very good and very helpful</p> <p>3) I think for the implementation of online microteaching is already very available.</p> <p>4) In my opinion, the perceived obstacle is the network so that it is less effective in teaching.</p> <p>5) I think it is effective to use media that can make it easier to explain the material and students can also listen well, such as using video to explain material and giving students the opportunity to discuss on Whatsapp or on Google Meet</p> <p>6) To overcome student difficulties is often provide feedback to students or give them opportunity to ask what they don't understand, then at the end of learning, give an evaluation such as giving questions to students and discussing it together.</p> <p>7) Use video or Google meet and use discussion or question and answer learning methods</p> <p>8) I think lesson plan are very important before teaching because lesson plans can facilitate the teaching process in the classroom so that the learning process is more effective and structured</p>
<p style="text-align: center;">Students 3</p>	<p>1) After taking online microteaching, there are many benefits that I can get from the course. For example: I know how to make a proper materials for teaching and learning process, know about steps in giving</p>

	<p>material and have more experience in teaching and learning process.</p> <ol style="list-style-type: none"> 2) My supervisor is very good, she is really tell us about how to teaching in class and how to choose the most proper topic to us. She always give her time if there is some of us any question about the practice of teaching 3) For the facilities, because we used our own facilities at home to do it, we kind lack of facilities 4) The obstacles that I faced while the online microteaching practice is facilities that I lack of it, some of us just used paper as the white or blackboard which is hard to shown it in camera. 5) In my opinion, the effective one is do it offline and it would be easier to students and lecturer to ask each other. But in online situation, it still good as long as the students and lecturer have a good facilities and have good internet connection. 6) Because the microteaching process is organized online, the difficulties of students can't be helped if it's concerned about the facilities or internet connection. But if the difficulties is about the material, the students can ask the teacher online about it 7) Use video or Google meet and use discussion or question and answer learning method 8) For the lesson plan, it is really important to have it before the teaching and learning process, because the lesson plan is what the teacher should give to the students about some materials and with the help from lesson plan, the teacher know what should do in the class.
<p>Student 4</p>	<ol style="list-style-type: none"> 1) The most perceived benefits are about experience and increase self-confidence. I feel training is necessary before go into the real situation 2) The supervisor was very helpful in finding mistakes that I didn't realize while teaching. According to feedback from experienced people, it really help improve abilities. 3) Because it runs online, the facilities

	<p>obtained for PPL 1 are more than your-self. At that time, because it was using Google meet media, internet quota assistance was needed. Thankfully, the university provides just that. At for the laptop or cellphone, it uses the student's own property.</p> <ol style="list-style-type: none"> 4) Like most of the obstacles that are felt when using the online route, namely network constraints. And specifically for me, maybe a laptop that doesn't support it so that learning goes better, such as audio doesn't come out when listening. 5) Online microteaching which is effective is when the teacher can complete all the learning objectives well within the allotted time and the learning is conveyed well to the students 6) In implementation of PPL 1, someone who acts as a student who is also in the same group. Because they are different, the difficulty they face is a lack of understanding when the teacher speaks full English, so to overcome this, of course with language transfer 7) The media that I used was the Google meet, assisted by powerpoint, laptop, and handphone. As for the method, I mostly use lectures. But sometimes using question and answer method assisted with ppt slides, to make it more interesting. 8) Very important, it is very helpful in directing the teacher not to get off track and spend time on unimportant things. Moreover, knowing whether the learning targets have been achieved or not.
	<ol style="list-style-type: none"> 1) I feel more confident in mastering the eight basic techniques of teaching in class 2) Very good at providing feedback and support to further develop our teaching skills. 3) Yes, we are facilitated with sufficient facilities, such as Google meet premium by supervisors 4) There are, small obstacles such as networking, difficulty teaching using full English, competitiveness

<p style="text-align: center;">Students 5</p>	<p>from other friends</p> <p>5) Students are given textbooks from all classes and level first Supervisors provide opportunities for students to choose the topics they want to master and what to deliver Supervisors always provide feedback and solution in every meeting Supervisor always evaluates at the end of each meeting</p> <p>6) With a little bit of time for students to understand the material presented</p> <p>7) Using various media such as visual media (PPT, Chart, Picture) and audio visual (music, YT videos, etc) and various method such as Discussion, QNA, Audio Lingual Method, GTM and adjusting based on the condition of the students</p> <p>8) Yes of course it's important, because by prepare lesson plan before teaching it will make the teaching learning process better than not prepare the lesson plan, and it will help the teacher to determine the steps in teaching.</p>
<p style="text-align: center;">Students 6</p>	<p>1. The benefits are quite diverse, of course in terms of teaching because the first experiences is a lot of knowledge in terms of learning media, how to make the class more interactive, mastery of teaching materials is also something that provides very good benefits for me.</p> <p>2. Supervisor guide and evaluate very well, in every three teaching meetings he always provide input and direction, especially good teaching methods</p> <p>3. For facilities that are quite good, our groups use Google meet and Zoom, but these media have a bad effect if the network is not good in teaching.</p> <p>4. The network is one of the obstacles that we're faced</p> <p>5. Actually effective online microteaching practice depends on how the teacher and students do not have network constraints and also the material used by the teacher is very interactive so that even tough online microteaching practice is still running effectively and efficiently</p>

	<p>6. To overcome this, I use several quizzes and also unique learning method to overcome the difficulties experienced by students, especially in understanding</p> <p>7. The media used are various, there are photo and videos, while for my method I use communicative language teaching</p> <p>8. The lesson plan is very important because in the lesson plan the teacher knows what the students want to achieve and for the preparation of teaching the teacher also becomes more well-organized</p>
<p>Students 7</p>	<p>1) The benefits are being able to learn the material that has been studied at school, making you more confident, better able to manage time between learning and teaching, providing teaching experiences, adding insight from various kinds of learning materials and media</p> <p>2) Supervisor's performance is quite good even though they are still lacking in nurturing</p> <p>3) There are sufficient Facilities in the implementation of online microteaching practice</p> <p>4) Constraints faced during online microteaching practice were the laptop suddenly broke, couldn't turn on when I wanted to start teaching and the network was bad</p> <p>5) Before teaching, you should study material first, the active role of fellow students in online microteaching practice, the role of the supervisor in nurturing, guiding, directing so that students can be better in the future.</p> <p>6) Give example or understanding that are easier for students to understand</p> <p>7) Method : Discussion, performance and question and answer Media : PPT, Images, Youtube videos</p> <p>8) I think the existence of this lesson plan is very important in helping the teaching process to be more structured and directed.</p>

	<p>1) Of course, there are many benefits that can be obtained after carrying out the online microteaching practice, such as :</p> <p>Gaining new experience, how to teach well before actually going into the field</p> <p>To know and prepare more maturely in preparation for good and correct teaching activities</p> <p>2) Supervisors provide good guidance and direction during the implementation of online microteaching even though there are a few obstacles during the implementation of the event, for example when online microteaching schedule has been determined and agreed upon together, but suddenly the supervisor is unable to follow or supervise students during the implementation of online microteaching practice the grounds that the supervisor has business. Personally, suddenly and had to postpone the schedule for the implementation of the online microteaching, but thank God, all these problems were resolved and the implementation of online microteaching practice was completed on time.</p> <p>Constraints:</p> <p>The time is too short that the implementation of the online microteaching practice does not run effectively, sometimes for 1 students we only get 15 minutes for teaching practice while the material presented is quite a lot and must follow the sequences of learning implementation according to the curriculum.</p> <p>Network constraints that sometimes fluctuate (not stable) so that sometimes it can hinder the online microteaching practice process</p> <p>4) In my opinion, no online learning or teaching activities can run effectively, therefore using virtual media such as Google meet or Zoom is the only way that can be said to be close</p>
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<p style="text-align: center;">Students 8</p>	<p>to effective in carrying out these microteaching activities, but on the condition that the supervisors can supervise full time during these activities.</p> <p>5) Executed offline</p> <p>6) Many methods are used including : Audio lingual, silent way, grammar translation method and the media used there are various kinds of media such as : Pocket card, rolling card, pictures, videos etc.</p> <p>7) It is important, because the lesson plan is a learning plan that must be provided earlier before carrying out teaching activities. In the lesson plan, of course there is a purpose for learning, before we carry out the lesson we must know what the purpose of our learning.</p>
<p style="text-align: center;">Students 9</p>	<ol style="list-style-type: none"> 1. The benefits are quite diverse, of course, in terms of teaching because the first experience is a lot of knowledge in terms of learning media, how to make the class more interactive, mastery of teaching materials is also something that provides very good benefits for me. 2. Supervisor guides and evaluates very well, in every three meeting he always provides input and direction, especially good teaching method 3. For facilities that are quite good, our groups uses Google meet and Zoom, but these media have a bad effect if the network is not good in teaching 4. Network is one of the obstacles that we faced 5. Actually effective online microteaching learning depends on how the teacher and students do not have network constraints and also the material used by the teacher is very interactive so that even though online microteaching is still running effectively and efficiently 6. To overcome this, I use several quizzes and also unique learning media to overcome the difficulties experienced by students, especially in understanding

	<p>7. The media used are various, there are photos and videos, while for my method I use communicative language teaching</p> <p>8. The lesson plan is very important because in the lesson plan the teacher knows what students want to achieve and for the preparation of teaching the teacher also becomes more well-organized</p>
<p>Students 10</p>	<p>1) I get an overview of how to teach directly</p> <p>2) The supervisor really facilitates us by providing feedback after we practice teaching</p> <p>3) Yes, available</p> <p>4) The obstacles that we often face are connection problems that occur very often so that it hinders teaching practice activities</p> <p>5) In my opinion, no matter how effective online learning, it cannot be the same as face to face learning</p> <p>6) Be calm, not in a hurry to take action</p> <p>7) The right media to use Zoom or Google meet, Google Classroom and Whatsapp</p> <p>8) Very important</p>

Appendix V

Research Letters

a. Research Approval Letter from Supervisor



KEMENTERIAN AGAMA REPUBLIK INDONESIA
UNIVERSITAS ISLAM NEGERI ANTASARI
FAKULTAS TARBIYAH DAN KEGURUAN
Jalan Jenderal Ahmad Yani KM. 4,5 Banjarmasin
Telepon (0511) 3253939 Faksimile (0511) 3274492
Email: ftk@uin-antasari.ac.id Web: www.ftk.uin-antasari.ac.id

REKOMENDASI
Nomor: B- 477/Un.14/III.1/PP.00.9/02/2022

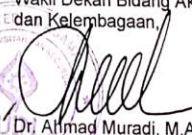
Yang bertanda tangan Wakil Dekan Bidang Akademik dan Kelembagaan Fakultas Tarbiyah dan Keguruan UIN Antasari Banjarmasin, dengan ini memberikan rekomendasi kepada:


Nama : Rima Dania
Nomor Induk Mahasiswa : 170102030632
Jurusan : S1 Tadris Bahasa Inggris (TBI)
Semester : SEPULUH (X)
Tahun Akademik : 2021/2022
Alamat : Jl. Peramu. Gg Swadaya 1 kec. Landasan Ulin
Tengah Kota Banjarbaru

Untuk melakukan kegiatan penelitian / Riset sebagai tindak lanjut dari Penyusunan Skripsi yang berjudul : *ONLINE MICROTEACHING BASED ON BASIC TEACHING SKILLS OF 5th SEMESTER STUDENTS OF ENGLISH DEPARTMENT, ANTASARI STATE ISLAMIC UNIVERSITY OF BANJARMASIN.* pada Pendidikan Bahasa Inggris/ UIN Antasari Banjarmasin. sejak tanggal 07 Februari 2022 sampai dengan 08 April 2022.

Demikian Surat Rekomendasi ini diberikan untuk dipergunakan sebagaimana mestinya.



Banjarmasin, Februari 2022
Wakil Dekan Bidang Akademik dan Kelembagaan,


Dr. Ahmad Muradi, M.Ag
NIP. 197808082005011006






Subbag Mikwa & Alumni FTK UIN Antasari

b. Research Letter from Faculty

	KEMENTERIAN AGAMA REPUBLIK INDONESIA UNIVERSITAS ISLAM NEGERI ANTASARI FAKULTAS TARBİYAH DAN KEGURUAN Jalan Jenderal Ahmad Yani KM. 4,5 Banjarmasin Telepon (0511) 3253939 Faksimile (0511) 3274492 Email: ftk@uin-antasari.ac.id Web: www.ftk.uin-antasari.ac.id	
Nomor	: B-497/Un.14/III.1/PP.00.9/02/2022	4 Februari 2022
Sifat	: Penting	
Lampiran	: I (satu) berkas	
Hal	: Riset dalam Rangka Penyusunan Skripsi	
Yth. Dekan Fakultas Tarbiyah dan Keguruan UIN Antasari Kota Banjarmasin Banjarmasin		
<i>Assalamu'alaikum Warahmatullah Wabarakatuh</i> Sehubungan rencana penelitian yang akan dilaksanakan oleh mahasiswa (i) dalam rangka penyusunan skripsi, maka dengan ini kami mohon izin serta bantuan Bapak/Ibu agar kiranya berkenan memberikan informasi/data yang diperlukan oleh :		
Nama	: Rima Dania	
N I M	: 170102030632	
Jurusan	: S1 Tadris Bahasa Inggris (TBI)	
Fakultas	: Tarbiyah dan Keguruan	
Alamat	: Jl. Peramuan. Gg Swadaya 1 kec. Landasan Ulin Tengah Kota Banjarbaru	
Demikian surat ini kami sampaikan, atas perhatian dan perkenan Bapak/Ibu serta kerjasamanya yang baik kami ucapkan terima kasih.		
<i>Wassalamu'alaikum Warahmatullah Wabarakatuh</i>		
		Wakil Dekan Bidang Akademik dan Kelembagaan, Ahmad Muradi
Tembusan :		
1. Dekan Fakultas Tarbiyah dan Keguruan UIN Antasari;		
2. KAPRODI Pendidikan Bahasa Inggris Fakultas Tarbiyah dan Keguruan		
<i>Subbag. Atikwa & Ahmadi FTK UIN Antasari</i>		

c. Research Letter from Department





	KEMENTERIAN AGAMA REPUBLIK INDONESIA UNIVERSITAS ISLAM NEGERI ANTASARI FAKULTAS TARBİYAH DAN KEGURUAN Jalan Jenderal Ahmad Yani KM. 4.5 Banjarmasin Telepon (0511) 3253939 Faksimile (0511) 3274492 Email: ftk@uin-antasari.ac.id Web: www.ftk.uin-antasari.ac.id	
<hr/>		
Nomor	: B-477 /Un.14/III.1/PP.00.9/02/2022	4 Februari 2022
Sifat	: Penting	
Lampiran	: 1 (satu) berkas	
Hal	: Riset dalam Rangka Penyusunan Skripsi	
Yth. KAPRODI Pendidikan Bahasa Inggris Fakultas Tarbiyah dan Keguruan Kota Banjarmasin		
Banjarmasinp		
<i>Assalamu'alaikum Warahmatullah Wabarakatuh</i>		
Sehubungan rencana penelitian yang akan dilaksanakan oleh mahasiswa (i) dalam rangka penyusunan skripsi, maka dengan ini kami mohon izin serta bantuan Bapak/Ibu agar kiranya berkenan memberikan informasi/data yang diperlukan oleh :		
Nama	: Rima Dania	
N I M	: 170102030632	
Jurusan	: S1 Tadris Bahasa Inggris (TBI)	
Fakultas	: Tarbiyah dan Keguruan	
Alamat	: Jl. Peramu. Gg Swadaya 1 kec. Landasan Ulin Tengah Kota Banjarbaru	
Demikian surat ini kami sampaikan, atas perhatian dan perkenan Bapak/Ibu serta kerjasamanya yang baik kami ucapkan terima kasih.		
<i>Wassalamu'alaikum Warahmatullah Wabarakatuh</i>		
		Wakil Dekan Bidang Akademik dan Kelembagaan,
		
		Ahmad Muradi
Tembusan : Dekan Fakultas Tarbiyah dan Keguruan UIN Antasari		
<i>Subbag Mikwa & Alimmi FTK UIN Antasari</i>		

Appendix VI

CONSULTATION NOTES





ADVISOR OF CONTENTS AND RESEARCH METHODS

NAME OF ADVISOR : DR. HJ. NIDA MUFIDAH, M.Pd

DATE	NOTES	SIGNATUREES
January 22 nd 2021	Add observation as one of your data collection in this research	
January 26 th 2021	Change my thesis title to "Online teaching practice"	
January 28 th 2021	Delete "On Basic Teaching Skills", Cause teaching practice surely it's basic teaching Skills	
February 19 th 2022	<ul style="list-style-type: none"> - How to put space - Add abstract - Do not need a and b point for the results - Add more about sources - Have to same much words for each paragraph 	

ADVISOR OF LANGUAGE AND WRITING TECHNIQUES

NAME OF ADVISOR: HIDAYAH NOR, S.Pd, M.Pd

DATE	NOTES	SIGNATURES
July 9 th 2021	<ul style="list-style-type: none"> - Title is too long, just abbreviate it. Explanation is added in the definition of key terms only - Change year to 2021 - The meaning of the Qur'an put in the appendix - The quotation still needs to be fixed 	
September 10 th 2021	<ul style="list-style-type: none"> - The questionnaire is too general - Add the similarities and the differences in the previous of study - In theory of chapter II still use as cited 	
January 27 th 2022	<ul style="list-style-type: none"> - Students name need to use initials only - Answer from interview only with statement. 	
June 28 th 2022	<ul style="list-style-type: none"> - Must be consistent for 5th writing - If you want to use an interview, you should ask the process 	

	<ul style="list-style-type: none">- Consider the method used- The citation method is fixed- The word will omitted	
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CURRICULUM VITAE

I. PERSONAL DETAILS

Name : Rima Dania
Place and Date of Birth : Banjarmasin, 11 November 1999
Gender : Female
Religion : Islam
Nationality : Indonesia
Parents : Sarifudin
Sri Wahyuni
Siblings : Rabi Dian Handini

II. Formal Education Background

2006-2011 : SD Negeri 1 Sungai Bali
2012-2014 : SMP Negeri 1 Pulau Sebuku
2015-2017 : SMA Negeri 1 Pulau Sebuku
2017-2022 : UIN Antasari Banjarmasin

III. Organization Experience

2018-2019 : Member of LDK Nurul Fatta
2020-2022 : Member of WIN (We Inspire)