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1.0 DAILY TASK REPORT

The log book report provided by the Industrial Training Unit (ITU) is used to record daily activities done by the students throughout the industrial training period. It is necessary for students to record all activities that were being conducted every day completely and tidy so that assessment can be done by supervisor together with the final report.

Things that should be recorded are as below:

- i. Daily tasks/activities conducted during the industrial training program.
- ii. Copies of medical certificate should be pasted in the log book if the student is on leave due to health problem.
- iii. A brief comment together with formal stamp by supervisor should be carried out every week.

NOTE: Bind the Daily Task Report together with the final documentation report. Attach the Daily Task Report in BETWEEN the Bibliography and Appendices.

2.0 FINAL REPORT

The industrial training final report is the key elements that will be accounted to evaluate students' performance that had undergo the industrial training. Through this report, students will be evaluated based on the contents, presentation (objective, language used, sentence structure) and also writing format.

2.1 REPORT CONTENT

The necessary report content are as follows:

Acknowledgement

Executive Summary (Explain the summary of the Industrial Training)

- 1.0 Introduction
 - 2.0 Company Profile
 - 3.0 Project Details
 - 4.0 Other Project/Task
 - 5.0 Recommendation
 - 6.0 Conclusion
- Bibliography
Daily Task Report
Appendices

*** The report content above is general. Please refer Appendix D for sample of system/ website development report, computer maintenance report and computer networking report.*

2.2 BRIEF EXPLANATION ON THE REPORT CONTENTS

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