

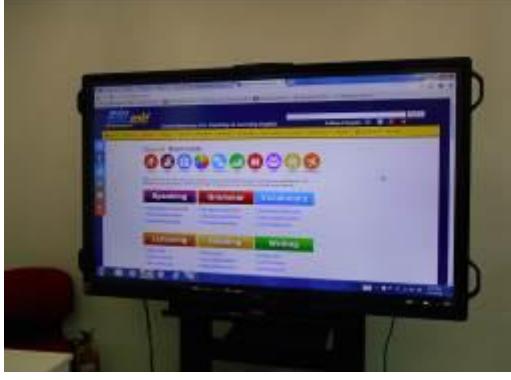
Guide for Activity Report

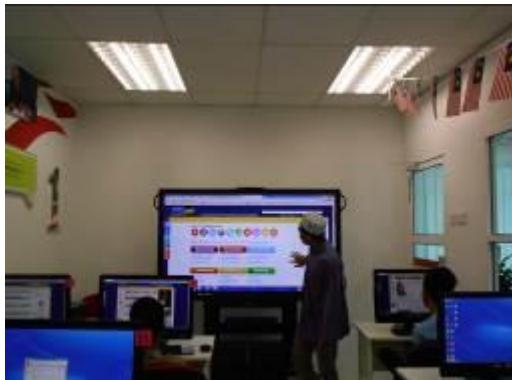
Panduan untuk Laporan Aktiviti

The purpose of this document is to provide a guide on the type of information required in the reports for RDD's newsletter, annual report, and other publications.

Tujuan dokumen ini adalah untuk menyediakan panduan bagi jenis maklumat yang diperlukan dalam laporan untuk bahan berita RDD, laporan tahunan, dan penerbitan lain.

| ITEM JENIS | INFORMATION MAKLUMAT | NOTES NOTA |
|--|--|---------------|
| Name of event Nama acara / program | ESL GOLD DAN CYL | |
| Date & Time Tarikh & Masa | 15/7/2016 (10.00AM-1.00PM) | |
| Location Lokasi | PI1M SUNGAI PANJANG | |
| Purpose Tujuan | Bengkel ini diadakan untuk memantapkan kemahiran Bahasa Inggeris para peserta | |
| Details of recipients Butiran Penerima | Tiada | |
| Details of contribution Butir-butir berkaitan dengan aktiviti | Dalam aktiviti yang dijalankan pada tarikh tersebut, peserta terdiri daripada 10 orang peserta yang berumur 10 tahun hingga 15 tahun | |
| Benefits of the contribution Kebaikan / kelebihan aktiviti | Melalui aktiviti yang dijalankan, peserta dapat menambahkan ilmu. | |
| Name of VIP Nama VIP | Tiada | |
| Name of guest VIP Nama tetamu daripada VIP | Tiada | |
| Main execution Pelaksanaan aktiviti utama | Peserta diajar bagaimana menggunakan perisian online untuk memantapkan pemahaman mereka menggunakan Bahasa Inggeris | |
| Supporting activities Aktiviti Sokongan | Tiada | |
| Other participants Peserta Lain | Tiada | |

| ITEM JENIS | INFORMATION MAKLUMAT | NOTES NOTA |
|------------------------------------|---|----------------------------------|
| Photo caption Keterangan gambar |  A photograph showing several students in a classroom environment, each seated at a desk with a computer monitor. They appear to be engaged in a workshop or training session. The room has white walls decorated with various posters and notices. | <i>Bengkel sedang dijalankan</i> |
| |  A photograph showing a student from behind, sitting at a desk and working on a computer. The screen shows a blue desktop background. Other students and computer stations are visible in the background. | |
| |  A close-up photograph of a computer monitor displaying a software interface with various icons and text. The monitor is mounted on a stand. | |

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| Photo caption names Keterangan gambar berserta nama | <i>Names of significant people in the photo (from left to right)</i> <i>Nama-nama orang yang berkepentingan di dalam gambar (dari kiri ke kanan)</i> | |
| Translation Terjemahan | | |
| Supporting documents Dokumen Sokongan | Laporan bulanan, | <i>Enclose as attachment</i> <i>Sebagai lampiran</i> |
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