

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	ASAS PENGENALAN KOMPUTER, ASAS BAHASA INGGERIS DAN KDB	
Date & Time Tarikh & Masa	2/09/2016 (10.00AM-1.00PM)	
Location Lokasi	PUSAT ANAK YATIM	
Purpose Tujuan	Pengenalan kepada asas komputer dan Bahasa Inggeris	
Details of recipients Butiran Penerima	Tiada	
Details of contribution Butir-butir berkaitan dengan aktiviti	Dalam aktiviti yang dijalankan pada tarikh tersebut, peserta terdiri daripada 15 orang peserta yang berumur 13 tahun hingga 17 tahun	
Benefits of the contribution Kebaikan / kelebihan aktiviti	Melalui aktiviti yang dijalankan, para peserta dapat mengenali komponen komputer dan meningkatkan penguasaan Bahasa Inggeris	
Name of VIP Nama VIP	Tiada	
Name of guest VIP Nama tetamu daripada VIP	Tiada	
Main execution Pelaksanaan aktiviti utama	Peserta di dedahkan mengenai komponen komputer, tetapi ia dijalankan secara manual, kerana tiada komputer.	
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. They are seated at wooden tables, looking down at their workbooks or papers, indicating they are focused on learning.	<i>Peserta focus pada pembelajaran</i>
	 A close-up photograph of two students at a desk. One student is wearing a pink shirt and the other is wearing a white shirt. They are both looking towards the camera while holding papers, suggesting they are working on a task together.	
	 A photograph of three students sitting around a table. Two boys are visible in the foreground; one is wearing an orange shirt and the other is wearing a white shirt. A girl is also seated at the table. They appear to be engaged in a group activity or discussion.	
	 A photograph of a group of students, predominantly girls, sitting around a table in a classroom. They are all wearing headscarves and are focused on their workbooks or papers, showing their engagement in the learning process.	

ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA

ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA

ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA
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>