

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	Kursus Asas Komputer – Microsoft Word	
Date & Time Tarikh & Masa	11 Jun 2016 (9.00pagi-11.00 pagi)	
Location Lokasi	PI1M Felda Mempaga 3	
Purpose Tujuan	Meningkatkan kemahiran pelajar menaip dan memasukkan imej ke dalam Microsoft Word	
Details of recipients Butiran Penerima	Pelajar Sekolah Rendah	
Details of contribution Butir-butir berkaitan dengan aktiviti	Menghasilkan kad ucapan hari lahir melalui perisian Microsoft Word	
Benefits of the contribution Kebaikan / kelebihan aktiviti	Meningkatkan kemahiran dan kreativiti pelajar-pelajar untuk menghasilkan kad ucapan	
Name of VIP Nama VIP	-	
Name of guest VIP Nama tetamu daripada VIP	-	
Main execution Pelaksanaan aktiviti utama	Penghasilan Kad Hari Lahir- menaip dan memasukkan gambar	
Supporting activities Aktiviti Sokongan	Menyanyi dan menari	
Other participants Peserta Lain	Tiada	

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Photo caption Keterangan gambar	 A photograph showing three students in a classroom. Two students are wearing black headscarves and one is wearing a blue headscarf. They are all seated at a desk, working on individual computer monitors. The student in the blue headscarf is in the foreground, looking down at their keyboard. The other two students are slightly behind her, also focused on their screens.	Para pelajar sedang menyiapkan tugas yang diberikan
	 A photograph of a classroom with several students working on computers. In the foreground, a student in a striped shirt is visible from the side, looking at their screen. Behind them, another student in a blue headscarf is also working on a computer. The room has a whiteboard in the background displaying some text and diagrams.	Para pelajar sedang menaip ucapan kad hari jadi
	 A photograph showing two students from behind, both working on their respective computer monitors. The student on the left is wearing a dark t-shirt and the student on the right is wearing a red and green striped t-shirt. They are seated at a desk in a classroom environment.	Para pelajar sedang menyiapkan tugas

ITEM JENIS	INFORMATION MAKLUMAT	NOTES NOTA
	 <p>Aktiviti sampingan – menyanyi dan menari</p>	
Translation Terjemahan	-	
Supporting documents Dokumen Sokongan	<i>Include speeches, souvenir programme, agenda etc Termasuk ucapan, cenderamata, aturcara dan lain-lain.</i>	<i>Enclose as attachment Sebagai lampiran</i>