

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	<ol style="list-style-type: none"> 1. KELAS MINGGUAN 2. PROGRAM/KELAS SEPANJANG CUTI SEKOLAH MAC 2016 																																													
Date & Time Tarikh & Masa	<ul style="list-style-type: none"> • KELAS & AKTIVITI SEPANJANG MAC 2016 																																													
Location Lokasi	<ul style="list-style-type: none"> • PI1M PEKAN RUMBIA, MELAKA 																																													
Purpose Tujuan	<ol style="list-style-type: none"> 1. ASAS TEKNOLOGI MAKLUMAT (CELIK NETBOOK) 2. MICROSOFT OFFICE WORD (KUMP 1 & 2) 3. PENGENALAN KEPADA PERKAKASAN KOMPUTER 4. KLIK DENGAN BIJAK (PEMBULI SIBER) 5. ASAS TEKNOLOGI MAKLUMAT (MENCIPTA GMAIL) 6. INTENSIF KARANGAN BAHASA INGGERIS TAHUN 5 7. SUNTINGAN IMEJ (PHOTOSCAPE) 8. E-PEMBELAJARAN (TYPING SPEEDTEST & KEYBOARDING CHALLENGE LEVEL 2) 9. E-PEMBELAJARAN (MENGENAL ABC SECARA ONLINE –TABIKA PERPADUAN) 																																													
Details of recipients Butiran Penerima	<p>ASAS TEKNOLOGI MAKLUMAT (CELIK NETBOOK)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Bil.</th> <th style="text-align: center;">Nama Peserta</th> <th style="text-align: center;">No. Kad Pengenalan</th> <th style="text-align: center;">Umur</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>ABD MUTALIB BIN MOHD ALIAS</td> <td style="text-align: center;">061217040185</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">2</td> <td>MUHD IRFAN BIN HASFANZILAH</td> <td style="text-align: center;">031117040445</td> <td style="text-align: center;">13</td> </tr> <tr> <td style="text-align: center;">3</td> <td>ZAIDAN AMAR BIN ROZIMAN</td> <td style="text-align: center;">031022040153</td> <td style="text-align: center;">13</td> </tr> <tr> <td style="text-align: center;">4</td> <td>NURAIMAN BIN AHMAD SAH</td> <td style="text-align: center;">050303040241</td> <td style="text-align: center;">11</td> </tr> <tr> <td style="text-align: center;">5</td> <td>ZAIDAN HAKIM BIN ROZIMAN</td> <td style="text-align: center;">060216040197</td> <td style="text-align: center;">10</td> </tr> <tr> <td style="text-align: center;">6</td> <td>MUHAMMAD ZAKWAN BIN ANUAR</td> <td style="text-align: center;">030627040039</td> <td style="text-align: center;">13</td> </tr> <tr> <td style="text-align: center;">7</td> <td>JOHAN BIN NAZRY LOW</td> <td style="text-align: center;">030508010347</td> <td style="text-align: center;">13</td> </tr> <tr> <td style="text-align: center;">8</td> <td>MUHD ZULKIFLI BIN KADIM</td> <td style="text-align: center;">030214040209</td> <td style="text-align: center;">13</td> </tr> <tr> <td style="text-align: center;">9</td> <td>LWI THOWG HAI</td> <td style="text-align: center;">800909045039</td> <td style="text-align: center;">36</td> </tr> <tr> <td style="text-align: center;">10</td> <td>MUHAMMAD AMIN BIN YUSOF</td> <td style="text-align: center;">020325040157</td> <td style="text-align: center;">14</td> </tr> </tbody> </table>	Bil.	Nama Peserta	No. Kad Pengenalan	Umur	1	ABD MUTALIB BIN MOHD ALIAS	061217040185	10	2	MUHD IRFAN BIN HASFANZILAH	031117040445	13	3	ZAIDAN AMAR BIN ROZIMAN	031022040153	13	4	NURAIMAN BIN AHMAD SAH	050303040241	11	5	ZAIDAN HAKIM BIN ROZIMAN	060216040197	10	6	MUHAMMAD ZAKWAN BIN ANUAR	030627040039	13	7	JOHAN BIN NAZRY LOW	030508010347	13	8	MUHD ZULKIFLI BIN KADIM	030214040209	13	9	LWI THOWG HAI	800909045039	36	10	MUHAMMAD AMIN BIN YUSOF	020325040157	14	
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	10	MUHD AIDIE AMRAN	050913101371	11	
	SUNTINGAN IMEJ (PHOTOSCAPE)				
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Details of contribution Butir-butir berkaitan dengan aktiviti	KELAS <ul style="list-style-type: none"> • PELAJAR SEK. RENDAH • PELAJAR SEK. MEN • TABIKA PERPADUAN PEKAN RUMBIA • DEWASA 				
Benefits of the contribution Kebaikan / kelebihan aktiviti	<ul style="list-style-type: none"> • MEMUDAHKAN PELAJAR MEMBUAT FOLIO/KERJA KHUSUS YANG DIBERIKAN OLEH GURU • MENINGKATKAN KEMAHIRAN MENGGUNAKAN MICROSOFT WORD • MELATIH KECEKAPAN MENAIP DENGAN PERMAINAN PENDIDIKAN SECARA ATAS TALIAN (KEYBOARDING CHALLENGE) • PENGENALAN DAN PENGETAHUAN ASAS TERHADAP PERKAKASAN KOMPUTER DAN NETBOOK • MEMBUAT KARANGAN BAHASA INGGERIS • MENCIPTA EMAIL UNTUK TUJUAN PENGHANTARAN KERJA SEKOLAH • ASAS SUNTINGAN IMEJ • ETIKA KETIKA BERADA DI ATAS TALIAN 				
Name of VIP Nama VIP	<ul style="list-style-type: none"> • TIADA 				
Name of guest VIP Nama tetamu daripada VIP	<ul style="list-style-type: none"> • TIADA 				
Main execution Pelaksanaan	<ul style="list-style-type: none"> • SETIAP SUB-TOPIK YANG DI AJAR DISUSULI DENGAN PRAKTIKAL DAN LATIHAN UNTUK MELIHAT TAHAP PEMAHAMAN DAN PENGUASAAN PELAJAR 				

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aktiviti utama	<ul style="list-style-type: none"> • DI ADAKAN MINI CABARAN UNTUK KEPANTASAN MENAIP 	
Supporting activities Aktiviti Sokongan	-TIADA-	
Other participants Peserta Lain	-TIADA-	
Photo caption Keterangan gambar	<p data-bbox="337 640 701 667">KELAS SEPANJANG MAC 2016</p>  <p>The collage consists of six photographs arranged in a 3x2 grid. The top-left photo shows a wide view of a computer lab with several rows of desks, each with a computer monitor and keyboard. Students are seated at the desks, and a large screen at the front of the room displays a presentation. The top-right photo is a close-up of a student's desk, showing a laptop and a desktop monitor. The middle-left photo shows a student in a blue and red uniform leaning over a desk to assist another student. The middle-right photo shows a student in a red shirt working at a desk with a large monitor displaying a video call interface. The bottom-left photo shows a student in a red shirt sitting at a desk, looking at a computer monitor displaying a software interface. The bottom-right photo shows a large screen at the front of the room displaying a presentation slide with text and images.</p>	

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Photo caption names Keterangan gambar berserta nama	-	
Translation Terjemahan	English or BM version of special names/titles Versi Bahasa Melayu dan Inggeris bagi nama khas / gelaran	
Supporting documents Dokumen Sokongan	Include speeches, souvenir programme, agenda etc Termasuk ucapan, cenderamata, aturcara dan lain-lain.	

PLEASE SUBMIT YOUR WRITTEN REPORT & PHOTOS BASED ON THIS GUIDE TO THE CONTENT APPLICATION DEVELOPMENT DEPARTMENT WITHIN ONE WEEK OF THE EVENT

SILA KEMUKAKAN LAPORAN BERTULIS & GAMBAR-GAMBAR BERLANDASKAN PANDUAN YANG DIBERIKAN DAN HANTAR KE JABATAN PEMBANGUNAN APLIKASI KANDUNGAN DALAM TEMPOH SEMINGGU SELEPAS ACARA / PROGRAM BERLANGSUNG