



اَوْنِيُوْ سِيْتِي تِيْكَوْلُوْ كِي مَارَا  
UNIVERSITI  
TEKNOLOGI  
MARA

**FACULTY OF COMMUNICATION AND MEDIA STUDIES**  
UNIVERSITI TEKNOLOGI MARA (UiTM)  
40450 SHAH ALAM, SELANGOR  
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**INSTRUCTIONAL COMMUNICATION AND TRAINING PROGRAMME  
(MC 246)**

**PRACTICAL TRAINING EVALUATION FORM**

Completed forms should be forwarded directly to:  
Head Instructional Communication and Training Programme (MC 246)  
Faculty Of Communication And Media Studies  
Universiti Teknologi Mara (Uitm)  
40450 Shah Alam, Selangor

**NAME OF STUDENT** :

**I/C** :

**STUDENT ID** :

**TRAINING ORGANIZATION** :

**NAME OR SUPERVISOR** :

**DESIGNATION** :

**DURATION OF SUPERVISION** :

**PART 1: JOBS PERFORMED (please comment where applicable)**

NO.	NATURE OF ASSIGNMENTS	COMMENTS AND ASSESSMENT
1.	INFORMATION COMMUNICATION TECHNOLOGY: a) Knowledge b) Training c) Instructor/Facilitator/Moderator	
	d) Application (usage of software/programs)	
	e) Skills (animation/multimedia/web/graphic)	
2.	AREA OF PUBLICATIONS: a) book b) Magazine c) Journal d) Brochures/Flier e) Newsletter f) Web Page g) Other (please specify..)	

NO.	NATURE OF ASSIGNMENTS	COMMENTS AND ASSESSMENT
3.	WRITING /PRE-PRESS/PRE-PRODUCTION ACTIVITIES: a) Research b) Interviewing c) Writing d) Translation e) Editing f) Layout g) DTP h) Web editing	
4.	PROMOTION ACTIVITIES: a) Exhibition / trade show b) Advertising c) Training d) Distribution	
5.	OTHERS: a) Meetings/ dialogues b) Brainstorming sessions c) Discussion	

**PART II: PERFORMANCE (Please circle the appropriate number in each section)**

**1. ACCURACY**

Excellent	10	9	8	7	6	5	4	3	2	1	Poor
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**2.MEMORY (IF APLICABLE)**

Excellent	10	9	8	7	6	5	4	3	2	1	Poor
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**3.THOROUGHNESS**

Excellent	10	9	8	7	6	5	4	3	2	1	Poor
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**4. ORGANIZATION OF WORK (ABILITY TO WORK SYSTEMATICALLY)**

Excellent	10	9	8	7	6	5	4	3	2	1	Poor
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**5. ABILITY TO UNDERSTAND AND CARRY OUT INSTRUCTIONS**

Excellent	10	9	8	7	6	5	4	3	2	1	Poor
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**6. ABILITY TO MAKE DECISIONS ON THE JOB**

Excellent	10	9	8	7	6	5	4	3	2	1	Poor
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**7. ABILITY TO MEET DEADLINES**

Excellent	10	9	8	7	6	5	4	3	2	1	Poor
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**8. UNDERSTANDING AND APPLICATION OF INSTRUCTIONAL/PUBLISHING SKILLS**

Excellent	10	9	8	7	6	5	4	3	2	1	Poor
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**9. MOTIVATION**

Excellent	10	9	8	7	6	5	4	3	2	1	Poor
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**10. PUNCTUALLY**

Excellent	10	9	8	7	6	5	4	3	2	1	Poor
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**11. APTITUDE FOR INSTRUCTIONAL COMMUNICATION/ PUBLISHING**

Excellent	10	9	8	7	6	5	4	3	2	1	Poor
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12. LANGUAGE COMPETENCE

a) English

Excellent	10	9	8	7	6	5	4	3	2	1	Poor
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b) Bahasa Melayu

Excellent	10	9	8	7	6	5	4	3	2	1	Poor
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13. CREATIVITY / INITIATIVE

Excellent	10	9	8	7	6	5	4	3	2	1	Poor
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14. VERBAL SKILL

Excellent	10	9	8	7	6	5	4	3	2	1	Poor
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15. ABILITY TO CONTRIBUTES IDEAS

Excellent	10	9	8	7	6	5	4	3	2	1	Poor
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### PART III: PERSONALITY

#### 1. APPEARANCE

Excellent	10	9	8	7	6	5	4	3	2	1	Shabby
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#### 2. MANNERS

Excellent	10	9	8	7	6	5	4	3	2	1	Rude
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#### 3. SELF-CONFIDENCE

Excellent	10	9	8	7	6	5	4	3	2	1	Hesitant
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#### 4. ABILITY TO WORK AS A TEAM

Excellent	10	9	8	7	6	5	4	3	2	1	Poor
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#### 5. ABILITY TO ACCEPT CRITISM

Excellent	10	9	8	7	6	5	4	3	2	1	Poor
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**PART IV: GENERAL COMMENTS**

**A. STRENGTH (S)**

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**B. WEAKNESS (ES)**

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**C. POTENTIAL**

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SIGNATURE : \_\_\_\_\_

NAME : \_\_\_\_\_

DATE : \_\_\_\_\_

**THANK YOU FOR YOUR TIME AND EVALUATION**