



اَوْنِيُوْ سِيْتِي تِيْكَنُوْلُوْ كِي مَارَا
UNIVERSITI
TEKNOLOGI
MARA

FACULTY OF COMMUNICATION AND MEDIA STUDIES

UNIVERSITI TEKNOLOGI MARA (UiTM)
40450 SHAH ALAM, SELANGOR
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**BACHELOR OF COMMUNICATION (Hons.) COMMUNICATION MANAGEMENT
AND POLICY
(MC 248)**

PRACTICAL TRAINING EVALUATION FORM

NAME OF STUDENT	:	_____
MATRIX NO	:	_____
DEPARTMENT	:	_____
ORGANIZATION	:	_____

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AND POLICY (MC 248)**

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PART 1: JOBS PERFORMED (please comment where applicable)

NO.	NATURE OF ASSIGNMENTS	COMMENTS AND ASSESSMENT
1.	PRESENTATION <ul style="list-style-type: none">- Negotiation skills- Articulate ideas verbally in group- Discussions and brainstorming- Communication competence	
2.	WRITING <ul style="list-style-type: none">- Correspondence- Preparing reports- Memo- Creativity- Language competency	
3.	PROMOTIONAL AND EVENT MANAGING <ul style="list-style-type: none">- Leading- Teamwork- Protocol- Exhibition- Material Preparation- Creativity- Publicity & Media Relations	
4.	RESEARCH <ul style="list-style-type: none">- Resourcefulness- Analytical skills- Interview- Library research- Reporting	
5.	ICT SKILLS <ul style="list-style-type: none">- Knowledge- Application	
6.	ADMINISTRATIVE AND CLIENT SERVICING <ul style="list-style-type: none">- Task implementation- Teamwork- Human skills	
7.	OTHERS TASK (Please specify)	

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PART II: PERFORMANCE

1. ACCURACY

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

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

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

Excellent	10	9	8	7	6	5	4	3	2	1	Poor
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5. APTITUDE TOWARDS WORKS

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

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

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

Excellent	10	9	8	7	6	5	4	3	2	1	Poor
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9. DECISION MAKING ABILITY

Excellent	10	9	8	7	6	5	4	3	2	1	Poor
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10. ABILITY TO ORGANIZE TASKS SYSTEMATICALLY

High Organized	10	9	8	7	6	5	4	3	2	1	Poor
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11. ABILITY TO ACCEPT CRITISM

Excellent	10	9	8	7	6	5	4	3	2	1	Poor
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12. LEADERSHIP SKILLS

Excellent	10	9	8	7	6	5	4	3	2	1	Poor
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13. ENTREPRENEURIAL SKILLS (If any)

Excellent	10	9	8	7	6	5	4	3	2	1	Poor
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14. ATTENTION TO DETAILS

Excellent	10	9	8	7	6	5	4	3	2	1	Poor
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PART III: COMMUNICATION SKILLS

1. WRITTEN LANGUAGE:

a) English

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

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

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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3. NEGOTIATION SKILLS

Excellent	10	9	8	7	6	5	4	3	2	1	Poor
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4. INTERPERSONAL SKILLS AT VARIOUS LEVEL

Excellent	10	9	8	7	6	5	4	3	2	1	Poor
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5. CRITICAL THINKING

Excellent	10	9	8	7	6	5	4	3	2	1	Poor
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6. ABILITY TO GENERATE 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	Poor
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2. MANNERISM

Excellent	10	9	8	7	6	5	4	3	2	1	Poor
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3. SELF-COFIDENCE

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

Excellent	10	9	8	7	6	5	4	3	2	1	Poor
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5. MORAL VALUES

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

A. OUR TRAINEE'S STRENGTH (S)

B. HER/HIS WEAKNESS (ES)

C. AREA OF CAREER POTENTIAL (S)

THANK YOU FOR YOUR TIME AND EVALUATION