

# **COM 661 PRACTICAL TRAINING EVALUATION FORM**

## **PUBLISHING PROGRAMME (MC245)**

**FACULTY OF COMMUNICATION AND MEDIA STUDIES  
UNIVERSITI TEKNOLOGI MARA (UiTM)**

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**PRACTICAL TRAINING  
EVALUATION FORM  
M C 2 4 5**



**PUBLISHING PROGRAMME / MC245**

FACULTY OF COMMUNICATION  
AND MEDIA STUDIES  
UNIVERSITI TEKNOLOGI MARA (UiTM)

NAME : .....

NAME OF SUPERVISOR : .....

UiTM ID : .....

DESIGNATION : .....

TRAINING ORGANIZATION : .....

CONTACT NUMBER : .....

**PART I : JOBS PERFORMED**

NATURE OF ASSIGNMENTS	COMMENTS AND ASSESSMENT
<b>A) AREA OF PUBLICATIONS:</b> -Books, magazines, journals and others.	
<b>B) WRITING AND PRE-PRESS:</b> -Research, interview, writing, rewriting, translation, sub-editing, caption writing, headline writing, layout, Design, DTP	
<b>c) PRODUCTION ACTIVITIES:</b> - Film making, plate making, printing	
<b>D) PROMOTION ACTIVITIES:</b> -Research (readership survey, audience analysis, etc.), brochures, leaflets, booklets, catalogues, copywriting, exhibition, distribution	
<b>E) OTHERS:</b> -Meetings/dialogues, brain storming sessions, discussion with writers, commissioning	

## PART II : PERFORMANCE

Please circle the appropriate number.

Accuracy	Excel- lent	10	9	8	7	6	5	4	3	2	1	Poor
Commitment	Excel- lent	10	9	8	7	6	5	4	3	2	1	Poor
Thoroughness	Excel- lent	10	9	8	7	6	5	4	3	2	1	Poor
Organization of Work (ability to work systematically)	Excel- lent	10	9	8	7	6	5	4	3	2	1	Poor
Ability to understand and carry out instructions	Excel- lent	10	9	8	7	6	5	4	3	2	1	Poor
Ability to make decisions on the job	Excel- lent	10	9	8	7	6	5	4	3	2	1	Poor
Ability to meet deadlines	Excel- lent	10	9	8	7	6	5	4	3	2	1	Poor
Understanding and application of principles of publishing	Excel- lent	10	9	8	7	6	5	4	3	2	1	Poor
Motivation	Excel- lent	10	9	8	7	6	5	4	3	2	1	Poor
Punctuality	Excel- lent	10	9	8	7	6	5	4	3	2	1	Poor
Aptitude for publishing	Excel- lent	10	9	8	7	6	5	4	3	2	1	Poor
Language competence (English)	Excel- lent	10	9	8	7	6	5	4	3	2	1	Poor
Language competence (B. Malaysia)	Excel- lent	10	9	8	7	6	5	4	3	2	1	Poor
Creativity / initiative	Excel- lent	10	9	8	7	6	5	4	3	2	1	Poor
Verbal skills	Excel- lent	10	9	8	7	6	5	4	3	2	1	Poor

## PART III : PERSONALITY

Please circle the appropriate number.

Appearance	Excel- lent	10	9	8	7	6	5	4	3	2	1	Poor
Manners	Excel- lent	10	9	8	7	6	5	4	3	2	1	Poor
Self confidence	Excel- lent	10	9	8	7	6	5	4	3	2	1	Poor
Co-operation with fellow workers	Excel- lent	10	9	8	7	6	5	4	3	2	1	Poor
Ability to accept criticism	Excel- lent	10	9	8	7	6	5	4	3	2	1	Poor

## PART III : GENERAL COMMENTS

Please comment on the following:

A) WEAKNESS (ES)

B) STRENGTH (S)

C) POTENTIAL

SIGNATURE :

\_\_\_\_\_

NAME :

DATE :

OFFICIAL STAMP :

Thank you for your time and evaluation