

**PRACTICAL TRAINING**  
**REPORT WRITING GUIDELINES**

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## 1.0 REPORT WRITING GUIDELINES

### 1.1 Purpose

- The guidelines serve as giving the basic for writing neat and good reports.
- The entire guidelines aim to guide the students in preparing a more distinctive report to achieve one of the objectives of the training.
- The guidelines are divided into two areas:
  - i. **General**
    - This section explains about report writing techniques.
  - ii. **Overall Content**
    - This section explains about the format and terminology, which is used in preparing the reports.

### 1.2 General

The report should be written using white paper size A4 (210 mm x 297) weighing 70gms or more. Report should be written on only one side of the paper. No colored papers are allowed in the report.

#### 1.2.1 Margin

- Margin is a space around the written or printed matter on a page. The required margin should be 40mm on the left side and 25 mm on the right, top, and bottom of a page.

#### 1.2.2 Page Numbering System

- Number the pages starting from **Declaration Page** to **List of Appendices** by using roman numbering (i, ii, iii, .....). Number the chapters starting from the **Introduction** till the **End of the Report** using number (1,2,3, ...)

#### 1.2.3 Writing

- Typing should be double-spaced. The entire text of the project paper, headings and page numbers, must be typed using the same font. Use either Times New Roman or Arial with font size of at least 11 for the main text.

After the end of each sentence, the new sentence should begin 2 (space bar) away from the previous sentence. Chapter numbering and chapter title should be 'bold' when it is needed. Sub-chapter should not be in a new page. Chapter Number, Chapter Title and Sub-chapter must be spelled. The illustration of introduction of a chapter is shown in APPENDIX K. The illustration of a Sub-chapter is shown in APPENDIX L.

#### **1.2.4 Amendments**

- 

#### **1.2.5 Ink**

- In any circumstances, only black ink is allowed.

#### **1.2.6 Maximum Number of Page**

- The minimum length of the report is 10 pages while the maximum length of the report is 50 pages. The limitation is strictly for text only (introduction till references) and not inclusive appendices and all introductory pages.

### **1.3 Overall Content**

This section explains about the format and terminology, which is used in preparing the reports.

#### **1.3.1 Cover Page**

- Refer to the illustration of the cover page in **APPENDIX D**. This format should not be changed or amended at all. The size of the cover page is A4. Any other size is not accepted.

#### **1.3.2 Declaration Page**

- This page contains the declaration of the student on the originality of his/her work. This page must be endorsed and signed by the student. Refer to the illustration of declaration page in **APPENDIX E**.

#### **1.3.3 Abstract Page**

- This page contains the objectives of the report. Refer to the illustration of abstract page in **APPENDIX F**.

#### **1.3.4 Dedication Page**

- This page can be excluded if it is not necessary. It should not exceed five lines and should not contain figures, tables, pictures and etc. Refer to the illustration of dedication page in **APPENDIX G**.

#### **1.3.5 Acknowledgement Page**

- This page is also not compulsory and should not exceed one page. Refer to the illustration of acknowledgment page in **APPENDIX H**.

#### **1.3.6 Table of Content**

- This page lists all content of the report that consists of the Introductory Sources, Body of the Report, and End of the Report in a systematic order. The purpose is to assist readers in finding any part of the report easily. The pages must tally with the respective titles in the report. Refer to the illustration of table of page content in **APPENDICES K and L**.

#### **1.3.7 List of Tables**

- All tables must be listed sequentially. The list should contain page number, and title of the tables. Refer to the illustration of list of table in **APPENDIX I**.

#### **1.3.8 List of Figures**

- Figures should be listed chronologically. Figure's number, figure's title and page number should be included. Refer to **APPENDIX J**.

#### **1.3.9 List of Appendices**

- The list of the appendices should include the alphabet of each appendix, the title of the appendix, and the page number.

#### **1.3.10 Text**

- This section contains the information on the practical training. Students need to explain in detail to what they want to present. The section below describes the suggested format that can be used by the students. Students need to follow the format closely as marks are given for following the format. **Refer to Appendix M for further detail on 2.3.11 to 2.3.13**

### 1.3.11 Introduction

- It is recommended that the INTRODUCTION present a brief overview of the training date, company, supervisors, tasks done, lessons learned, and arrangement of report. The INTRODUCTION is to assist reader to get an overall view of the student's training experience.

### 1.3.12 Background of the Organization

- In this chapter, a student may include the background on the department/company's set up, ownership, shareholders, administration system, organization chart, customers, main competitors, products and other matters that are related to the organization. Students are advised to discuss with the respective officer/supervisor to ensure that the information presented is not confidential.

### 1.3.13 Training Experience

- Here, students need to describe the training tasks or assignments given by the company. **Do not repeat** what you have written in the log book. Students also need to describe how they achieve the assigned tasks or assignments i.e. methodology and tools used. A student must describe any problems encountered when completing tasks or assignments and ways to overcome the problems. If there are ways to improve tasks, it should be added at this part of report. Lastly, students need to describe the skills developed and knowledge gained from the training.

### 1.3.14 Training Assessment and Recommendations

- In this section, the student needs to assess whether the experience gained has fulfilled the objectives set for the training. If not, recommend how those objectives could have been achieved. A student needs to comment on the suitability of the organization and/or tasks given to their academic knowledge and/or personality. Students may also comment on weaknesses related to the overall conduct of the training and make any recommendations.

### 1.3.15 Conclusion

- Students briefly state the experience gained during the training and improvements to be made to prepare the students for actual work environment.

### 1.3.16 References

- List of references or books must be attached at the back of the report, after the section of suggestions and recommendations. The name of author, title, publisher, place of publication and year of publication should be included. References should be placed in alphabetical order (according to the name of author).

Format:

Name of author, Title of the article, Title of the books/magazine, Place of publication, Publisher, and Years of Book/Magazine Published.

Example:

1. David Krech, Richard S. Crutchfield, and Egerton L. Ballachy, *Individual in a Society*, New York: McGraw-Hill, 1962
2. Louise D. Rosario, "Only in Japan", *Far Eastern Economic Review*, September 16, 1993, p. 64.

Students need to ensure that the books and articles cited in "References" actually appear in the text. The references that are not cited should not be included.

### 1.1.17 Appendices

- The purpose of the Appendices is to provide additional information that is related to the report. However, each appendix has to be referred to in the Body of the Report. Appendix that is not referred in the text should not be included.
- Listed below are among the materials that may be included in the Appendix:
  - Log book
  - Examples of calculation
  - Diagrams
  - Tables, charts, and other related materials.

# PRACTICAL TRAINING LOG BOOK

Name of Student : \_\_\_\_\_

Program: \_\_\_\_\_

Student ID No. : \_\_\_\_\_

Semester : \_\_\_\_\_

Name and Address of Organization : \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Name of Officer : \_\_\_\_\_

Designation : \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax : \_\_\_\_\_

Training Duration : \_\_\_\_\_

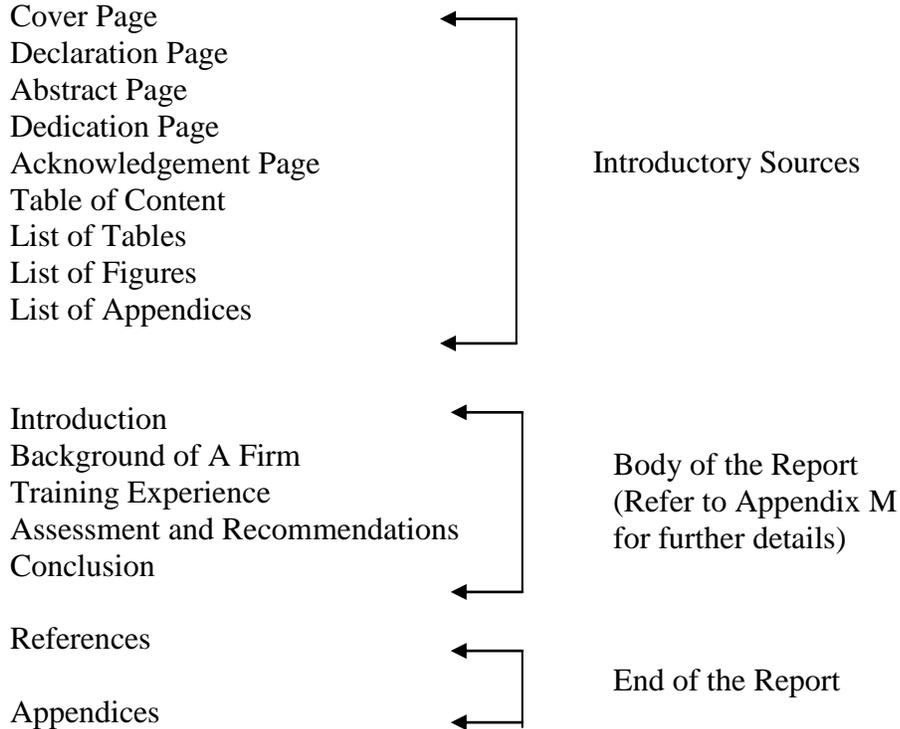
Commencing Date: \_\_\_\_\_



### 2.3 OVERALL CONTENT

The report should have three different areas: **Introductory Sources**, **Body of the Report** and **End of the Report**. All of the above contains standard procedures that need to be followed by student. The paper must be almost entirely free from grammatical errors or misspellings.

In general, the overall content is shown as follows:



Dedication and acknowledgement page is not required but other pages are compulsory. The report should include all the necessary items and must be arranged sequentially without any exclusion.

### APPENDIX A

**(Sample of Confirmation Letter for Completion of Training)**

**(Company's Letterhead)**

Ref:  
Date:

**TO WHOM IT MAY CONCERN**

It is hereby confirmed that Mr/Miss/Madam.....  
I/C No..... has completed his/her practical training at our company.

Training Particulars

Duration : Date of commencement to date of completion

Department :

Attached To :

- 1.
- 2.
- 3.

Jobs Performed :

- 1.
- 2.
- 3.

During his/her short period with our company, we found Mr/Miss/Madam.....capable of handling all the assignments given to him/her.

Yours sincerely,

.....

**APPENDIX B  
Form C**

**Assessment of Student on Practical Training**

**By The Supervising Officer at Participating Organization**

---

**Purpose of the program**

- Prepare students physically, mentally and emotionally for the rigours of work as executives in real organizations upon graduation.
- Develop student’s individual maturity, self-awareness, and confidence.
- Familiarize students with some structured practical experience of the organization, its operations, its customers, and its staff.
- Enable students to exercise and acquire effective interpersonal and communication skills in organizations.
- Enable students to put into practice their academic knowledge and skills acquired at UNIRAZAK to benefit the organizations.

(To the student: Please fill in this section before submitting this form to the supervisor in the firm/company.)

**Student**

Name: ..... Matric No.: .....

Degree sought: .....

Date of training: Start ..... End .....

**Company**

Company’s name .....

Address: .....

.....

Normal work days: ..... to .....

Normal office hours: ..... to .....

**This section is to be filled by the officer who supervises the trainee.**

Name of officer:.....

Position : .....

Telephone no : .....

Fax No : ..... E-mail address : .....

**For each characteristic below, please fill in the boxes with the appropriate answer using the following scale:**

1. Well below requirement

- 2. Below Requirement
- 3. Meets Requirement
- 4. Exceeds Requirement
- 5. Outstanding

**A. Personality**

	<input type="text"/>	<b>Comments</b>
1. Observation of office attire	<input type="text"/>	.....
2. Relationship with work colleagues	<input type="text"/>	.....
3. Communication skills	<input type="text"/>	.....
4. Sociability	<input type="text"/>	.....
5. Relationship with senior staff	<input type="text"/>	.....
6. Self Initiative / Enthusiasm	<input type="text"/>	.....
7. Leadership	<input type="text"/>	.....

**B. Responsibility**

1. Adherence to working hours	<input type="text"/>	.....
2. Adherence to organization's regulations	<input type="text"/>	.....
3. Meeting deadlines	<input type="text"/>	.....
4. Motivation towards work responsibilities	<input type="text"/>	.....
5. Cooperation	<input type="text"/>	.....

**C. Performance**

1. Resilience to pressure	<input type="text"/>	.....
2. Work with minimum supervision	<input type="text"/>	.....
3. Team player	<input type="text"/>	.....
4. Apply knowledge to work situation	<input type="text"/>	.....
5. Multi task performance	<input type="text"/>	.....

6. Creativity

.....

7. Problem solving skill

.....

8. Potential for further development

.....

**Overall Suggestions/Comments/Complaints**

To the student:

.....  
.....  
.....

To the Bank Rakyat School of Business and Entrepreneurship, UNIRAZAK:

.....  
.....  
.....

Assessor's signature:

.....

Date:.....

Company's Stamp

Thank you for participating in our practical training program. Your input is greatly appreciated. This evaluation form will be collected by the academic supervisor from UNIRAZAK during the visit to your organization.

**Appendix C**

**Form D**

**Assessment of Student on Practical Training**

**By The Academic Supervisor**

---

(To the student: Please fill in this section before submitting this form to the supervising lecturer.)

**Trainee (Student)**

Name: .....

Matric no.: .....

Contact telephone: .....

E-mail address: .....

Date of training: Start ..... End .....

**Department/Company**

Name and address: .....

.....

.....

**This section is to be filled by the lecturer who supervises the student.**

Name of lecturer: .....

Regional centre: .....

Telephone no : .....

E-mail address: .....

**A. Student's Performance Report By Academic Supervisor**

**For each characteristic below, please fill in the boxes with the appropriate answer using the following scale:**

1. Well below requirement
2. Below Requirement
3. Meets Requirement
4. Exceeds Requirement
5. Outstanding

1. Adherence to office attire	<input type="text"/>	.....
2. Relationship with work colleagues	<input type="text"/>	.....
3. Communication skills	<input type="text"/>	.....
4. Adjustment to work environment	<input type="text"/>	.....
5. Self initiative	<input type="text"/>	.....

**PRACTICAL TRAINING REPORT EVALUATION**

Please circle the appropriate marks to the variables listed.

B.	Items	Marks				
		1.	2.	3.	4.	5.
1.	Presentation	1.	2.	3.	4.	5.
2.	Format	1.	2.	3.	4.	5.
3.	Language and Grammar	1.	2.	3.	4.	5.
4.	Quality of Appendices	1.	2.	3.	4.	5.
5.	<b>Content of Report:</b> Introduction Background of Firm Training Experience Assessment and Recommendations Conclusion	Maximum: 10 marks 10 marks 15 marks 15 marks 5 marks				
	Total Marks	/ 75				

**OVERALL PERFORMANCE RATING**

ITEMS OF EVALUATION	Marks Gain	Marks allocation
---------------------	------------	------------------

1. Feedback from organization/company		100
2. Feedback from lecturer supervising student		25
3. Written report		75
<b>Total marks</b>		/200
<b>Total Score (100%)</b>		/100

**Comments**

.....  
.....  
.....

Recommendation from academic supervisor:    Pass    /    Fail  
(Passing mark is 40)

Assessor's signature:

.....

Date:.....

**APPENDIX D**

**(Sample of the Cover Page for the Report)**

Side Label

Front Label

XY1-0000-00000

SITI SHALIZA BT ABDULLAH

UNIVERSITI TUN ABDUL RAZAK  
SCHOOL OF BUSINESS ADMINISTRATION

**PRACTICAL TRAINING REPORT**

**NAME AND ADDRESS OF THE FIRM**

**Prepared By :**

**NAME :**

**ID NO :**

**PROGRAM :**

**DURATION :**

**APPENDIX E**

**(Sample of Declaration Page)**

(Required Page)

This report is the result of my own investigations except where otherwise stated. Other sources are acknowledged by references and a bibliography.

.....  
(AZMANI ABDUL KADIR)

Date:

**APPENDIX F**

**(Sample of the Abstract Page)**

**FINAL REPORT OF THE PRACTICAL TRAINING**

**BY**

**AZMANI ABDUL KADIR**

This Final Report is submitted to Bank Rakyat School of Business and Entrepreneurship, Universiti Tun Abdul Razak in partial fulfillment of the requirements for

**BACHELOR OF BUSINESS ADMINISTRATION  
(ISLAMIC BANKING AND FINANCE) (HONS.)**

**BANK RAKYAT SCHOOL OF BUSINESS AND ENTREPRENEURSHIP**

**UNIVERSITI TUN ABDUL RAZAK**

**MAY 2013**

## **APPENDIX G**

**(Sample of Dedication Page)**  
(Optional Page)

This Final Report is dedicated to:

my caring father, Abdul Kadir Mohamad, who showed me the importance of continuing education for the betterment of life;

my loving mother, Siti Aminah Abdullah, who taught me the very essence of a strong family institution; and

my lecturer, Abdullah Sani, who has so much to give but expect so little in return.

## **APPENDIX H**

### **(Sample of Acknowledgement Page)**

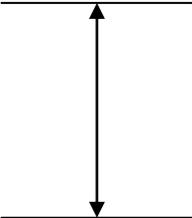
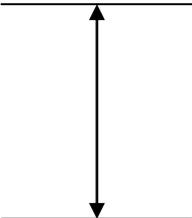
(Optional Page)

I would like to express my utmost gratitude to En. Azmi Abdul Aziz of BFG Corporation Sdn. Bhd. who has individually given his guidance throughout the practical training period.

Also, I would like to express my appreciation to all lecturers and especially to my supervisor Assistant Professor Dr. Mohar Yusof from the Bank Rakyat School of Business and Entrepreneurship, Universiti Tun Abdul Razak, for their support and guidance in assisting me in my report writing.

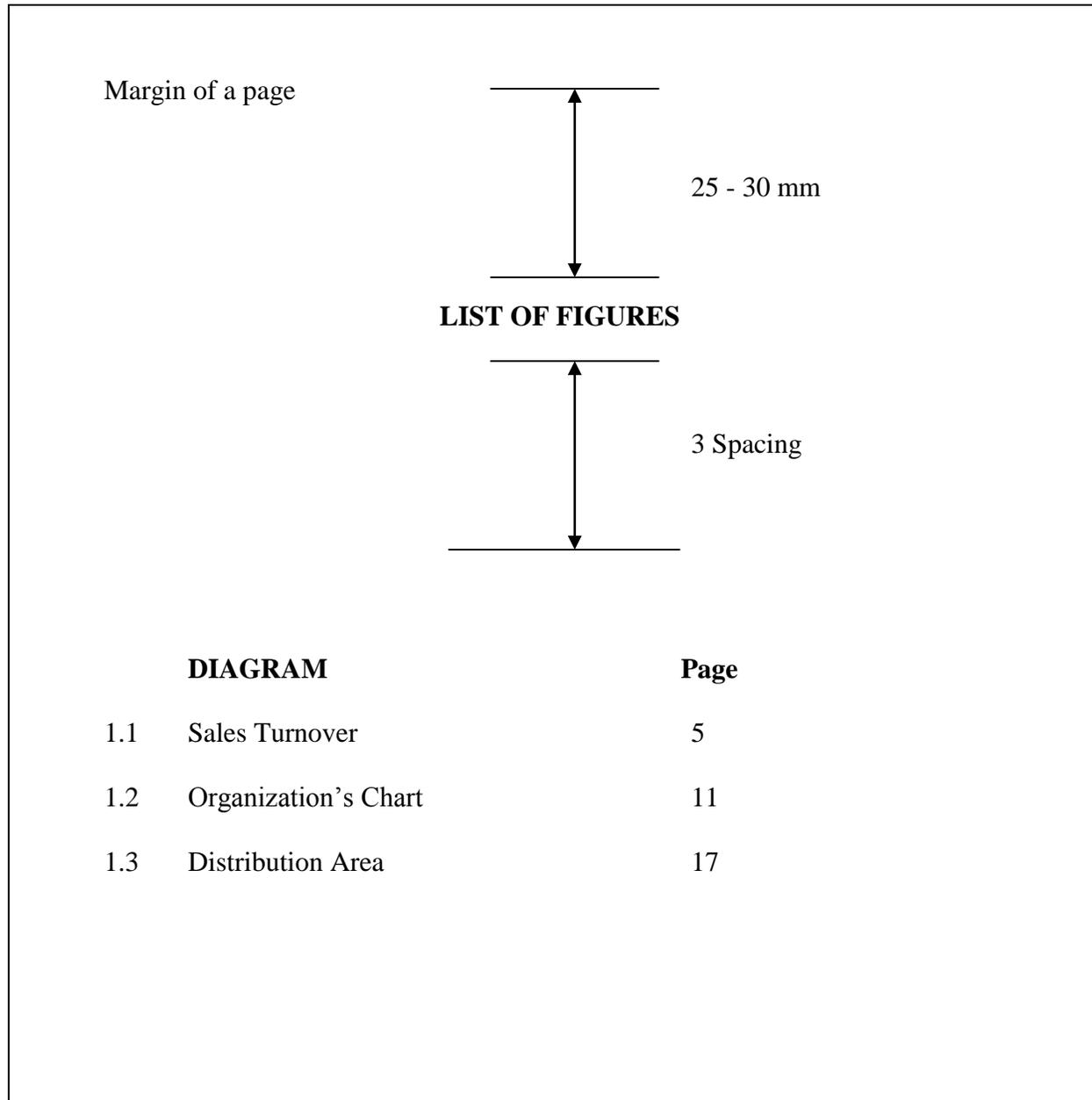
## APPENDIX I

### (Format of List of Table) (Compulsory Segment)

Margin of a Page		25 – 30 mm
LIST OF TABLE		3 spacing
TABLE		Page
1.1	Number of Staff	2
1.2	Turnover of Staff	11
1.3	New Recruitment	12

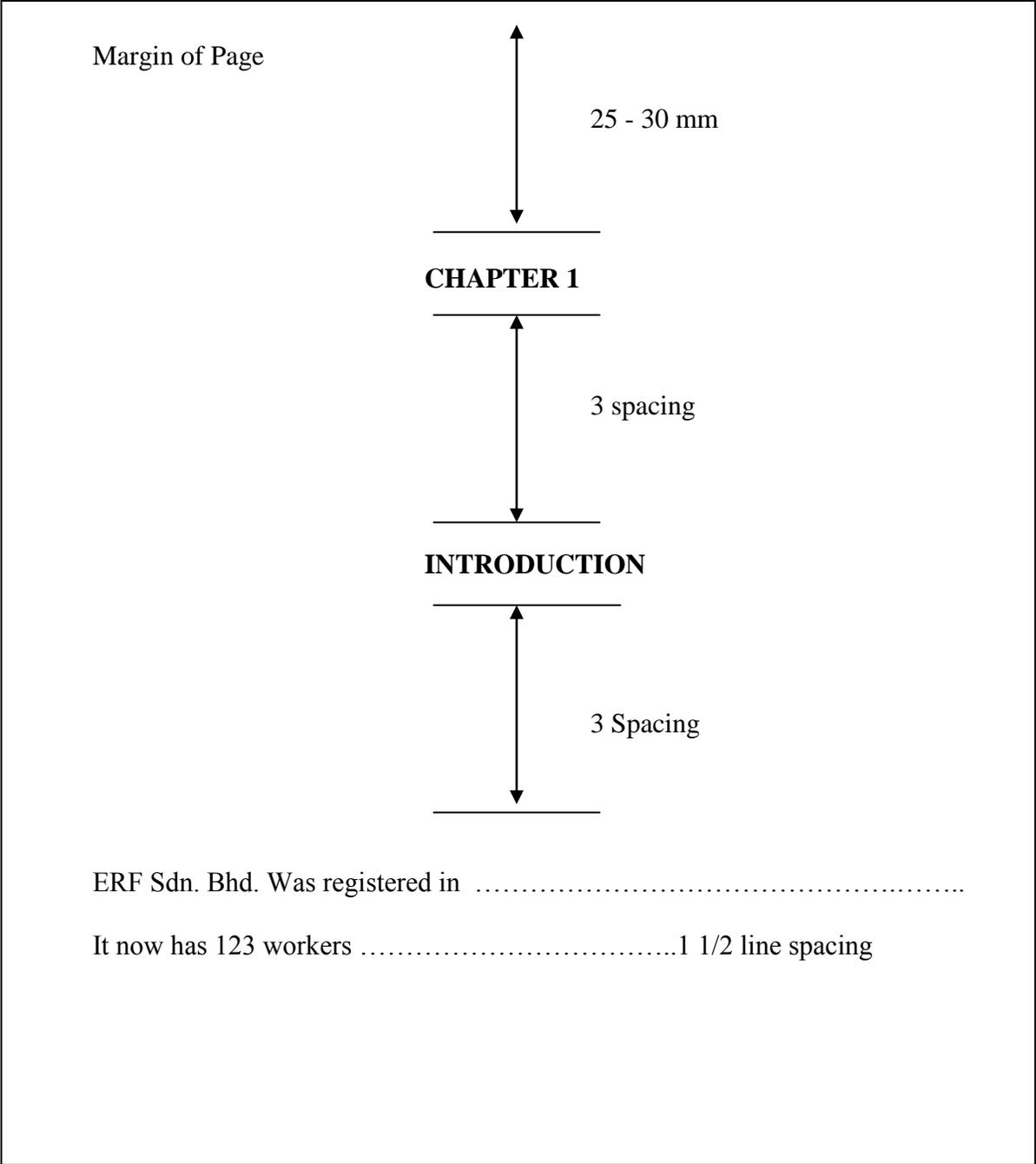
## APPENDIX J

(Format of List of Figures)  
(Compulsory Segment)



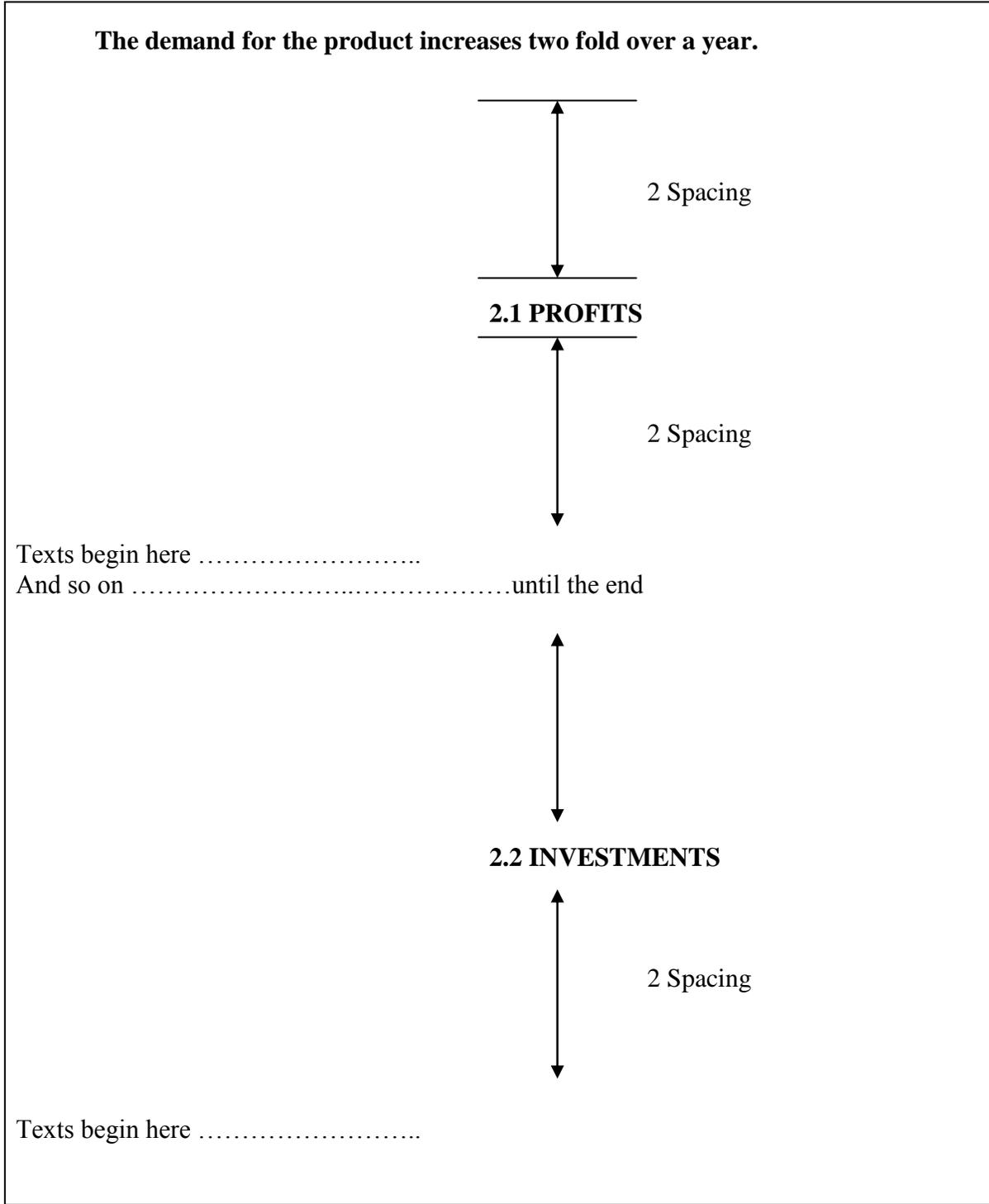
**APPENDIX K**

**(Format of Introduction to a Chapter)**



**APPENDIX L**

**(Format of Contents in A Chapter)**



## **Appendix M**

### **Content of the Body of Report**

#### **Chapter 1: Introduction**

- 1.1 Training date
- 1.2 Company
- 1.3 Supervisors
- 1.4 Responsibilities and tasks
- 1.5 Lessons learned
- 1.6 Arrangement of report

#### **Chapter 2: Background of Company**

- 2.1 Department/company's setup
- 2.2 Ownership
- 2.3 Shareholders
- 2.4 Administration System
- 2.5 Organization Chart
- 2.6 Customers
- 2.7 Main competitors
- 2.8 Products
- 2.9 Etc.

#### **Chapter 3: Training Experience**

- 3.1 Responsibilities
  - 3.1.1 Daily work
    - 3.1.1.1 Description of tasks
    - 3.1.1.2 Problems encountered
    - 3.1.1.3 Ways to overcome problems
    - 3.1.1.4 Ways to improve tasks
  - 3.1.2 Special assignments/projects
    - 3.1.2.1 Planning – Time frame, objectives, etc.
    - 3.1.2.2 Organizing – Methods and tools used, etc.
    - 3.1.2.3 Leading – Responsible people, etc.
    - 3.1.2.4 Controlling – Problems encountered, ways to solve problems, evaluate success of projects, etc.
- 3.2 Lessons Learned
  - 3.2.1 Skills Developed – technical, communication, human, etc.
  - 3.2.2 Knowledge Gained

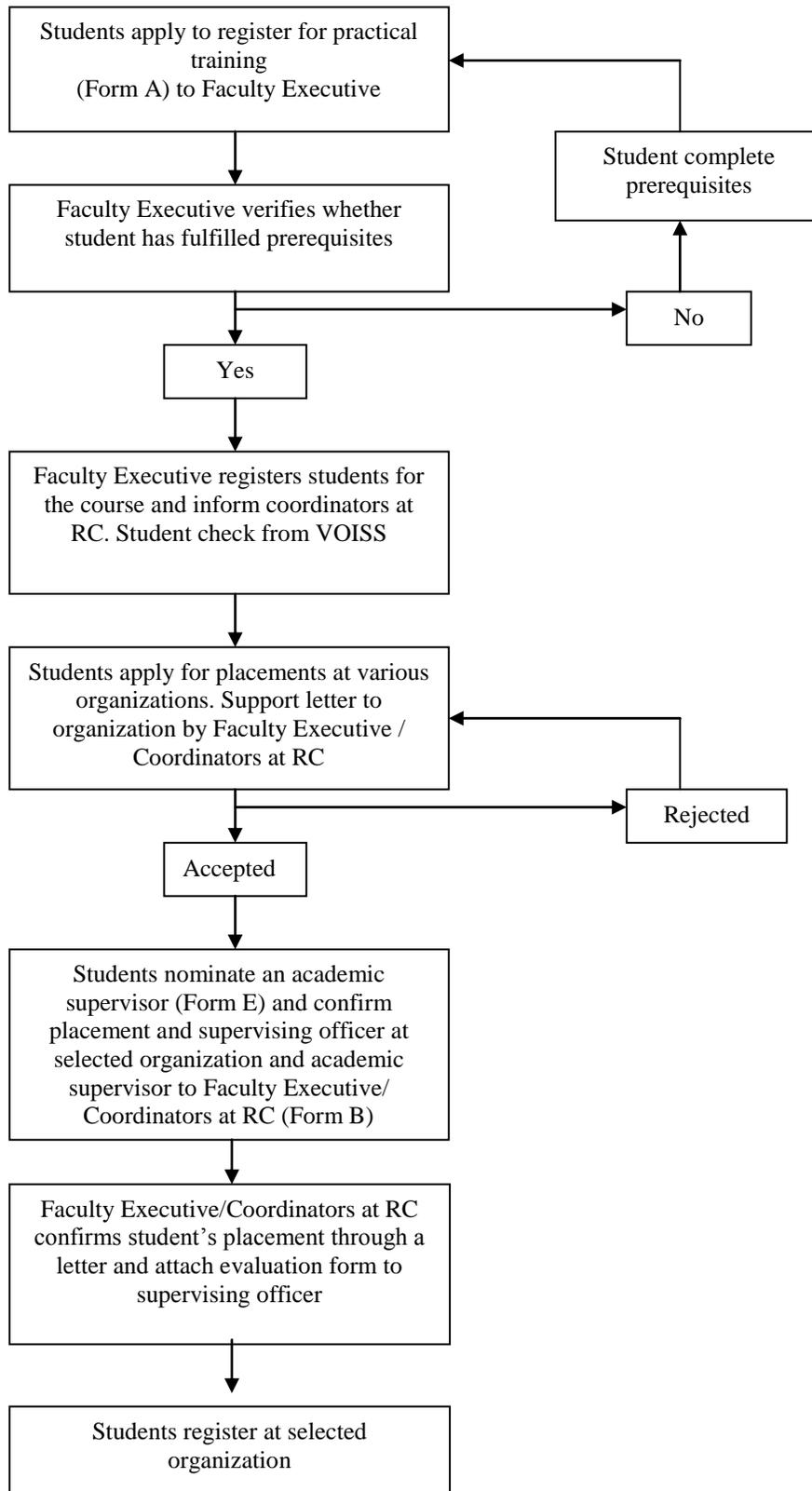
#### **Chapter 4: Training Assessment and Evaluation**

- 4.1 Training Assessment
- 4.2 Suitability of Organization
- 4.3 Weaknesses and Recommendations

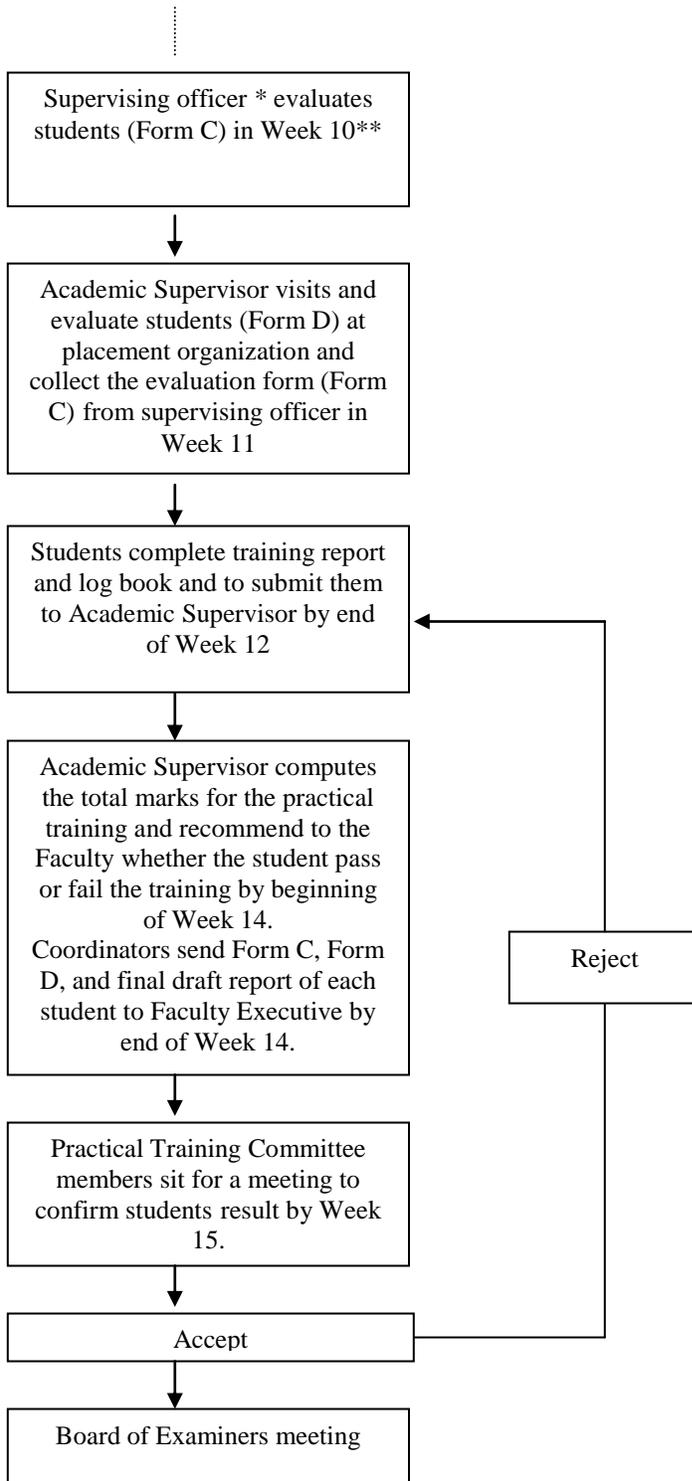
#### **Chapter 5: Conclusion**

## Appendix N

### Procedure for Practical Training Registration (Before Commencement of Training)



## Procedure for Practical Training Evaluation (After Commencement of Training)



\* Supervising officer refers to supervisor for student at the participating organization

\*\* Week refers to calendar week including the mid semester break

