

WORK REPORT

First Week
Date: From _____ to _____
Daily Entries:

For each work day, record in written form the tasks carried out. Any public holidays, medical leaves should be recorded as such.

Date	Task/Assignment
Mon.	
Tues.	
Wed.	
Thur.	
Fri.	
Sat.	

■ To be completed by a supervisor in the Company

Assessment of student's work and work report

Grading Scheme :

A : Excellent — Exhibits qualities beyond expectation and norms (an exemplary quality).
 B : Good — Exhibit qualities which are considered necessary to produce good quality work.
 C : Average — Exhibits acceptable qualities which are norm.
 D : Pass — Exhibits qualities which varies between the norm and unacceptable standard.
 E : Fail — Exhibits qualities which are not acceptable and are hindrances to operations.

Department:

Name of Supervisor/Title:

Signature/Date:

WORK REPORT

First Week

Date: From_____to_____

Weekly Work Report:

For each week, write a detailed account of one job or one aspect of the work done that you found particularly interesting or challenging. You can describe your personal observations and reflections on the job.

◇Your report should be clear and succinct, and illustrated with diagrams or sketches where appropriate.

Description of One Task/Assignment

WORK REPORT

Second Week

Date: From _____ to _____

Daily Entries:

For each work day, record in written form the tasks carried out. Any public holidays, medical leaves should be recorded as such.

Date	Task/Assignment
Mon.	
Tues.	
Wed.	
Thur.	
Fri.	
Sat.	

■ To be completed by a supervisor in the Company

Assessment of student's work and work report

Grading Scheme :

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WORK REPORT

Second Week

Date: From _____ to _____

Weekly Work Report:

For each week, write a detailed account of one job or one aspect of the work done that you found particularly interesting or challenging. You can describe your personal observations and reflections on the job.

◆Your report should be clear and succinct, and illustrated with diagrams or sketches where appropriate.

Description of One Task/Assignment	

WORK REPORT

Third Week

Date: From _____ to _____

Daily Entries:

For each work day, record in written form the tasks carried out. Any public holidays, medical leaves should be recorded as such.

Date	Task/Assignment
Mon.	
Tues.	
Wed.	
Thur.	
Fri.	
Sat.	

■ To be completed by a supervisor in the Company

Assessment of student's work and work report

Grading Scheme :

A : Excellent — Exhibits qualities beyond expectation and norms (an exemplary quality).
 B : Good — Exhibit qualities which are considered necessary to produce good quality work.
 C : Average — Exhibits acceptable qualities which are norm.
 D : Pass — Exhibits qualities which varies between the norm and unacceptable standard.
 E : Fail — Exhibits qualities which are not acceptable and are hindrances to operations.

Department:

Name of Supervisor/Title:

Signature/Date:

WORK REPORT

Third Week

Date: From _____ to _____

Weekly Work Report:

For each week, write a detailed account of one job or one aspect of the work done that you found particularly interesting or challenging. You can describe your personal observations and reflections on the job.

◆Your report should be clear and succinct, and illustrated with diagrams or sketches where appropriate.

Description of One Task/Assignment	