



# Guide for Activity Report

## Panduan untuk Laporan Aktiviti

The purpose of this document is to provide a guide on the type of information required in the reports for RDD's newsletter, annual report, and other publications.

Tujuan dokumen ini adalah untuk menyediakan panduan bagi jenis maklumat yang diperlukan dalam laporan untuk bahan berita RDD, laporan tahunan, dan penerbitan lain.

| ITEM<br>JENIS  | INFORMATION<br>MAKLUMAT   | NOTES<br>NOTA  |      |       |   |                         |                |   |                                   |                |   |                      |                |   |                             |                |   |                       |                |   |                                |                |   |                                |                |   |                             |                |  |
|--|---|----------------|------|-------|---|-------------------------|----------------|---|-----------------------------------|----------------|---|----------------------|----------------|---|-----------------------------|----------------|---|-----------------------|----------------|---|--------------------------------|----------------|---|--------------------------------|----------------|---|-----------------------------|----------------|--|
| <b>Name of event<br/>Nama acara / program</b>                            | Kelas Usahawan – Flash Setting DSLR   |                |      |       |   |                         |                |   |                                   |                |   |                      |                |   |                             |                |   |                       |                |   |                                |                |   |                                |                |   |                             |                |  |
| <b>Date &amp; Time<br/>Tarikh &amp; Masa</b>                             | <i>Tarikh :12 JANUARI 2020 (Sabtu)<br/>Masa : 9.00 pagi – 1.00 tengahari<br/>Tempat: Bilik Latihan PIM Kg Berkat</i>  |                |      |       |   |                         |                |   |                                   |                |   |                      |                |   |                             |                |   |                       |                |   |                                |                |   |                                |                |   |                             |                |  |
| <b>Location<br/>Lokasi</b>   | <i>Pusat Internet Malaysia, Kampung Berkat<br/>Maran, pahang</i>  |                |      |       |   |                         |                |   |                                   |                |   |                      |                |   |                             |                |   |                       |                |   |                                |                |   |                                |                |   |                             |                |  |
| <b>Purpose<br/>Tujuan</b>  | <i>Memberi penerangan dan latihan kepada peserta tentang cara menggunakan kamera DSLR dan 'flash setting'.</i>  |                |      |       |   |                         |                |   |                                   |                |   |                      |                |   |                             |                |   |                       |                |   |                                |                |   |                                |                |   |                             |                |  |
| <b>Details of recipients<br/>Butiran Penerima</b>                        | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">BIL</th> <th style="text-align: center;">NAMA</th> <th style="text-align: center;">NO IC</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>NURHANIZA BT JISAMSUDIN</td> <td style="text-align: center;">970115-06-5128</td> </tr> <tr> <td style="text-align: center;">2</td> <td>FARWIZAH IZZATI SYAIRAH BT ISMAIL</td> <td style="text-align: center;">980718-06-5556</td> </tr> <tr> <td style="text-align: center;">3</td> <td>SHIFA' BT MOHD JABAR</td> <td style="text-align: center;">950221-06-5676</td> </tr> <tr> <td style="text-align: center;">4</td> <td>AKID BIN IBRAHIM KHALAKHANI</td> <td style="text-align: center;">011207-06-0785</td> </tr> <tr> <td style="text-align: center;">5</td> <td>NUR MASITAH BT MAZLAN</td> <td style="text-align: center;">890405-06-5628</td> </tr> <tr> <td style="text-align: center;">6</td> <td>SAIDATUL HASITA BT MOHD HASSAN</td> <td style="text-align: center;">940910-06-5410</td> </tr> <tr> <td style="text-align: center;">7</td> <td>HUSNATUL AFLAH BT MOHD HAIRUNI</td> <td style="text-align: center;">970607-06-5204</td> </tr> <tr> <td style="text-align: center;">8</td> <td>NURUL HUMAIRAH BT MOHD NAWI</td> <td style="text-align: center;">000109-06-1000</td> </tr> </tbody> </table> | BIL            | NAMA | NO IC | 1 | NURHANIZA BT JISAMSUDIN | 970115-06-5128 | 2 | FARWIZAH IZZATI SYAIRAH BT ISMAIL | 980718-06-5556 | 3 | SHIFA' BT MOHD JABAR | 950221-06-5676 | 4 | AKID BIN IBRAHIM KHALAKHANI | 011207-06-0785 | 5 | NUR MASITAH BT MAZLAN | 890405-06-5628 | 6 | SAIDATUL HASITA BT MOHD HASSAN | 940910-06-5410 | 7 | HUSNATUL AFLAH BT MOHD HAIRUNI | 970607-06-5204 | 8 | NURUL HUMAIRAH BT MOHD NAWI | 000109-06-1000 |  |
| BIL  | NAMA  | NO IC          |      |       |   |                         |                |   |                                   |                |   |                      |                |   |                             |                |   |                       |                |   |                                |                |   |                                |                |   |                             |                |  |
| 1  | NURHANIZA BT JISAMSUDIN   | 970115-06-5128 |      |       |   |                         |                |   |                                   |                |   |                      |                |   |                             |                |   |                       |                |   |                                |                |   |                                |                |   |                             |                |  |
| 2  | FARWIZAH IZZATI SYAIRAH BT ISMAIL   | 980718-06-5556 |      |       |   |                         |                |   |                                   |                |   |                      |                |   |                             |                |   |                       |                |   |                                |                |   |                                |                |   |                             |                |  |
| 3  | SHIFA' BT MOHD JABAR  | 950221-06-5676 |      |       |   |                         |                |   |                                   |                |   |                      |                |   |                             |                |   |                       |                |   |                                |                |   |                                |                |   |                             |                |  |
| 4  | AKID BIN IBRAHIM KHALAKHANI   | 011207-06-0785 |      |       |   |                         |                |   |                                   |                |   |                      |                |   |                             |                |   |                       |                |   |                                |                |   |                                |                |   |                             |                |  |
| 5  | NUR MASITAH BT MAZLAN   | 890405-06-5628 |      |       |   |                         |                |   |                                   |                |   |                      |                |   |                             |                |   |                       |                |   |                                |                |   |                                |                |   |                             |                |  |
| 6  | SAIDATUL HASITA BT MOHD HASSAN  | 940910-06-5410 |      |       |   |                         |                |   |                                   |                |   |                      |                |   |                             |                |   |                       |                |   |                                |                |   |                                |                |   |                             |                |  |
| 7  | HUSNATUL AFLAH BT MOHD HAIRUNI  | 970607-06-5204 |      |       |   |                         |                |   |                                   |                |   |                      |                |   |                             |                |   |                       |                |   |                                |                |   |                                |                |   |                             |                |  |
| 8  | NURUL HUMAIRAH BT MOHD NAWI   | 000109-06-1000 |      |       |   |                         |                |   |                                   |                |   |                      |                |   |                             |                |   |                       |                |   |                                |                |   |                                |                |   |                             |                |  |
| <b>Details of contribution<br/>Butir-butir berkaitan dengan aktiviti</b> | <i>Peserta didedahkan dengan cara-cara penggunaan kamera dslr,</i>  |                |      |       |   |                         |                |   |                                   |                |   |                      |                |   |                             |                |   |                       |                |   |                                |                |   |                                |                |   |                             |                |  |
| <b>Benefits of the contribution<br/>Kebaikan / kelebihan aktiviti</b>    | <i>Peserta dapat mengetahui teknik mengambil gambar dari sudut yang betul dan mempelajari teknik penggunaan flash yang betul.</i>   |                |      |       |   |                         |                |   |                                   |                |   |                      |                |   |                             |                |   |                       |                |   |                                |                |   |                                |                |   |                             |                |  |
| <b>Name of VIP<br/>Nama VIP</b>  | <i>Tiada</i>  |                |      |       |   |                         |                |   |                                   |                |   |                      |                |   |                             |                |   |                       |                |   |                                |                |   |                                |                |   |                             |                |  |
| <b>Name of guest VIP<br/>Nama tetamu daripada VIP</b>                    | <i>Tiada</i>  |                |      |       |   |                         |                |   |                                   |                |   |                      |                |   |                             |                |   |                       |                |   |                                |                |   |                                |                |   |                             |                |  |
| <b>Main execution<br/>Pelaksanaan aktiviti utama</b>                     | <i>Kelas ini bermula pada jam 10.00 pagi. Kemudian peserta diberi penerangan cara menggunakan kamera DSLR dan teknik mengambil gambar dengan betul</i>  |                |      |       |   |                         |                |   |                                   |                |   |                      |                |   |                             |                |   |                       |                |   |                                |                |   |                                |                |   |                             |                |  |

| ITEM JENIS   | INFORMATION MAKLUMAT  | NOTES NOTA |
|--|---|------------|
| Supporting activities<br>Aktiviti Sokongan             | <i>Tiada</i>  |            |
| Other participants<br>Peserta Lain                     | <i>Tiada</i>  |            |
| Photo caption<br>Keterangan gambar                     |  <p data-bbox="512 1066 1257 1133"><i>Peserta sedang membuat latihan fotografi menggunakan kamera dslr di pusat interent Kg Berkat</i></p> |            |
| Photo caption names<br>Keterangan gambar berserta nama |  <p data-bbox="512 1626 1187 1659"><i>Peserta bergambar setelah selesai latihan fotografi.</i></p>  |            |
| Translation<br>Terjemahan                              | <i>Tiada</i>  |            |
| Supporting documents<br>Dokumen Sokongan               | <i>Tiada</i>  |            |