

1). REPORT FRONT COVER FORMAT

ASIAN TOURISM INTERNATIONAL COLLEGE (Font 16)
SCHOOL OF CULINARY/HOSPITALITY/TOURISM (Font 14)

Training Report (Font 14)

(Title)

Name of Establishment (Font 14)

Date:

By:

Your Name (Font 14)

**A report in part-fulfillment of the requirement for the award of Certificate/Diploma /HND
(Font 12)**

2). REPORT CONTENT FORMAT

- a.) Font – Times New Roman
- b.) Main Title – 16/Bold/Capital Letter
- c.) Subtitle – 14 / Bold
- d.) Paragraph content – 12
- e.) Neatly bind (**COMB / WIRE / BOOK**)
- f.) 1.5 spacing

INDUSTRIAL PLACEMENT REPORT WRITING EVALUATION

School of Culinary/Hospitality/Tourism/Business

Asian Tourism International College

STUDENT'S NAME			
STUDENT'S I.D. NUMBER			
ESTABLISHMENT			
NAME OF ASSESSOR			
SIGNATURE OF ASSESSOR		GRADE ATTAINED	

<i>Criteria Assessment</i>			
NO	ITEM	POINTS	SCORE
1	Format / Structure a). Proper headings b). Overall quality of presentation i.e. neat, clean c). Content quality i.e. relevancy, clarity of information	10	
2	Mechanics a). Spelling b). Punctuation c). Grammar d). Construction e). Vocabulary f). Language	20	
3	Chapter 1: Introduction of Organization a). Organization of division/Establishment b). Facilities c). Various department / section	10	
4	Chapter 2: Introduction of Department a). Major sections b). Organization chart of department c). Job description d). Equipment and layout e). Daily operational activities	20	
5	Chapter 3: Analysis a). Analysis of the establishment b). Analysis of the department c). Comparison against competitors (Choose 3 competitors to compare with)	20	
6	Chapter 4: Conclusion and Recommendation a). Past knowledge b). Present skills acquired c). Future career paths and industry development	10	
7	Bibliography / References	10	