

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	

FOR OFFICE USE ONLY

Criteria Assessment			
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) A brief history of the Organization. b) Establishment organization charts. c) Facilities. d) Various departments.	10	
4	Chapter 2: Introduction of Department a) Major sections b) Organization chart of the department. c) Job description. d) Equipment and layout e) Daily operational activities.	20	
5	Chapter 3: Analysis a) Analysis of the establishment b) Comparison against competitors.	20	
6	Chapter 4: Conclusion and Recommendation a) Your recommendation for further improvement to the company. b) New skills acquired	10	
7	Bibliography / References	10	