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INTERNSHIP REPORT 2020



XYZ SDN BHD

STUDENT'S NAME

STUDENT'S ID

COMPANY'S SUPERVISOR

FACULTY'S ADVISOR



**DECLARATION OF ORIGINAL WORK BACHELOR OF XXXXXXXXXXXXXXXXXXXX
FACULTY OF BUSINESS AND MANAGEMENT UNIVERSITI TEKNOLOGI MARA
“DECLARATION OF ORIGINAL WORK”**

I, ____ (Student's name) _____, (I/C Number: 96XXXXXXXXXXXXXXXXXX)
hereby, declared that:

- This internship report has not previously been accepted in substance for any degree, locally or overseas, and is not being concurrently submitted for this degree or any other degrees.
- This internship report is the result of my independent work and investigation, except where otherwise is stated.
- All verbatim extracts have been distinguished by quotation marks and sources of my information have been specifically acknowledged.

Signature: _____ Date: _____

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COMPANY PROFILE

- Company Background
- Company Vision
- Company Mission
- Company Services/Products
- Organisational Structure

COMPANY BACKGROUND

A company background is mainly the information containing a detailed description of a company or a business made to educate customers, investors, and employees. It is a paragraphs that includes all the details about the company, its mission, services, and more.

Mission

A Mission Statement defines the company's business, its objectives and its approach to reach those objectives.



Vision

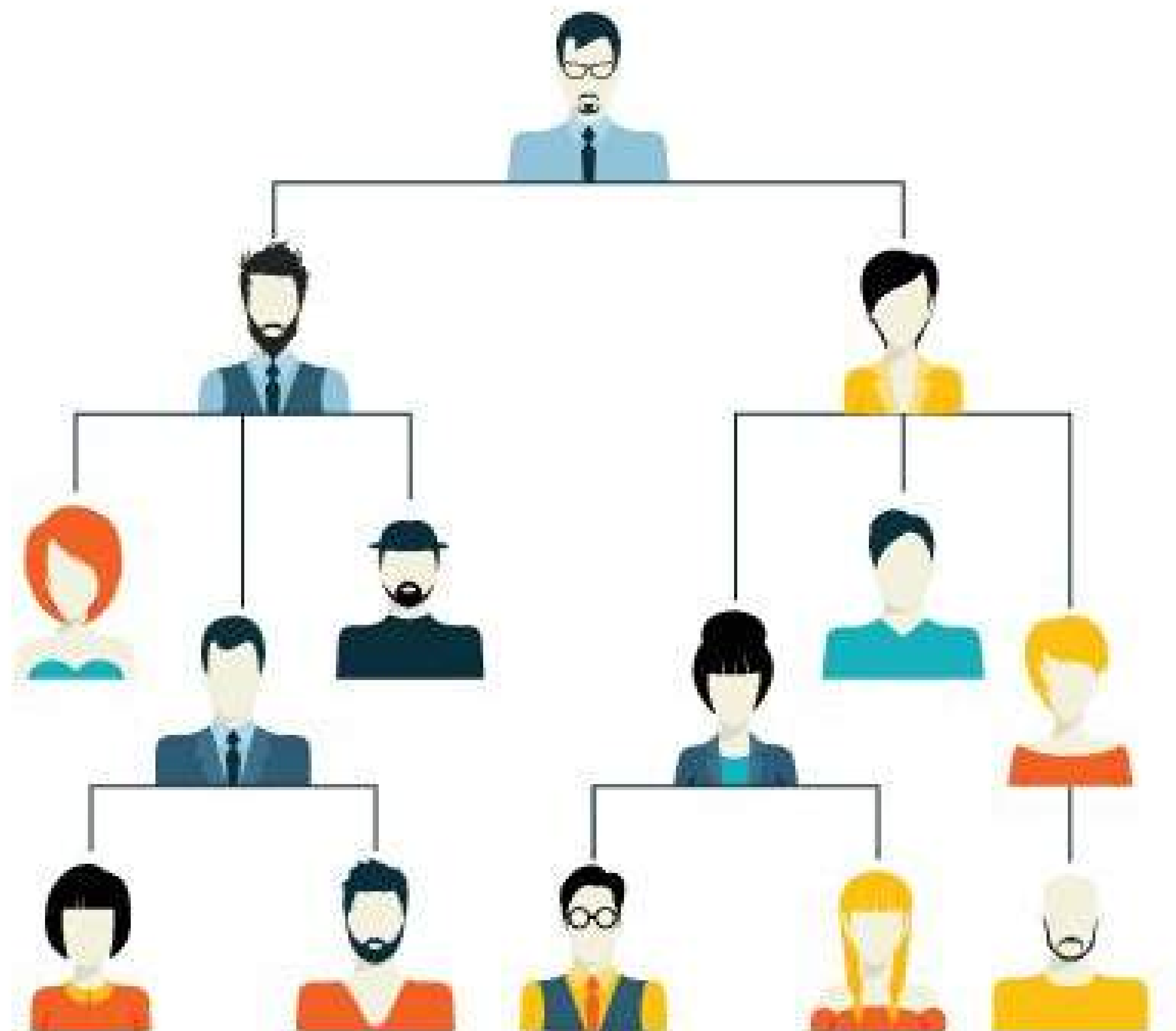
A Vision Statement describes the desired future position of the company.

SERVICES AND PRODUCTS

A *product* is a tangible item that is put on the market for acquisition, attention or consumptions.

A *service* is an intangible item, which arises from the output of one or more individuals.

ORGANISATIONAL STRUCTURE



ISSUE IDENTIFICATION

Elaborate on the issue or problem that has been identified that consists of:

- A clear root cause of the problem, and
- Develop a detailed problem statement that includes the problem's effect on the company



RESEARCH OBJECTIVES AND RESEARCH QUESTIONS

RESEARCH OBJECTIVE

1

Describe and elaborate what you expect to achieve by the end of the research.

RESEARCH OBJECTIVE

2

Describe and elaborate what you expect to achieve by the end of the research.

RESEARCH QUESTION

1

Describe and elaborate the research question that the research project set out to answer.

RESEARCH QUESTION

2

Describe and elaborate the research question that the research project set out to answer.



SCOPE OF THE STUDY

The scope of a study explains the extent to which the research area will be explored in the work and specifies the parameters within the study will be operating.

Define what the study is going to cover and what it is focusing on. The information that can be included in the scope of the study are:

- General purpose of the study
- The population or sample that you are studying
- The duration of the study
- The topics or theories that you will discuss
- The geographical location covered in the study



LITERATURE REVIEWS

1

Literature Review 1

Elaborate and discuss the literature review.

A literature review is a comprehensive summary of previous research on a topic. The literature review surveys scholarly articles, books, and other sources relevant to a particular area of research. The review should enumerate, describe, summarize, objectively evaluate and clarify this previous research.

Literature Review 2

2

Elaborate and discuss the literature review.

A literature review is a comprehensive summary of previous research on a topic. The literature review surveys scholarly articles, books, and other sources relevant to a particular area of research. The review should enumerate, describe, summarize, objectively evaluate and clarify this previous research.



Literature Review 3

Elaborate and discuss the literature review.

A literature review is a comprehensive summary of previous research on a topic. The literature review surveys scholarly articles, books, and other sources relevant to a particular area of research. The review should enumerate, describe, summarize, objectively evaluate and clarify this previous research.

Literature Review 4



Elaborate and discuss the literature review.

A literature review is a comprehensive summary of previous research on a topic. The literature review surveys scholarly articles, books, and other sources relevant to a particular area of research. The review should enumerate, describe, summarize, objectively evaluate and clarify this previous research.

METHODOLOGY



Population and
Sample Size



Types of data

Data Analysis



Descriptive Analysis 

Frequency Analysis 

FINDINGS

xx %

Elaborate the percentage.

xx %

Elaborate the percentage.

xx %

Elaborate the percentage.

xx %

Elaborate the percentage.



xx %

Elaborate the percentage.

xx %

Elaborate the percentage.

xx %

Elaborate the percentage.

xx %

Elaborate the percentage.

xx %

Elaborate the percentage.

DISCUSSIONS



RECOMMENDATIONS AND CONCLUSIONS



RECOMMENDATIONS



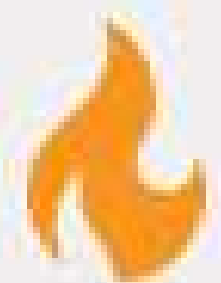
RECOMMENDATION 1

Elaborate the recommendation.



RECOMMENDATION 3

Elaborate the recommendation



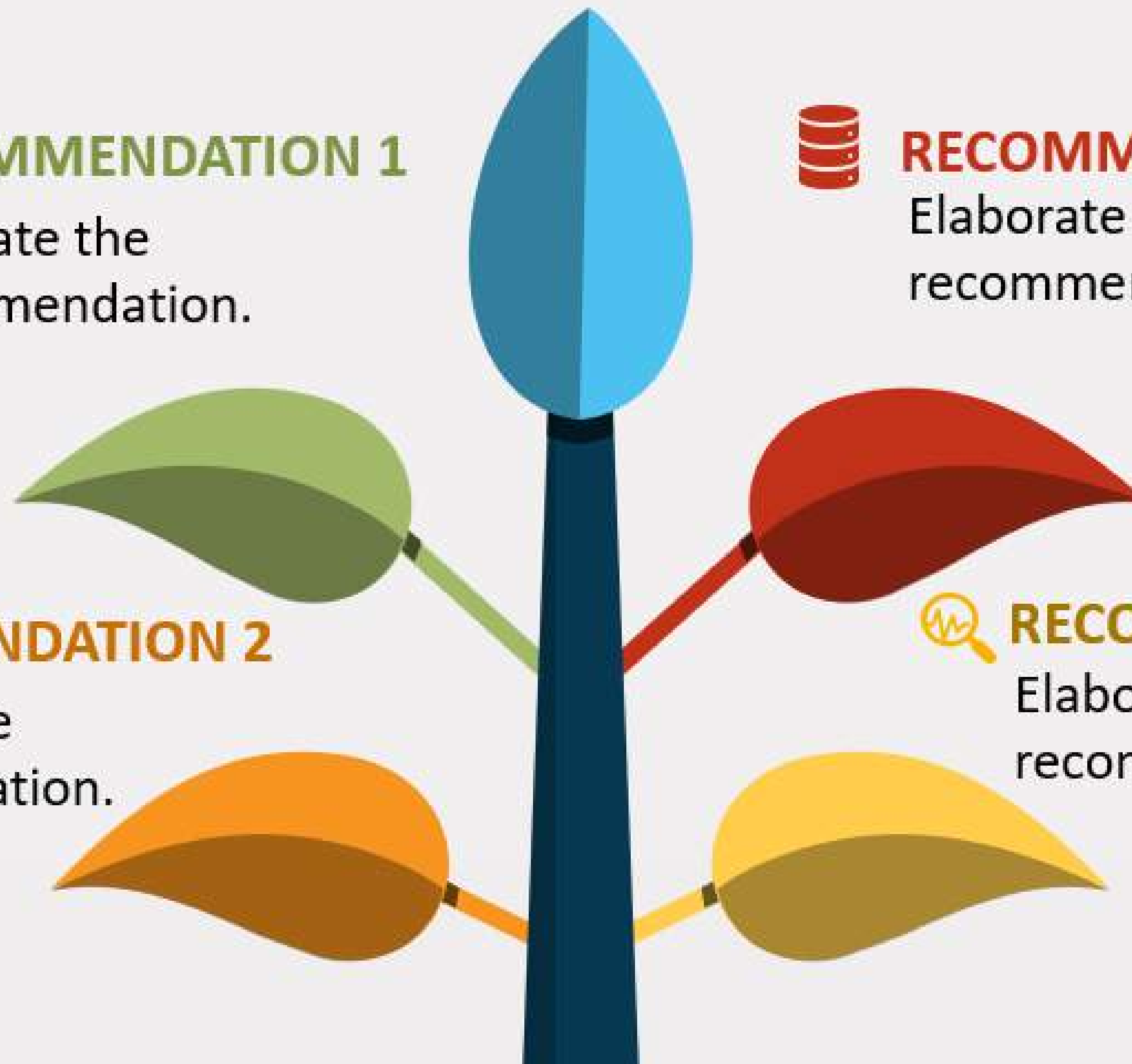
RECOMMENDATION 2

Elaborate the recommendation.



RECOMMENDATION 4

Elaborate the recommendation



CONCLUSION

Write your conclusion based on the while topic of issues/problems you have discuss above.

A conclusion refers to the sentences or paragraphs that bring a speech, essay, report, or book to a satisfying and logical end. Also called the concluding paragraph or closing. The length of a conclusion is generally proportional to the length of the whole text.

SIGNIFICANCE

1

To the organisation

Discuss and elaborate the significance of the study to the organisation.

2

To the employees

Discuss and elaborate the significance of the study to the employees.

3

To the university

Discuss and elaborate the significance of the study to the university.

SELF REFLECTION



Self reflective essay is a personal opinion as the author conveys their own feelings over a certain subject matter. Talk about new strengths and weaknesses in relation to the experience you have gained. Paint a picture to the reader on how you have grown morally, emotionally and physically.

You may follow few guideline below:

- Explain your topic in a five to ten sentence introduction paragraph. Express your own opinion in the introduction part by writing a short synopsis which is only written in the introduction.
- After the introduction is the body of your essay which should be about three paragraphs. Each part of your subject matter should discuss in one paragraph.
- Write a recap of your essay in your conclusion highlighting major points as you avoid repeating yourself. At the conclusion express an experience that you had and you have learnt after going through.

REFERENCES

- References must be done in APA style.

APPENDICES