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**[Faculty Name]**

**[Department Name]**

**[Workshop Name] Weekly Report**  
**Recess Term [Year]**

**1. Title Page**

* **Workshop Title:** [Insert Workshop Title]
* **Student Name:** [Insert Your Name]
* **Student ID:** [Insert Your ID]
* **Submission Date:** [Insert Date]
* **Instructor:** [Insert Instructor's Name]

**2. Executive Summary**

*(200–300-word concise overview of the week's key learning objectives, activities, and outcomes.)*

**3. Objectives of the Week**

1. **Objective 1:** [Specific skill or knowledge development]
2. **Objective 2:** [Specific task or project goal]
3. **Objective 3:** [Specific learning or engagement target]

**4. Activities Undertaken**

**Activity 1: [Activity Name]**

* **Description:** [Detailed explanation of the activity.]
* **Tools/Resources Used:**
  + [List relevant materials, software, equipment.]
* **Challenges Encountered:**
  + [Specific difficulties or obstacles faced.]
* **Learning Insights:**
  + [Key takeaways from the activity.]

*(Repeat the "Activity" section for each significant workshop activity.)*

**5. Learning Outcomes**

* **Technical Skills Developed:** [List specific skills acquired.]
* **Conceptual Understanding:** [Describe new knowledge gained.]
* **Methodological Insights:** [Explain new approaches or techniques learned.]

**6. Reflections**

**Personal Insights**

*(Write a paragraph addressing the following:)*

* Most interesting or challenging aspects of the week.
* Contribution to overall workshop goals.
* Potential improvements for future sessions.

**7. Action Plan for Next Week**

* **Review Materials:** [Specific resources to study.]
* **Skill Development:** [Techniques or practices to improve.]
* **Preparatory Tasks:** [Projects or assignments to complete.]

**8. Appendices (Optional)**

*(Include supplementary materials such as photos, data, charts, or additional documentation.)*

**9. References**

*(Cite any academic sources, research materials, or resources consulted.)*