



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

ExCEL MINI REPORT

ACTIVITY

BASIC FRENCH COURSE

NAME

WONG PEI SAN

MATRIC NO.

A20EC0170

PROGRAM

BACHELOR OF COMPUTER
SCIENCE (COMPUTER
NETWORK AND SECURITY)
WITH HONORS COMPUTING

ACADEMIC ADVISOR

DR. MOHD FO'AD BIN
ROHANI

1. Activities Information

Date: 13 November 2021

Venue: Webex

Organizer: SINAR, JKM, KTDI, UTM

2. Graduate Attributes

- Leadership and teamworking skills
- Communication skills
- Thinking skills
- Adaptability
- Global Citizen

3. Position/Role

I am Secretary – Committee Member for this activity.

4. Mini Report

Justification in joining this activity is that this activity is about teaching how to speak and write French. I am interested in organizing a Webex talk. I am the secretary for this activity, so I learn the way to write a formal proposal, Gantt chart and report, communicate with committee to discuss and divide task to each member, and follow up every unit's progress. The graduate attributes that are focused on are leadership and teamworking skills, communication skills, thinking skills, global citizen, and adaptability. Every progress and message, I need to update to our program director especially when we faced the problem in deciding the program's date, we need to have a discuss between higher committee to get consensus. Besides, I can think horizontally, imagine how the flow of program and the problem may arise with the thinking skills. At that day, the lecturer, Dr. Akmali teach us the ways to speak French such as A-Z. Not only that, but there was also a quiz as an interactive game for participants to test their understanding before the end of course.

5. Self-reflection

Through this experience in handling the program, I realized that I become more confident in interacting with people and the ways to communicate with different type of person. It is good to work in a team because this can strengthen our leadership and increase our team spirit. Learning the way in manage and work with a team of committee. When conducting event through online, the technical problem such as unstable network will affect the participants' experience. Hence, we will think a backup plan which are having a rehearsal one day before the event and use data instead of Wi-Fi. When there are misunderstanding, we should take the action promptly to explain it clearly. Sharpen my critical thinking skills which can help us estimate the situation and problem may arise. Sometimes, it is quite hard to communicate with the committee because everyone is quite busy with their academic also. Hence, the ways overcome is trying to finish the task early to avoid any delay or burden at last minute.

6. Photo of Proof (Certificate)

