**SPECIMEN REPORT WRITING SHEET**

**Month: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Write the name of the concerned month)**

**No. of hours completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (in figures)**

**Activity (Nature of service rendered):**

1. **Work done**
2. **Methodology used**
3. **Outcome of the work done**

**Reflections drawn from the work-experience:**

1. **Learnings**
2. **Experiences**
3. **Suggestions (if any) with respect to future plans for next session**

**Note: Screen shots, of online activities conducted, can also be attached**