# APPRENTICESHIP REPORT PT CENTRO RIAU DIGITAL MEDIATAMA PEKANBARU-RIAU

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ENGLISH FOR BUSINESS AND PROFESSIONAL COMMUNICATION STUDY PROGRAM LANGUAGE DEPARTMENT STATE POLYTECHNIC OF BENGKALIS 2024

#### **APPROVAL SHEET**

## APPROVAL SHEET APPRENTICESHIP REPORT PT. CENTRO DIGITAL RIAU MEDIATAMA

Written as one of the conditions for completing Apprenticeship

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Pekanbaru-Riau, December 21th 2023

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#### **ACCEPTENCE SHEET**

#### ACCEPTENCE SHEET

This is to certify that we have been examined the apprenticeship report of Yemima Sitorus with Reg. Number 5504201012 who had done the apprenticeship at PT Centro Riau Digital Mediatama from 21<sup>th</sup> August to 21<sup>th</sup> December, 2023. This report is used for partial fulfillment of the State Polytechnic of Bengkalis.

This report is complete and satisfactory in all respect, and any all revision required by the apprenticeship report examine committe had been made.

Bengkalis, January 18th 2024

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The apprenticeship experience provided insights into the realities of the industrial world and the challenges faced, serving as a mirror for continuous

learning and development in technical knowledge and soft skills. Profound insights into the working world and preparedness to navigate changes emerged as valuable lessons that will fortify us for the future.

In conclusion, we hope this Apprenticeship Report positively contributes to its readers, marking the beginning of a more extensive and challenging path. Gratitude is extended to all who played a role in its success, and may our academic and professional endeavors always be guided and blessed.

Bengkalis, January 10<sup>th</sup>, 2023

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Yemima Sitorus NIM. 5504201012

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#### CHAPTER 1

#### INTRODUCTION

#### 1.1 Background of Apprenticeship

Most students' dream after completing their education is to be able to enter the world of work. The world of work is a forum for applying various things learned during college. In order to prepare students to compete in the world of work, State Polytechnic of Bengkalis requires all students to take part in an apperenticeship or practical work (KP) program.

Apprenticeship are an opportunity for interns to gain practical experience, hone their skills, and understand directly the real activities at the institution or company where they are interning. Apprenticeship aim at job training to improve certain skills in a professional field. In simple terms, an internship is a professional work activity in an agency, institution or company that organizes a collaborative internship program with universities.

State Polytechnic of Bengkalis equips students to take part in apprenticeship activities, where apprenticeship activities are one of the requirements for graduating. One of the study programs at State Polytechnic of Bengkalis is D4 English for Business and Professional Communication.

The focus of this study program is to form competencies in the field of English that can be applied in business and professional communication contexts. This study program focuses on developing oral and written communication skills in a professional business context, as well as studying aspects such as listening, reading, writing and speaking in a business context. Apart from that, students will also study courses such as Introduction to Business Communication, Intercultural Business Communication, and others that are relevant to business and professional communication needs. This study program also prepares professionals in the field of English for business and professional communication, with job prospects in various fields such as translators, diplomats, publicists, content writers, journalists and others.

Students of this study program will acquire skills that are relevant and in line with the needs of the world of work in the context of business and professional communication which is really needed when carrying out an apprenticeship.

Therefore, becoming one of the students of the English for Business and Professional Communication study program is an opportunity to do an apprenticeship at PT.Centro Riau Digital Mediatama (Ceria TV) which is one of the many online TVs developing in cyberspace (streaming). However, Ceria Tv is one of competitive online TV. It has been established since 2013 and only started actively broadcasting its programs in 2014. Ceria Tv has started broadcasting with expanded cable TV channels. Supported by experts who have decades of experience in their fields, as well as broadcasting equipment that always keeps up with technological developments, Ceria Tv is confident of being able to dominate the highly competitive online and digital TV market. Ceria Tv competes through Live Streaming channels or also known as IPTV (Internet Protocol Television) under the legal umbrella of PT.Centro Digital Riau Mediatama. Ceria Tv is present in Pekanbaru to provide information and entertain the people of Pekanbaru according to program needs that broadcast local information and entertainment that is not covered by national television.

Therefore, apprenticeship is carried out at PT.Centro Riau Digital Mediatama which will be implemented for approximately 17 weeks starting from August 21 to December 21, 2023. After carrying out KP for 17 weeks, students are required to make an apprenticeship report as a form of accountability for every activity carried out during the apprenticeship.

#### 1.2 Purpose of the Apprenticeship

The purposes of the apprenticeship are as follow:

1. To describe job descriptions during practical work at PT.Centro Riau Digital Mediatama.

2. To know working procedures during practical work at PT.Centro Riau Digital Mediatama.

#### 1.3 Significances of the Apprenticeship

#### 1.3.1 Significances of the Apprentice

- 1. Gaining real-life industry experiences. The apprentices have the ability to put what they learn straight into practice in their working life.
- 2. Learning new things and implement theories in campus into real practice in the workplace.

#### 1.3.2 Significances for the State Polytechnic of Bengkalis

The apprenticeship program assists Polytechnic in developing relationship with Ceria TV as an initial step for student who interesting in studying and working at journalism.

#### 1.3.3 Significances for the company

1. Upgrading Ceria TV branding

Apprenticeship program gives Ceria TV a chance to promote its image and upgrade the branding of the company.

2. Increasing Ceria TV to hire experienced employee

Ceria TV will be easier to find and hire co-worker and experienced employee because the practical student have had experience working in the company.

#### **CHAPTER 2**

#### GENERAL DESCRIPTION OF THE COMPANY

#### 2.1 Company History

#### 2.1.1 PT. Centro Digital Riau Mediatama (Ceria TV)

PT. Centro Digial Riau Mediatama launched the first online streaming TV broadcast in Riau on 9<sup>th</sup> August 2013 with the nickname <a href="www.ceriatv.co.id">www.ceriatv.co.id</a>, and has broadcast various programs at the end of May 2014. Ceria TV is one of the information media in the city of Pekanbaru and of course is a source of pride for the people of Pekanbaru. As a public media, Ceria Tv continues to develop to show its identity and exist. Ceria Tv always provides comfortable viewing for the people of Pekanbaru who are very open and think forward (Modern).

Ceria Tv is under the auspices of PT. Centro Digital Riau Mediatama has a strong commitment to continue to develop television units in Indonesia and establishing good relationships by providing accurate information or targeting social activities with the aim of strengthening relationships with the wider community in general. Television is a viewing medium as well as a media with (audio visual). It is different from print media which is more of a viewing medium. People look at the images shown on television, and at the same time listen or digest the narrative of the images, because whatever is presented in audio and visual form will be the biggest contribution to the progress of a television station. The development of the television business world has given rise to several types of television, one of which is private (commercial) television.

The Ceria Tv program consists of three parts, namely:

- 1. Education, tausiah, maghrib Koran, centro auto magz, cheerful kids, city talk program, centro 19 news program.
- 2. Entertain, cheerful morning, cheerful music, lively sitcom, foreign music hits, Malay melodies, cheerful chat, standup comedy, special laughter and jokes.

3. Lifestyle, colorful (food, fashion, art and culture, destination), happy vacation, city tour.

Ceria Tv presents quite complete programs from all aspects of education, entertainment and lifestyle, where each show that is broadcast can provide complete educational information, tips and entertainment according to the needs and desires of listeners.

Ceria Tv also provides a forum for communities in the city of Pekanbaru in particular to be able to channel their talents and develop themselves both for individuals and groups, whether in the form of a community, group or an agency to be more advanced and better known in the city of Pekanbaru in particular.

Currently Ceria Tv has collaborated with one of the most developed communities in Pekanbaru, namely several of them such as StandUplndoPku. Apart from that, Ceria Tv also collaborates with companies, one of which is PLN Persero, where Ceria Tv always documents important activities being held. by PLN. Ceria Tv provides a platform for communities in the city of Pekanbaru in particular to be able to channel it to individuals and groups in society, whether in the form of a community, group or an agency, to be more advanced and better known in the city of Pekanbaru in particular.

The aim of establishing a streaming-based private TV is to provide and broadcast information regarding education, entertainment and lifestyle and to meet the public's needs for entertainment, of course in broadcast programs that are well programmed and meet the audience's tastes. Superiority in the technical field and the quality of the broadcast is really high quality so it is loved by many viewers in the city of Pekanbaru.

#### 2.1.2 Company Logo

A logo is a symbol that identifies a company, organization, institution, or product to differentiate it from other companies. The logo describes its own characteristics and has meaning. Like the Ceria Tv logo which was formed with many of the same considerations and thoughts. The Ceria Tv logo itself

has two logos, the first logo is used for the channel logo that appears on the screen, while the other logo is used on the uniforms of the crew and other members. Here is the company logo:



Figure 2. 1 Company Logo

#### 2.2 Vision and Mission

#### 2.2.1 Vision

The vision of Ceria TV is "To become a local TV station that is of interest to the people of Riau in general and to advertise in particular so that through its broadcasts it is able to support the development program of Riau Province and to realize the welfare of the people of Riau physically and mentally." And he wants to be the bearer and custodian of Malay values and unite the ethnicities of Pekanbaru residents into one commonality within the framework of the Unitary Republic of Indonesia.

#### 2.2.2 Mision

- 1. Creating and broadcasting programs as the fastest and most up-todate barometer of the news programs broadcast.
- Creating and broadcasting broadcast programs that are able to increase the resilience of Malay culture in facing the era of globalization.
- Creating and broadcasting broadcast programs unifying regional culture in Riau in order to strengthen national culture in the Republic of Indonesia.
- 4. The target is to document Malay cultures as cultural roots in

Pekanbaru which are starting to become scarce.

- 5. Creating and broadcast broadcasting programs that are able to strengthen the implementation of regional autonomy and the Malay community in Pekanbaru in general and Riau in particular.
- 6. Developing and broadcasting various broadcast programs as a medium for information, education, healthy entertainment and social control in society.

#### 2.3 **Organization Structure**

In the management of an institution or organizing institution, an important role is chosen because with good organization, the plans that have been prepared and determined will run well. With organization, it will be easier for leaders and staff to carry out their duties well. All broadcasting activities carried out by Ceria Tv are of course inseparable from the formation of parts of the existing organizational structure. The organizational structure at Ceria Tv has been formed taking into account the various needs required in the entire broadcasting process.

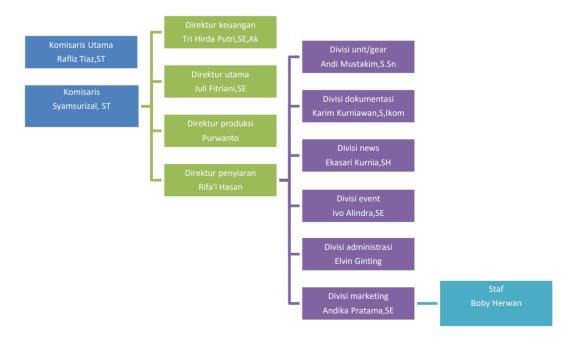


Figure 2. 2 Organization Structure

#### **CHAPTER 3**

#### SCOPE OF THE APPRENTICESHIP

#### 3.1 Job Description

The apprenticeship was held from August 21<sup>th</sup> 2023 to 21<sup>th</sup> December 2023 at PT. Centro Digital Riau Mediatama (Ceria Tv) Pekanbaru. During the implementation of practical work, the tasks given include:

- 1. Setting Camera and Lighting for Video Shooting on the Ceria Hari Ini News Program
- 2. Making and Editing Content for Posted On Social Media
- 3. Covering News for Daily News
- 4. Preparing Equipment for Event Purposes
- 5. Akting as Cameraman at the Event
- 6. Editing Daily News

#### 3.2 System and Procedure

There were several working procedures during the apprenticeship program. The procedures are as follow:

 Setting Camera and Lighting for Video Shooting on the Ceria Hari Ini News Program.

Camera and lighting settings are the activities of arranging camera equipment and arranging lighting equipment to support and light the stage. The main purpose of this activity is to take news videos. Good and appropriate camera and lighting settings are also carried out to get good video results. The process includes installing the camera on an appropriate tripod, as well as ensuring there is a prompter that is usually used when shooting news videos. And installing proper lighting. Proper camera settings and lighting will certainly produce good news videos. The following are the working procedures:

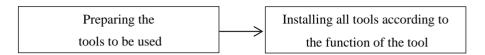


Figure 3.1 Working Procedures of Camera and Lighting Settings for Video Shooting on the Ceria Hari Ini News Program

#### 2. Making and Editing Content for Posted on Social Media

Content is information contained in media or electronic products. Content found on social media. The aim of creating content is to attract the interest of social media users regarding what the content creator wants to present. And of course to achieve certain profits. On Ceria TV social media, of course, interesting and quality content is needed so that Ceria TV's image gets better and Ceria TV can become better known to the wider community. The process for creating content is determining the topic and purpose of the content, creating and editing content and posting content on social media. The following are the working procedures:

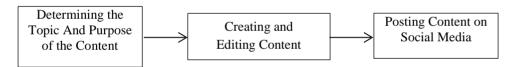


Figure 3.2 Working Procedures of Create and Editing Content for Posted on Social Media

#### 3. Covering the News for Daily News

Covering is collecting information about events or happenings that occur in a certain place or time. To present factual news, news coverage activities are certainly needed. A reporter or journalist obtains news material through reporting or finding out directly in the field. The process of covering news is conducting research and determining the focus of the news, collecting data, taking photos and videos and writing coverage.

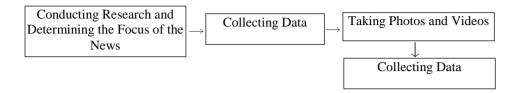


Figure 3.3 Working Procedures of Covering News for Daily News

#### 4. Preparing Equipment For Event Purposes

One of the jobs that Ceria TV often does is as a cameraman at an event. Of course, the equipment needed for the event must be well prepared for the smooth running of the event. The following are the working procedures:



Figure 3.4 Working Procedures of Prepare Equipment for Event Purposes

#### 5. Akting as Cameraman at the Event

A cameraman is someone who is responsible for recording all the necessary events and ensuring that the angle of the object is presented well. The cameraman at an event is tasked with recording every important event at an event and ensuring the quality of the video presented is high quality. The following are the working procedures:



Figure 3.5 Working Procedures of Cameramen at the Event

#### 6. Editing Daily News

Ceria TV presents daily news that presents news about Riau Province and the Riau Islands. Every news presented must of course be edited first. Editing news is the activity of arranging images that have been taken and combining them with audio so that it becomes

information that is interesting and easy for viewers to understand. The following are the working procedures:

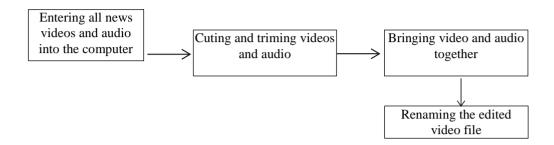


Figure 3.6 Working Procedures of Editing daily News

#### 3.3 Place of Apprenticeship

The Apprenticeship was started from August 21<sup>th</sup> until December 21<sup>th</sup>, 2023. It was been done at PT. Centro Digital Riau Mediatama (Ceria Tv) as a student practical in Corporate Communications.

#### 3.4 Kind and Description of the Activity

The daily activities in Corporate Communications PT. Centro Digital Riau Mediatama (Ceria Tv) can be seen in the tables below:

$$(August\,21^{th}\,until\,26^{th},2023)$$

Table 3. 1 Agenda of the First Week Activities

No	Date and time	Description of activities	Place
1	Monday,August 21 <sup>th</sup> 2023	Introduction PT. Centro Digital Riau Mediatama	Ceria Tv
2	Thursday, August 22 <sup>th</sup> 2023	Discussing and creating content for posted on social media	Ceria Tv
3	Wednesdy, August 23 <sup>th</sup> 2023	Dubbing (voice over the news)	Ceria Tv

4	Tuesday, August24 <sup>th</sup> 2023	Making Plan of content for posted on social media	Ceria Tv
5	Friday,August25 th 2023	Finishing a script of content for posted on social media	Ceria Tv
6	Saturday,August 26 <sup>th</sup> 2023	Day off	-

### (August 28<sup>th</sup> until September 2<sup>nd</sup>, 2023)

Table 3. 2 Agenda of the Second Week Activities

No	Date and time	Description of activities	Place
1	Monday,August 28 <sup>th</sup> 2023	Setting camera for take daily news	Ceria Tv
2	Tuesday,August 29 <sup>th</sup> 2023	Reading news for learn how to voice over the news	Ceria Tv
3	Wednesday, March 30 <sup>th</sup> 2023	Discussing about editorial and daily news	Ceria Tv
4	Thursday, August 31 <sup>th</sup> 2023	Covering the news	DPRD Riau Province Office
5	Friday,Septe mber,01 <sup>th</sup> 2023	Editing script of daily news	Ceria Tv
6	Saturday,Septe mber02 <sup>th</sup> 2023	Day off	-

### (September 4<sup>th</sup> until September 9<sup>th</sup>, 2023)

Table 3. 3 Agenda of the Third Week Activities

No	Date and time	Description of activities	Place
1	Monday,Septe mber04 <sup>th</sup> 2023	Dubbing (voice over the news)	Ceria Tv
2	Tuesday,Septe mber05 <sup>th</sup> 2023	Dubbing (voice over the news)	Ceria Tv
3	Wednesday, September 06 <sup>th</sup> 2023	Permission	-
4	Thursday September 07 <sup>th</sup> 2023	Introducing of tools for events and news	Ceria Tv
5	Friday,Septem ber 08 <sup>th</sup> 2023	Setting camera for take daily news	Ceria Tv
6	Saturday,S eptember 09 <sup>th</sup> 2023	Day off	-

### (September 11<sup>th</sup> until September 16<sup>th</sup>, 2023)

Table 3. 4 Agenda of the Fouth Week Activities

No	Date and time	Description of activities	Place
1	Monday, September 11 <sup>th</sup> 2023	Creating promotion content of Ceria TV fot posted on social media	Ceria Tv
2	Tuesday, September 12 <sup>th</sup> 2023	Taking picture of all of internship student in Ceria TV	Ceria Tv
3	Wednesday, September 13 <sup>Th</sup> 2023	Editing content for posted on social media	Ceria Tv

4	Thursday, September 14 <sup>th</sup> 2023	Setting camera and lighting for take daily news	Ceria Tv
5	Friday,Septe mber15 <sup>th</sup> 2023	Editing content for posted on social media	Ceria Tv
6	Saturday, September 16 <sup>th</sup> 2023	Day off	-

### (September 18<sup>th</sup> until September 23<sup>th</sup>, 2023)

Table 3. 5 Agenda of the Fifth Week Activities

No	Date and time	Description of activities	Place
1	Monday, September 18 <sup>th</sup> 2023	Editing content for posted on social media	Ceria Tv
2	Tuesday, September 19 <sup>th</sup> 2023	Setting camera and lighting for take daily news	Ceria Tv
3	Wednesday, September 20 <sup>th</sup> 2023	Creating promotion content of Ceria TV fot posted on social media	Ceria Tv
4	Thursday, September 21 <sup>th</sup> 2023	Camera and lighting setting for take daily news	Ceria Tv
5	Friday,Septe mber 22 <sup>th</sup> 2023	Dubbing (voice over the news)	Ceria Tv
6	Saturday, September 23 <sup>th</sup> 2023	Day off	-

### (September 25<sup>th</sup> until September 30<sup>th</sup>, 2023)

Table 3. 6 Agenda of the Sixth Week Activities

No	Date and time	Description of activities	Place
1	Monday, September2 5 <sup>th</sup> 2023	Dubbing (voice over the news)	Ceria Tv

2	Tuesday, September 26 <sup>th</sup> 2023	Setting camera and lighting for take daily news	Ceria Tv
3	Wednesday, September 27 <sup>th</sup> 2023	Covering the news	DPRD Riau
4	Thursday,Septe mber28 <sup>th</sup> 2023	Setting camera and lighting for take daily news	Ceria Tv
5	Friday,Septe mber29 <sup>th</sup> 2023	Dubbing ( voice over the news )	Ceria Tv
6	Saturday,Septe mber30 <sup>th</sup> 2023	Day off	-

### (October 2<sup>nd</sup> until October 7<sup>th</sup>, 2023)

Table 3. 7 Agenda of the Seventh Week Activities

No	Date and time	Description of activities	Place
1	Monday,Octob er02 <sup>nd</sup> 2023	Dubbing ( voice over the news )	Ceria Tv
2	Tuesday, October03 <sup>th</sup> 2023	Creating content for posted on social media	Ceria Tv
3	Wednesday,O ctober 04 <sup>th</sup> 2023	Dubbing (voice over the news)	Ceria Tv
4	Thursday, October 05 <sup>th</sup> 2023	Helping to tidy up CD of event	Ceria Tv
5	Friday, Oktober 06 <sup>th</sup> 2023	Setting camera and lighting for take daily news	Ceria Tv
6	Saturday, October 07 <sup>th</sup> 2023	Day off	-

### (October 9<sup>th</sup> until October 14<sup>th</sup>, 2023)

Table 3. 8 Agenda of the Eighth Week Activities

No	Date and time	Description of activities	Place
1	Monday, October 09 <sup>th</sup> 2023	Dubbing ( voice over the news )	Ceria TV
2	Tuesday, October 10 <sup>th</sup> 2023	Setting camera and lighting for take daily news	Ceria TV
3	Wednesday, October11 <sup>th</sup> 2023	Preparing for Tabligh Akbar event	Ceria Tv
4	Thursday, October12 <sup>th</sup> 2023	Learning about camera operations	Ceria Tv
5	Friday,Octob er13 <sup>th</sup> 2023	Setting camera and lighting for take daily news	Ceria Tv
6	Saturday, October14 <sup>th</sup> 2023	Day off	-

### (October 16<sup>th</sup> until October 21<sup>th</sup>, 2023)

Table 3. 9 Agenda of the Ninth Week Activities

No	Date and time	Description of activities	Place
1	Monday, October 16 <sup>th</sup> 2023	Discussing about content for posted social media	Ceria Tv
2	Tuesday,Octo ber 17 <sup>th</sup> 2023	Setting camera and lighting for take daily news	Ceria Tv
3	Wednesday, October18 <sup>th</sup> 2023	Editing content for posted on social media	Ceria Tv
4	Thursday, NOctober 19 <sup>th</sup> 2023	Setting camera and lighting for take daily news	Ceria Tv
5	Friday,Octob er 20 <sup>th</sup> 2023	Setting camera and lighting for take daily news	Ceria Tv
6	Saturday, October 21 <sup>th</sup> 2023	Day off	-

### (October 23<sup>th</sup> until October 28<sup>th</sup>, 2023)

Table 3. 10 Agenda of the Tenth Week Activities

No	Date and time	Description of activities	Place
1	Monday, October 23 <sup>th</sup> 2023	Discussing about content for posted social media	Ceria Tv
2	Tuesday, October 24 <sup>th</sup> 2023	Setting camera and lighting for take daily news	Ceria Tv
3	Wednesday, October25 <sup>th</sup> 2023	Editing content for posted on social media	Ceria Tv
4	Thursday, October 26 <sup>th</sup> 2023	Dubbing (voice over the news)	Ceria Tv
5	Friday, October 27 <sup>th</sup> 2023	Setting camera and lighting for take daily news	Ceria Tv
6	Satuday, October 28 <sup>th</sup> 2023	Day off	-

### (October 30<sup>th</sup> until November 4<sup>th</sup>, 2023)

Table 3. 11 Agenda of the Eleventh Week Activities

No	Date and time	Description of activities	Place
1	Monday,Octo ber 30 <sup>th</sup> 2023	Discussing about content for posted social media	Ceria Tv
2	Tuesday,Octo ber 31 <sup>th</sup> 2023	Setting camera and lighting for take daily news	Ceria Tv
3	Wednesday,N ovember 01 <sup>th</sup> 2023	Setting camera and lighting for take daily news	Ceria Tv
4	Thursday, November 02 <sup>th</sup> 2023	Dubbing (voice over the news)	Ceria Tv
5	Friday, November 03 <sup>th</sup> 2023	Setting camera and lighting for take daily news	Ceria Tv
6	Saturday,Nov ember 04 <sup>th</sup> 2023	Day off	-

### (October 6<sup>th</sup> until November 11<sup>th</sup>, 2023)

Table 3. 12 Agenda of the Twelfth Week Activities

No	Date and time	Description of activities	Place
1	Monday, November 06 <sup>th</sup> 2023	Setting camera and lighting for take daily news	Ceria Tv
2	Tuesday, November 07 <sup>th</sup> 2023	Setting camera and lighting for take daily news	Ceria Tv
3	Wednesday, November 08 <sup>th</sup> 2023	Dubbing (voice over the news)	Ceria Tv
4	Thursday, November09 <sup>th</sup> 2023	Editing content for posted on social media	Ceria Tv
5	Friday, November 10 <sup>th</sup> 2023	Preparing equipment for event needs	Ceria Tv
6	Saturday,Nove mber11 <sup>th</sup> 2023	Day off	-

### (November 13<sup>th</sup> until November 18<sup>th</sup>, 2023)

Table 3. 13 Agenda of the Thirteenth Week Activities

No	Date and time	Description of activities	Place
1	Monday, November 13 <sup>th</sup> 2023	Preparing equipment for event needs	Ceria Tv
2	Tuesday, November 14 <sup>th</sup> 2023	Setting camera and lighting for take daily news	Ceria Tv
	Wednesday, November 15 <sup>th</sup> 2023	Editing daily news	Ceria Tv
4	Thursday, November1 6 <sup>th</sup> 2023	Learning about camera operations	Ceria tv
5	Friday, November 17 <sup>th</sup> 2023	Setting camera and lighting for take daily news	Ceria Tv
6	Saturday, November 18 <sup>th</sup> 2023	Day Off	-

### (November 20<sup>th</sup> until November 25<sup>th</sup>, 2023)

Table 3. 14 Agenda of the Fourteenth Week Activities

No	Date and time	Description of activities	Place
1	Monday, November 20 <sup>th</sup> 2023	Setting camera and lighting for take daily news	Ceria Tv
2	Tuesday, November 21 <sup>th</sup> 2023	Preparing equipment for event needs	Ceria Tv
3	Wednesday, November 22 <sup>th</sup> 2023	Preparing equipment for event needs	Ceria Tv
4	Thursday, November2 3 <sup>th</sup> 2023	Discussing about new content for posted on social media	Ceria tv
5	Friday, November 24 <sup>th</sup> 2023	Setting camera and lighting for take daily news	Ceria Tv
6	Saturday, November 25 <sup>th</sup> 2023	Day Off	-

### (November 27<sup>th</sup> until December 2<sup>nd</sup>, 2023)

Table 3. 15 Agenda of the Fifteenth Week Activities

No	Date and time	Description of activities	Place
1	Monday, November 27 <sup>th</sup> 2023	Preparing equipment for event needs	Ceria Tv
2	Tuesday, November 28 <sup>th</sup> 2023	Setting camera and lighting for take daily news	Ceria Tv
3	Wednesday, November 29 <sup>th</sup> 2023	Discussing about new content for posted on social media	Ceria Tv
4	Thursday, November 30 <sup>th</sup> 2023	Preparing equipment for event needs	Ceria Tv
5	Friday, December 01 <sup>th</sup> 2023	Setting camera and lighting for take daily news	Ceria Tv
6	Saturday, December 02 <sup>th</sup> 2023	Day Off	-

### (December 4<sup>th</sup> until December 9<sup>th</sup>, 2023)

Table 3. 16 Agenda of the Sixteenth Week Activities

No	Date and time	Description of activities	Place
1	Monday, December 04 <sup>th</sup> 2023	Discussing about new content for posted on social media	Ceria Tv
2	Tuesday, December 05 <sup>th</sup> 2023	Setting camera and lighting for take daily news	Ceria Tv
3	Wednesday, December 06 <sup>th</sup> 2023	Preparing equipment for event needs	Ceria Tv
4	Thursday, December 07 <sup>th</sup> 2023	Setting camera and lighting for take daily news	Ceria Tv
5	Friday, December 08 <sup>th</sup> 2023	Setting camera and lighting for take daily news	Ceria Tv
6	saturday, December 09 <sup>th</sup> 2023	Day Off	-

(December 11<sup>th</sup> until December 16<sup>th</sup>, 2023)

Table 3. 17 Agenda of the Seventeenth Week Activities

No	Date and time	Description of activities	Place
1	Monday, December 11 <sup>th</sup> 2023	Discussing about new content for posted on social media	Ceria Tv
2	Tuesday, December 12 <sup>th</sup> 2023	Setting camera and lighting for take daily news	Ceria Tv
3	Wednesday, December 13 <sup>th</sup> 2023	Preparing equipment for event needs	Ceria Tv
4	Thursday, December 14 <sup>th</sup> 2023	Editing content for posted on social media	Ceria tv
5	Friday, December 15 <sup>th</sup> 2023	Setting camera and lighting for take daily news	Ceria Tv
6	Saturday, December 16 <sup>th</sup> 2023	Day Off	-

### (December 18<sup>th</sup> until December 21<sup>th</sup>, 2023)

Table 3. 18 Agenda of the Eighteenth Week Activities

No	Date and time	Description of activities	Place
1	Monday, December 18 <sup>th</sup> 2023	Discussing about new content for posted on social media	Ceria Tv
2	Tuesday, December 19 <sup>th</sup> 2023	Setting camera and lighting for take daily news	Ceria Tv
3	Wednesday, December 20 <sup>th</sup> 2023	Discussing about new content for posted on social media	Ceria Tv
4	Thursday, December 21 <sup>th</sup> 2023	Taking pictures and say good by to all of members of Ceria TV.	Ceria tv

#### **CHAPTER 4**

#### CONCLUSION AND SUGGESTION

#### 4.1 Conclusion

After doing, the apprenticeship program at Corporate Communications PT. Centro Digital Mediatama there are some conclusion as follow:

- 1. There are several types of work carried out during the internship: Setting camera and lighting for taking videos for the Ceria Today news program, Making and editing content for posting on social media, covering news for daily news, preparing equipment for event needs, akting as cameraman at the event, and editing daily news.
- 2. During done apprenticeship at PT. Centro Digital Riau Mediatama (Ceria Tv), it can be concluded that television stations must provide streaming television services that provide information and promotions on activities held by the company. In practical work, shooting techniques during live streaming, a cameraman at Ceria TV must know the shooting techniques, both live streaming and non-live streaming so that the resulting results are of high quality. In this practical work, it can be seen that the private television station Ceria TV focuses on streaming television services and utilizes technology to deliver information and promotions to a wider audience.

#### 4.2 Suggestions

The author provides several suggestions for various parties, especially for the author himself, for students who will carry out practical work in the next period, for companies and for the Bengkalis State Polytechnic.

#### 1. Author

- Be more careful, thorough and concentrated in choosing an internship place.
- Get used to reading first before acting.
- Think realistically and rationally, and carry out tasks in accordance with

the directions or orders given by the employee concerned.

#### 2. Student Collage

- Prioritize safety and health.
- Make the best use of time.
- Carry out work according to ability and in accordance with supervisory instructions.
- Think before taking action.
- Always be patient and obedient.
- Learn to manage all assigned tasks.
- Evaluate the system and procedures for implementing apprenticeship.
- Do your best during this internship, because this opportunity can only be obtained szonce.

#### 3. Company

- Providing assignments that have great responsibility and high risk for intern students to be supervised, guided and taught the steps.

#### 4. Bengkalis State Polytechnic

- The implementation of this apprenticeship can be used as evaluation material and to provide training to students who will carry out practical work activities before carrying out practical work in accordance with their field or subject, material related to systems and procedures at the company where the training is carried out.

#### **REFERENCES**

- PT. Centro Digital Riau Mediatama Company profile <a href="https://ceriatv.co.id/">https://ceriatv.co.id/</a>, Accessed on December 1<sup>st</sup> 2023.
- State Polytechnic of Bengkalis Profile,  $\underline{\text{http://polbeng.ac.id/}}$ , Accessed on December  $10^{\text{th}}\,2023$ .

#### **APPENDICES**

#### APPENDIX 1

Certificate



#### **APPENDIX 2**

#### **Evaluation form**

#### LEMBAR EVALUASI PELAKSANAAN KP

Nama Mahasiswa : Yemima Sitorus

NIM

: 5504201012

Judul KP

NO	ASPEK YANG DIEVALUASI	NILAI ANGKA
A	Pelaksanaan Lapangan (30 %)	90
В	Pembimbingan (50 %)	
1	Motivasi	90
2	Disiplin	90
3	Sikap Kritis dan Kreativitas	90
	Rata-rata Nilai Pelaksanaan = (B1+B2+B3)/3	90
С	Laporan (20%)	
1	Substansi	90
2	Tata Tulis	90
	Rata-rata Nilai Laporan = (C1+C2)/2	90
Nil	ai Evaluasi Pelaksanaan KP = 0,3A + 0,5B + 0,2C	90

Catatan:

C5 remaining Selection

Catatan:

Nilai Huruf A = 81 - 100

Nilai Huruf AB = 71 - 80

Nilai Huruf B = 66 - 70

Nilai Huruf BC = 61 - 65

Nilai Huruf C = 56 - 60

Nilai Huruf D = 41 - 55

Nilai Huruf E = 0 - 40

Pekanbaru, 22 Desember 2023

Pembimbing

PURWANTO Direktur Produksi

#### PENILAIAN DARI PERUSAHAAN KERJA PRAKTEK

PT.Centro Digital Riau Mediatama
CERIATV PEKANBARU

Nama

: Yemima Sitorus : 5504201012

NIM Program Studi

: Bahasa Inggris dan Komunikasi Bisnis Profesional

Politeknik Negeri Bengkalis

No	Aspek Penilaian	Bobot	Nilai
1.	Disiplin	20%	95
2.	Tanggungjawab	25%	90
3.	Penyesuaian Diri	10%	90
4.	Hasil Kerja	30%	90
5.	Perilaku Secara Umum	15%	95
	Total Jumlah (1+2+3+4+5)	100%	460

: Kriteria

Keterangan : Nilai : 81 - 100 : 71 - 80 : : Istimewa : Baik sekali 66 - 70 61 - 65 56 - 60 : Baik : Cukup Baik : Cukup

Catatan : PT. Centro Digital Riau Mediatama Pekanbaru, 22 Desember 2023

TRI HIRDA PUTRI, SE

Direktur utama

CS ages and a second

#### Apprenticeship Acceptance Letter



#### SURAT KETERANGAN

Yang bertanda tangan di bawah ini menerangkan

bahwa:

Nama

: Yemima Sitorus

Tempao 1gi.

Tempat/Tgl. Lahir : Huta Padang /18 Agustus 2002

Alamat

: Dusun IV, Desa Huta Padang, Kecamatan Bandar Pasir

Mandoge

Telah melakukan Kerja Praktek pada perusahaan kami, PT. Centro Digital Riau Mediatama sejak tanggal .21 Agustus 2023 sampai dengan 21 Desember 2023 sebagai tenaga Kerja Praktek (KP).

Selama bekerja di perusahaan kami, yang bersangkutan telah menunjukkan ketekunan dan kesungguhan bekerja dengan baik.Surat keterangan ini diberikan untuk dipergunakan sebagaimana mestinya. Demikian agar yang berkepentingan maklum.

Pekanbara, 2023

<u>Rafliz Tiaz, ST</u> Komisaris Utama

CS ments began better my

PT.CENTRO DIGITAL RIAU MEDIATAMA
WISMA CENTRO Jalan Srikandi No.24 Telepon/Fax.0761.562477 Pekanbaru,Riau
www.ceriatv.co,id | ceriatvstreaming@gmail.com

#### Revision List

#### REVISION LIST

Name : Yemima Sitorus

Registration Number: 5504201012

Advisor : Aswandi, M.Pd

Location : PT. Centro Digital Riau Mediatama (CeriaTv)

No	Day / date	Revision	Advisor
		Improve the Report.	Hul

Bengkalis, January 18th, 2024

NIP: 198804122015041004

#### List of Attendance

# ATTENDING LIST WORKING PRACTICE (KP) PT.CENTRO DIGITAL RIAU MEDIATAMA

Name : Yemima Sitorus

Study Program : Diploma- IV English For Businnes and Professional Communication

Institution : State Polytechnic of Bengkalis

Period : August 21<sup>th</sup> until December 21<sup>th</sup> 2023

No	Day	Date		Jam K	ehadiran		Keterangan
			Masuk	Paraf	Keluar	Paraf	
1	Monday	21/08/2023	09.00 WIB	*	47.00 WIB	M	Plesen
2	Thursday	22/08/2023	09.00 WIB	7AF	17.00 WIB	*tt	Plesen
3	Wednesday	23/08/2023	09.00 WB	48	17.00 WIB	S.	Present
4	Tuesday	24/08/2023	09.00 WB	Ж	17.00 WB	Ж	Present
5	Friday	25/08/2023	09.00 WIB	-	17.00 WB	-	Day off
6	Saturday	26/08/2023	09.00 WIB	98	17.00 WD	A.	Hesent
7	Monday	28/08/2023	09.00 WIB	Ж	4.00 MIB	Ж Ж	Present
8	Thursday	29/08/2023	09.00 WIB	48	17. 00 WID	Ж	Plesent
9	Wednesday	30/08/2023	09.00 WIB	y	17.00 WIB	86	Hasent
10	Tuesday	31/08/2023	09.00 WIB	yr.	17.00 WIB	B	present
11	Friday	01/08/2023	09.00 Wg	18	17.00 WIB	Ж	Preent
12	Saturday	02/09/2023	09.00 WB	-	17.00 WB	-	Day of
13	Monday	04/09/2023	09.00 WB	Ж	17.00 WIB	Ж	Present
14	Thursday	05/09/2023	09 . 00 WIB	K	17.00 WIB	y y	Present
15	Wednesday	06/09/2023	09.00 WB	X	17.00 WIB	Å	tresent
16	Tuesday	07/09/2023	09.00 WIB	y	17.00 WB	N	Present
17	Friday	08/09/2023	09.00 WB	Ж	17.00 WB	A	Aesent
18	Saturday	09/09/2023	09 .00 WIB	-	17.00 WB	-	Day off
19	Monday	11/09/2023	09.00 WB	쌞	17.00 MB	¥	Present
20	Thursday	12/09/2023	05.00 WIB	K	17.00 MB	Уď	Present
21	Wednesday	13/09/2023	09 .00 WIB	ye	17.00 WB	Ÿ.	Heseny
22	Tuesday	14/09/2023	09.00 WID	H.	17.00 WIB	Ж	Present
23	Friday	15/09/2023	09.00 WIB	¥	17.00 WIB	N N	Present
24	Saturday	16/09/2023	09 .00 WIB	-	17.00 WID	-	Day off
25	Monday	18/09/2023	09.00 WM	Уď	17.00 WB	У	Presery
26	Thursday	19/09/2023	09.00 WB	18	17.00 WB	Ж	Present
27	Wednesday	20/09/2023	09. 80 WIB	y.	17.00 WB	W	preent
28	Tuesday	21/09/2023	09.00 WIB	W.	17.00 WID	У	Presont
29	Friday	22/09/2023	09.00 WB	УК	17.00 WIB	W.	Present
30	Saturday	23/09/2023	og. oo Win	-	13.00 MB	-	Day off
31	Monday	25/09/2023	09 . 00 WIB	У	17-00 WB	В	Present
32	Thursday	26/09/2023	05.00 WB	W.	17.00 WID	8	Present
33	Wednesday	27/09/2023	09 .00 WIB	भी	17.00 WB	81	Present
34	Tuesday	28/09/2023	09.00 WD	- Ú	17-00 WIB	yk.	Present

35	Friday	29/09/2023	09-00 WID	R	17.00 WB	R	ACKN
_		30/09/2023	09.00 WIB		17.00 WIB	-	Day off
36	Saturday	02/10/2023	09.00 WILD	Ж	H.00 WB	Ж	Acsert
37	Monday	03/10/2023	09.00 wbs	W	17.00 Wg	YK.	Presery
38	Thursday	04/10/2023	03.00 WB	38	4.00 WIB	Ж	Resent
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40	Tuesday	05/10/2023	09.00 WD	*	17.00 WIB	Ж	PRESENT
41	Friday	06/10/2023	09.00 WIB	-1	17.00 MB	_	Day off
42	Saturday	09/10/2023	09.00 W/B	J.	H.00 WI	Ж	Reseat
43	Monday	10/10/2023	09.00 UIB	ug .	17.00 WIB	Ж	Presery
44	Thursday	11/10/2023	09.00 WIB	- Vi	17.00 WB	W	Present
45	Wednesday	12/10/2023	09.00 WIB	- W	11.00 MB	lk.	Present
46	Tuesday	13/10/2023	09.00 WB	R	17.00 WB	'B'	present
47	Friday		09.00 WB	-	17.00 WIB	_	Day off
48	Saturday	14/10/2023	09.00 WB	У	17.00 WID	A	present
49	Monday	17/10/2023	03.00 WID	W.	H W MB	W.	PIERNY
50	Thursday		09.00 WIB	W Y	17.00 MB	UR.	Present
51	Wednesday	18/10/2023 19/10/2023	89.00 WIB	- K	17-00 W/s	H.	hesent
52	Tuesday		09 · 00 W/B	JR.	17 00 MP	W	Resent
53	Friday	20/10/2023	og . OD WIB	<u>a</u>	4.00 MB	_	Doy off
54	Saturday	21/10/2023	09 .00 WB	Ж	17.00 WB	Ж	Present
55	Monday	23/10/2023	09 · 00 · 00		17.00 WB	Ж	Present
56	Thursday	24/10/2023		K K	17.00 WID	क्ष	Hasert
57	Wednesday	25/10/2023	09 · 00 / 113			84	Present
58	Tuesday	26/10/2023	09 · 00 LIB	8	17.00 WB	- IK	Resent
59	Friday	27/10/2023	og. oo Wis	Ж	17.00 WB	_ <u>a</u> ı	Day off
60	Saturday	28/10/2023	09 · 00 WIB	78	17.00 WB	8	MASSA
61	Monday	30/10/2023	09 . 00 WID		17.00 MB	N.	Present
62	Thursday	31/10/2023	8W 00 . 60	Ж	17.00 WIB	W.	-
63	Wednesday	01/11/2023	09.00 WB	- 131	17.00 WB	N W	Present
64	Tuesday	02/11/2023	09.00 WB	JR.	14.00 MB		Present
65	Friday	03/11/2023	09.00 WIB	B	17.00 MIB	81	Resent
66	Saturday	04/11/2023	ळ ∙ळ लाह		4.00 WB		Day off
67	Monday	06/11/2023	an 00 ma	Ж	17.00 MB	K	Plesent
68	Thursday	07/11/2023	og. oo will	W.	17.00 MB	- 18	present
69	Wednesday	08/11/2023	an 00 min	N/	4.00 MB	_K	present
70	Tuesday	09/11/2023	09.00 WIR	W	17-00 MB	A	Plesent
71	Friday	10/11/2023	09.00 WB	Ж	14-00 MIB	**	present
72	Saturday	11/11/2023	09.00 WB	_	4.00 WB	-	DY Off
73	Monday	13/11/2023	69. 00 WIB	A.	H. OD WIB	B	Present
74	Thursday	14/11/2023	09.00 WIB	Al	4.00 MB	B	Present
75	Wednesday	15/11/2023	09.00 WB	Ж	17-00 WIB	W.	Present
76	Tuesday	16/11/2023	00.00 WB	Я	17.00 UIB	W.	present
77	Friday	17/11/2023	09.00 WB	- AK	17.00 WIB	4	Present
78	Saturday	18/11/2023	09 · 00 WB	-	17.00 WB	_	Day off
79	Monday	20/11/2020	09.00 WIB	W	17.00 WIB	81	Resent
80	Thursday	21/11/2023	09.00 WB	74(	17.00 WIB	18	Present
81	Wednesday	22/11/2023	09.00 WB	W W	17.00 WIB	W	Pusen
			-	N.	13 .00 MIP	R	Present
82	Tuesday	23/11/2023	09.00 W18	- Al	17 .00 MB	Ÿ	Present

84	Saturday	25/11/2023	09.00 WB	_	HOD WIB	_	Day off
85	Monday	27/11/2023	09.00 WB	SR	17.00 WB	Ж	Accent
86	Thursday	28/11/2023	81W 00-60	W.	Ha we	W	Resent
87	Wednesday	29/11/2023	01W 00-60	YK.	13.00 MB	y)	Rosent
88	Tuesday	30/11/2023	09 · 00 WIB	भी	17.00 WB	84	Resent
89	Friday	01/12/2023	09.00 WD	18	17.00 WIB	R	Present
90	Saturday	02/12/2023	09.00 W 18		17.00 WIB		Day off
91	Monday	04/12/2023	09.00 WIB	R	4.00 Wg	K	Present
92	Thursday	05/12/2023	09.00 Wg		17.00 Wm	W	Hescry
93	Wednesday	06/12/2023	69 · 00 Wig	K K	17.00 WB	- AR	Hesent
94	Tuesday	07/12/2023	09.00 WIB	Ж	17.00 WB	B	Luseut.
95	Friday	08/12/2023	09.00 W/B	J.	H.00 WB	M	Plesent
96	Saturday	09/12/2023	09·00 WIB	-	# . 00 WIB		Day off
97	Monday	11/12/2023	DW 00.60	H	It oo wig	Ж	Present
98	Thursday	12/12/2023	09.00 WID		17.00 WIB	18	Plesony
100	Wednesday	13/12/2023	09.00 WB	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	4.00 WIB	N N	Present
101	Tuesday	14/12/2023	09.00 UIB	प्री	17.00 WB	Ж	Present
102	Friday	15/12/2023	05.00 WIB	ĺ	HOO WIB	W.	Present
103	Saturday	16/12/2023	09.00 WB	- 01	14.00 MIB	-	
104	Monday	18/12/2023	81W 00 . PD	Ж	17.00 MIB	у	
105	Thursday	19/12/2023	05-00 WIG	W	17.00 WIB	- KI	Present
106	Wednesday	20/12/2023	09.00 WB	All	14-00 MIB	81	Present
107	Tuesday	21/12/2023	09-00 WIB	Al.	14.00 MB	N K	Present

**Practical Work Mentor** 

<u>Purwanto</u> Direktur Produksi

32

## **DAILY ACTIVITY** ON THE JOB TRAINING (KP)

Day

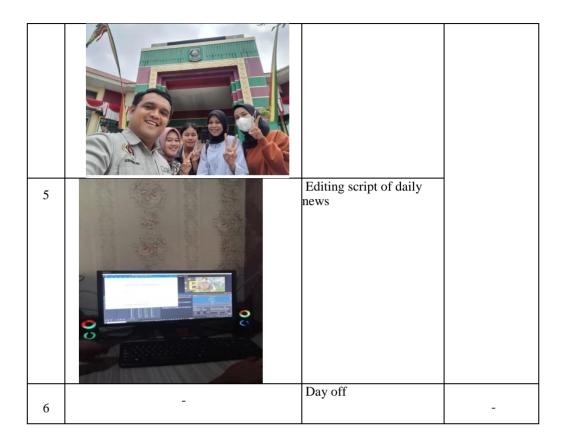
: Monday - Saturday : August 21<sup>th</sup> – September o2 2023 Date

No	Pictures	Description of activities	Assignor
1	Secret Vision Williams	Introduce PT. Centro Digital Riau Mediatama	
2		Discussing and creating content for posted on social media	
3		Dubbing (voice over the news)	
4	-	Making Plan of content for posted on social media	
5	-	Finishing a script of content for posted on social media	

	=	Day off	
6			-

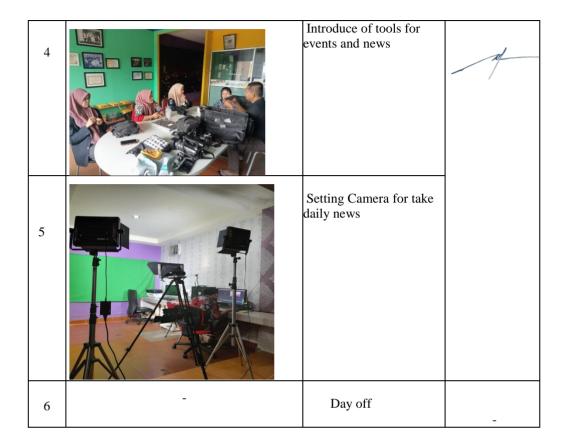
: Monday – Saturday : August 28<sup>th</sup> – September o2<sup>nd</sup> 2023 Date

No	Pictures	Description of activities	Assignor
1		Setting Camera for take daily news	
2		Reading news for learn how to voice over the news	
3		Discussing about editorial and daily news	
4		Covering the news	



: Monday - Saturday : September 4<sup>th</sup> – September 9<sup>th</sup> 2023 Date

No	Pictures	Description of activities	Assignor
1		Dubbing (voice over the news)	
2	-	Dubbing ( voice over the news )	
3	-	Permission	-



: Monday - Saturday : September 10<sup>th</sup> – September 16<sup>th</sup> 2023 Date

No	Pictures	Description of activities	Assignor
1	10.48 © B	Creating promotion content of Ceria TV fot posted on social media	
	0 <		

		m 11 2 2 2 2 2	
2		Taking picture of all of	
		internship student in Ceria TV	
		Ceria I v	
	Mangle - Nor - Vague - Vantage		
	POLITICAL DEPOSITION OF THE PROPERTY OF THE PR		
	Astrodus - Desember		
	in PT. Contro Digital Rou Naciatama www.contatv.co.id		
	• Continy • Continy	T I''	
3		Editing content for posted on social media	
		posted on social media	
	A		
	Ö		
	一 1		
	THE RESERVE OF THE PARTY OF THE		
4		Setting camera and	
		lighting for take daily	
		news	
5	-	Editing content for	
		posted on social media	
6	-	Day off	
			-

: Monday - Saturday : September 18<sup>th</sup> – 23<sup>th</sup> 2023 Date

No	Pictures	Description of activities	Assignor
No	Pictures	Description of activities	Assigno

Editing content for posted on social media  Setting camera and lighting for take daily news  Creating promotion content of Ceria TV for posted on social media  Setting camera and lighting for take daily news  Dubbing (voice over the news)  Day off				
lighting for take daily news  Creating promotion content of Ceria TV fot posted on social media Setting camera and lighting for take daily news  Dubbing (voice over the news)			posted on social media	
content of Ceria TV fot posted on social media  Setting camera and lighting for take daily news  Dubbing (voice over the news)	2		lighting for take daily	
Setting camera and lighting for take daily news  5  Dubbing (voice over the news)	3	-	content of Ceria TV fot	
news)	4	-	Setting camera and lighting for take daily	
6 Day off			news)	
	6	-	Day off	-

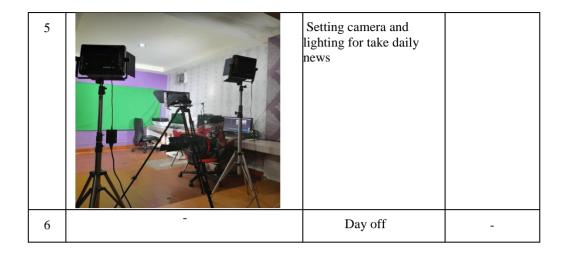
: Monday - Saturday : September  $25^{th} - 30^{th}$  2023 Date

No	Pictures	Description of activities	Assignor
1		Dubbing ( voice over the news )	
2		Setting camera and lighting for take daily news	
3		Covering the news	

4	Setting camera and lighting for take daily news	
5	Dubbing ( voice over the news )	
6	- Day off	-

Day : Monday - Saturday
Date : October 2<sup>nd</sup> - 7<sup>th</sup> 2023

No	Pictures	Description of activities	Assignor
1		Dubbing ( voice over the news )	A
2		Creating content for posted on social media	
3	-	Dubbing (voice over the news)	
4	-	Helping to tidy up CD of event	



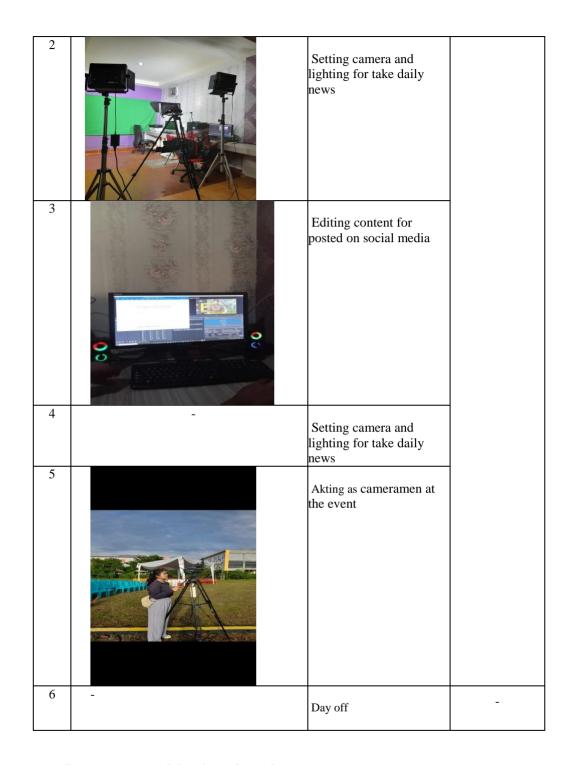
: Monday – Saturday : October 9<sup>th</sup> until October 14<sup>th</sup>, 2023 Date

No	Pictures	Description of activities	Assignor
1		Dubbing (voice over the news)	A
2		Setting camera and lighting for take daily news	

3		Preparing for Tabligh Akbar event	
4		Learning about camera operations	
5		Setting camera and lighting for take daily news	
6	-	Day off	-

: Monday – Saturday : October 16<sup>th</sup> until October 21<sup>th</sup>, 2023 Date

No	Pictures	Description of activities	Assignor
1		Discussing about content for posted social media	



: Monday - Saturday : October 23<sup>th</sup> until October 28<sup>th</sup>, 2023 Date

No	Pictures	Description of activities	Assignor	

1		Discussing about	
		content for posted social media	
			A
			,
2		Setting camera and lighting for take daily	
		news	
	A		
3		Editing content for	
		posted on social media	
	O C		
	Ö —		
	E-Section 1		
4	A 4	Dubbing (voice	
		over the news)	
5	-	Setting camera and	
		lighting for take daily	
		news	

6	-		
		Day off	-

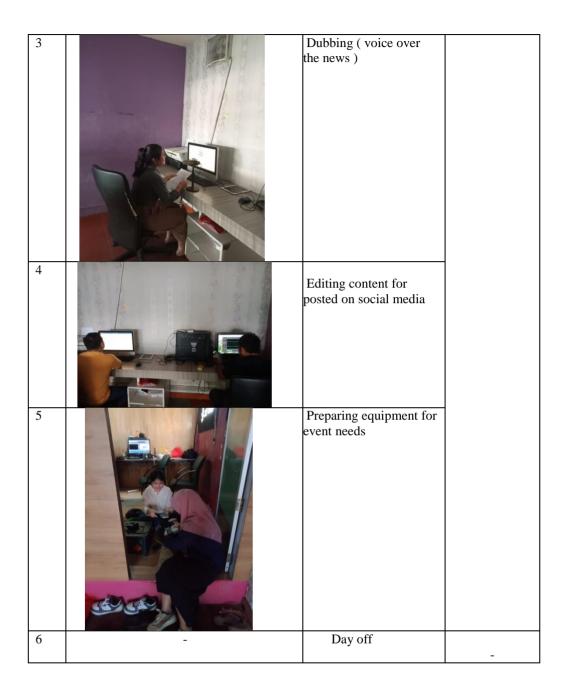
: Monday - Saturday : October 30<sup>th</sup> until November 4<sup>th</sup>, 2023 Date

No	Pictures	Description of activities	Assignor
1		Discussing about content for posted social media	
2		Setting camera and lighting for take daily news	
3	-	Discussing about content for posted social media	

4		Dubbing (voice over the news)	
5	-	Setting camera and lighting for take daily news	
6	-	Day off	-

: Monday - Saturday : October 6<sup>th</sup> until November 11<sup>th</sup>, 2023 Date

No	Pictures	Description of activities	Assignor
1		Setting camera and lighting for take daily news	
2		Setting camera and	
	-	lighting for take daily	
		news	



: Monday - Saturday : November 13<sup>th</sup> until November 18<sup>th</sup>, 2023 Date

No	Pictures	Description of activities	Assignor	

1		Preparing equipment for event needs	
2		Setting camera and lighting for take daily news	
		Editing daily news	
4		Learning about camera operations	
5	-	Setting camera and lighting for take daily news	

6		
	- Day Off	

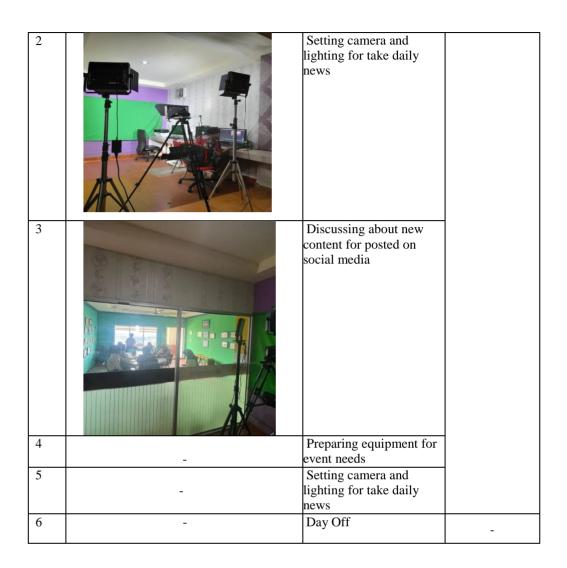
: Monday - Saturday : November 20<sup>th</sup> until November 25<sup>th</sup>, 2023 Date

No	Pictures	Description of activities	Assignor
1		Setting camera and lighting for take daily news	A
2		Preparing equipment for event needs	
3	-	Preparing equipment for event needs	
4		Discussing about new content for posted on social media	

5		Setting camera and lighting for take daily news	
6	-	Day Off	-

: Monday - Saturday : November 27<sup>th</sup> until December 2<sup>nd</sup>, 2023 Date

No	Pictures	Description of activities	Assignor
1		Preparing equipment for event needs	



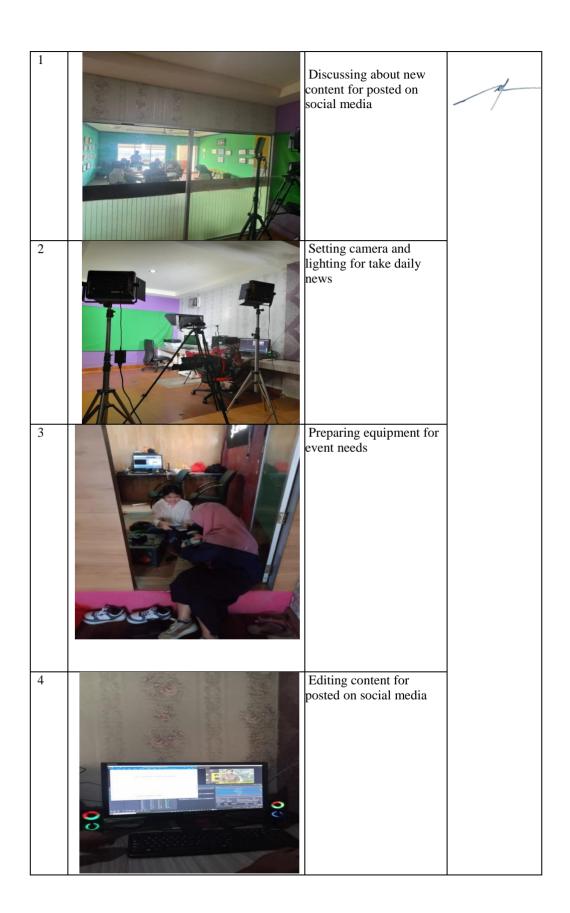
: Monday - Saturday : December 4<sup>th</sup> until December 9<sup>th</sup>, 2023 Date

No	Pictures	Description of activities	Assignor
1		Discussing about new content for posted on social media	A Company of the Comp

2		Setting camera and lighting for take daily news
3		Preparing equipment for event needs
4	-	Setting camera and lighting for take daily news
5	-	Setting camera and lighting for take daily news
6	-	Day Off -

: Monday - Saturday : December 11<sup>th</sup> until December 16<sup>th</sup>, 2023 Date

	<b>D</b> ' .			
No	Pictures	Description of activities	Assignor	l



5	-	Setting camera and lighting for take daily news	
6	-	Day Off	-

: Monday - Saturday : December 18<sup>th</sup> until December 21<sup>th</sup>, 2023 Date

No	Pictures	Description of activities	Assignor
1		Discussing about new content for posted on social media	A
2		Setting camera and lighting for take daily news	
3		Discussing about new content for posted on social media	

cee TV	Taking pictures and say good by to all of members of Ceria TV.

# APPENDIX 6 DAILY LOGBOOK ON THE JOB TRAINING (KP)

