

Jan Amos Komeński
**State School
of Higher Vocational Education**
Department of Applied Linguistics



TRAINING BOOK (register)

Faculty: English language

Major: English language teaching (ELT)/ English in business

Trainee's name and surname:

Student's book number:

Academic year:

TRAINING TIME CONFIRMATION

Trainee's name and surname:

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	Date	Stamp and signature of the company's head	Trainee's mentor's signature
Beginning of the training			
End of the training			

TRAINING TIMETABLE (1)

Trainee's name and surname:

Date and time	Group description	TASK DESCRIPTION
1)		
2)		
3)		
4)		
5)		

TRAINING TIMETABLE (2)

Trainee's name and surname:

Date and time	Group description	TASK DESCRIPTION
1)		
2)		
3)		
4)		
5)		

TRAINING TIMETABLE (3)

Trainee's name and surname:

Date and time	Group description	TASK DESCRIPTION
1)		
2)		
3)		
4)		
5)		

TRAINING TIMETABLE (4)

Trainee's name and surname:

Date and time	Group description	TASK DESCRIPTION
1)		
2)		
3)		
4)		
5)		

TRAINING TIMETABLE (5)

Trainee's name and surname:

Date and time	Group description	TASK DESCRIPTION
1)		
2)		
3)		
4)		
5)		

TRAINING TIMETABLE (6)

Trainee's name and surname:

Date and time	Group description	TASK DESCRIPTION
1)		
2)		
3)		
4)		
5)		

TRAINING TIMETABLE (7)

Trainee's name and surname:

Date and time	Group description	TASK DESCRIPTION
1)		
2)		
3)		
4)		
5)		

TRAINING TIMETABLE (8)

Trainee's name and surname:

Date and time	Group description	TASK DESCRIPTION
1)		
2)		
3)		
4)		
5)		

TRAINING TIMETABLE (9)

Trainee's name and surname:

Date and time	Group description	TASK DESCRIPTION
1)		
2)		
3)		
4)		
5)		

TRAINING TIMETABLE (10)

Trainee's name and surname:

Date and time	Group description	TASK DESCRIPTION
1)		
2)		
3)		
4)		
5)		

Evaluation of the training
(to be filled in by a supervising teacher)

Trainee's name and surname:

Date of the training:

Time of the training (in hours) :

Please briefly describe the trainee and evaluate her/his work taking into consideration the suggested points below as well as other important criteria of yours.

Suggested criteria: trainee's attitude to and involvement in work, appearance, manners, working style, important professional personality traits; how much and what exactly the trainee did and learnt during the training - knowledge about the company/school as well as professional abilities; other criteria important for the training context

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Final grade (2-5*):

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date; signature

*2 - unsatisfactory (fail); 3 - sufficient (pass), 4 - good, 5-very good/excellent