



Daffodil
International
University

My Experience at Social Upliftment Society (Experiencing Different Activities & Handling Responsibilities at the NGO)

Submitted by:

Farhana Sadika Nishat

ID: 221-10-1044

Batch: 55th

Department of English,
Faculty of Humanities & Social Sciences, DIU

Submitted to:

Department of English,

Faculty of Humanities & Social Sciences, Daffodil International University

Supervised by:

Kallol Bain,

Lecturer, Department of English, DIU.

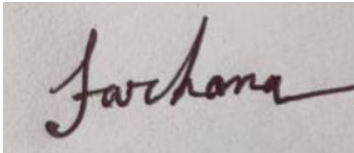
**This Report is Prepared for the Fulfillment of the Requirements for the Degree of B.A
(Honors) in English at DIU.**

Date of Submission: 15th December, 2025.

Declaration

I, hereby declare that the report titled, “Experiencing Different Activities & Handling Responsibilities at Social Upliftment Society (SUS)” is totally my own work. It is not copied from others.

The report is prepared under the guidance of Kallol Bain, lecturer at Department of English in Daffodil International University. The report shows my idea, my personal experience during the internship, my observations of the organization, and the activities and the duties during my internship at Social Upliftment Society. The idea and the information have been properly referenced and acknowledged. The report is submitted to the department of English at Daffodil International University for the requirements of B.A (Hons) in English. The report has not been published anywhere.



.....
Farhana Sadika Nishat

ID: 221-10-1044

Batch: 55th

Department of English

Faculty of Humanities & Social Sciences

Daffodil International University

Certification of the Supervisor

This is to certify that Farhana Sadika Nishat (ID: 221-10-1044) has completed her internship report titled, “Experiencing Different Activities & Handling Responsibilities at Social Upliftment Society (SUS)” under my supervision. She collected the information and completed this report with responsibly. This report describes her hard work, effort, struggle, challenges and opportunities. I believe, this internship will bring her life meaningful and valuable in future. This idea and experience will help her in her professional life.

Wishing her all the best for her future life both academic and professional life.



.....

Kallol Bain

Lecturer

Department of English

Faculty of Humanities & Social Sciences

Daffodil International University

Acknowledgement

At first, I thank Allah for giving me the energy and the opportunity to finish this internship. I am grateful to my supervisor, Kallol Bain, Lecturer, Department of English, Daffodil International University. He always guided me, supported me and helped me to complete this internship. He motivated me during my internship. When I was confused my work, he made me understand the topic nicely. I am also thankful to the team of Social Upliftment Society. It was my first professional activity. They co-operated me nicely and helped me in everytime. This environment of the office made my internship very meaningful and colorful. I enjoyed the internship time. Finally, I would like to thank my family and friends who supported me. They inspire me in every time and it helped me to complete my internship successfully.

Abstract

This internship report describes my real experience with Social Upliftment Society (SUS) is a famous NGO in Bangladesh. It supports poor and disadvantaged people. The organization works for education, health care, and empowerment of women, improving livelihood, natural disaster management, and different social awareness activities. During my internship I participated in many works such as office and administrative work, outside the office work and field activities etc. I collected different kinds of data and I noted them. I worked in daily administrative work. This activities and the tasks helped me a lot to understand the NGO activities. I also gained some skills like communication skills, time management skills, problem solving, and team work and so on. It helped me to connect with the real world. This report highlights the skills what I learned, the challenges, the experience of professional life. In conclusion, this internship helped me to understand the valuable information about the social development activities. It boosted me to do great for the people.

Table of Contents

Declaration.....	i
Certification of the Supervisor.....	ii
Acknowledgement	iii
Abstract.....	iv
Chapter 1: Introduction	1
Chapter 2: Objectives	2
Relevance & Connection of this Internship for an English Department Student:	2
Chapter 3: Methodology	3
Internship Placement Process:	3
Chapter 4: Organization Details.....	4
Details:	4
Organization Mission, Vision & Values:	5
Chapter 5: Internship Activities	6
Chapter 6: Observation & Recommendation.....	8
Chapter 7: Conclusion	9
References	10
Chapter 8: Appendices	11

Chapter 1: Introduction

The Social Upliftment Society (SUS) is a non-profitable organization in Bangladesh. It is mainly focused on improving the lives of poor and disadvantaged people. It primarily supports women, children and especially low-income families. The mission of this organization is to decrease the poverty from the society. There are so many activities in this organization such as micro-finance, livelihoods, healthcare, education, child welfare, WASH projects, rural housing etc. These activities help low-income family, poor and disadvantaged people in the society to solve their financial problems, maintain their health and basic needs. During my internship at The Social Upliftment Society (SUS), I discovered how the organization works in the real world. I observed how the staff communicate with each other, develop the plan for the organization and finish their works. I helped them with office work, file preparation, field visits, data collection and assist project officers. From the internship, I developed different skills such as time management, communication, collaboration, problem solving skills. I saw the value the collaboration between office staff, field workers, and the local community. The internship report describes the activities what I did, the responsibilities what I completed. The skills what I learned during my internship will help me in future social development work.

Chapter 2: Objectives

The objective of my internship was to get the real experience how an NGO works in the real world. My also objective was to understand how development activities for the disadvantaged people are created and implemented. I hoped to develop my communication skills by communicating with project officers, field workers, and community members as well as learn how to work professionally in the office. I also wanted to learn the fundamentals of project management such as planning, monitoring, collaboration, reporting. I wanted to improve my problem solving skills by handling the challenges. Working directly with disadvantaged people made me more social aware and it enabled me to grow personally and professionally at office work such as reports, data, documents, and field visit data. It helped me to explore the situation in the village and got the understanding their daily struggles.

Relevance & Connection of this Internship for an English Department Student:

The internship at Social Upliftment Society (SUS) is beneficial for my English studies because it shows me how language is used in the real world of profession. It works in a variety of disciplines in which require good communication skills. During the internship, I prepared documents about work, discussed with my colleagues about field visit information which helped me to develop my English speaking and writing skills. The internship experience is related to the subject, Sociolinguistics which is taught in my English department. I discovered that English is essential for writing reports, creating training materials and communicating in development work. In the conclusion, this internship helped me to connect with classroom learning and real-life communication in an NGO environment.

Chapter 3: Methodology

Internship Placement Process:

As a final semester student, I had to choose one of three courses: “Project with Internship”, “Research” or “IELTS”. I choose project with internship for completing my semester. I choose this because I wanted to get the idea of real-world experience and learn how to an organization work. To get the suitable place for internship was not easy because I had no experience about it before. After searching many places, I found an opportunity to do my internship at Social Upliftment Society. I submitted my CV and they called me for an interview at their office. They asked me about my communication skills, social work interest and how I could help as an intern. I was selected after my interview. This internship taught me about development activities, fieldwork, and office communication.

Data Collection Method:

As an English student at the Social Upliftment Society (SUS), I examined how language was used throughout the organization. I used various techniques to do better in understanding the communication processes at SUS. During meetings, planning discussions and daily conversation, I observed how they communicated with each other. I also read reports, emails, notices, meeting minutes to get the idea of writing styles. During the internship at SUS, I learned that communication is important in an NGO like SUS because the organization has to talk with founders, the community people, the government people and partners. I also had casual conversation with colleagues to learn about their English skills. Clear and effective language is needed to create project documentation, report progress, conduct field activities and build trust.

Chapter 4: Organization Details

Details:

Social Upliftment society (SUS) is a non-profit and non-governmental organization located in Savar, Dhaka. It is registered under the Social Welfare Department. The primary mission of this organization to improve the quality of the lives of poor and disadvantaged people in our country. At the same time, this organization is focused on building a society with equal rights and opportunities. This organization works with women, children and low-income families to provide proper education, proper healthcare, microfinance, empowerment of women, WASH, environmental protection and most importantly livelihood development activities. The organization promotes children's education, provides healthcare, trains women and youth, raises social awareness and helps in natural disasters. These activities and programs help the rural people, poor, disadvantaged people to become more confident about their life. It plays a vital role for these people to capable for their livelihood. SUS adopts a people centered, rights-based approach that prioritizes integrity, equality, transparency, and respect.

Organization Strength:

The Social Upliftment Society (SUS) is strong because of its deep and strong connection with local community. The organization has experienced, dedicated and supportive staff members. They play a vital role for managing the whole task of the organization. The organization works in various projects in the area of education, health, women's empowerment, sanitation, training for livelihood. Working in rural areas for years, SUS has got the better understanding of local needs and concern. The organization has built trust between local people and partners by honesty and transparency.

Organization Mission, Vision & Values:

The Social Upliftment Society (SUS) follows a clear vision and mission and values to guide its activities. The vision of this organization is to build a society free from poverty and everyone are valued and have equal rights and opportunities. The organization supports the poor and disadvantaged people by giving proper education, health, income source, child protection, women's empowerment, WASH, and natural disaster management. The organization help the community people to become stronger and more confident about their life. SUS supports principles such as equality, decency, honesty, justice and transparency. The mission of this organization are poverty reduction, improving the betterment for the education and healthcare, providing clean water, sanitation, empowering women. The organization believes in group work and collaboration.

Chapter 5: Internship Activities

On September 10, 2025, I began my internship at Social Upliftment Society. I did different kinds of works to understand the NGO works in real. I completed my duties honestly and I maintained the good communication with our staff members. The guidance and supportive environment helped me to adapt the office quickly. It made my experience more colorful, meaningful and useful in my life. It boosted my confidence, energy in taking new responsibilities. During my internship I actively participated in different works. The main activities I did are listed below:

Office responsibilities:

During my internship, I worked on different kinds of office and administrative tasks for supporting the project team. My duties and responsibilities in the office included document arrangement, updating the attendance sheet, keeping the data in digital records up to date. I helped by making reports, arrange meetings, training sessions. I did my responsibilities for photocopying, printing, scanning. I assisted with monthly work plan. I kept the files in record and helped to arrange project materials and files. I kept the record of office supplies and I tracked them.

Outside Office responsibilities:

During my internship, I attended different kinds of field visit to learn about community activities. I gathered basic information about from community people. I helped the field officer by collecting the data, survey and interviews. I participated in different campaigns. I collaborated between local leaders and volunteer. I attended in group discussions, distribution of materials. I helped the staff members by giving posters and collecting pictures and notes.

Communication and Coordination:

During my internship, I worked on different communication tasks. I supported by creating posters, images, handouts. I translated the basic materials into Bangla and English. I participated meetings to understand the team plans and action. I observed the communication between staff member and donor, partners. I made phone calls and shared the documents and official paper cross different departments. I helped by writing short notice, note, briefs for events. I got the idea about the process of communication in NGO

Professional Development:

During my internship, I learned different things in NGO such as managing the people, developing and implementing the idea. Besides, I got the idea about reporting, record keeping, using management, making the budgets for the organization. I observed how the organization works in the field and collaborate with each other. I enriched myself with teamwork, collaboration, communication skills, and time management. I boosted myself and it made my confidence up.

Chapter 6: Observation & Recommendation

Observation:

During my internship, I learned many things and got the idea nicely by observing the day to day activities. There is a clear and easy structure in the workplace. The staffs are very energetic and dedicated to work. They communicate regularly for ensuring the projects. They are very focused on their projects and they want to complete their task with smoothly. The all papers and documents of this organization are well recorded such as meetings, fieldwork, training etc. This activity taught me the value of keeping the record nicely. It is the backbone of an organization. During field visits, I observed how the organization communicate with the community, collects information, discusses different topic with them such as education, health, sanitation, women's development etc. This small action makes the trustworthy to them. In this organization the important things that is team work. The high authority takes everyone's plan and they listen to every staffs. It makes me special and I prefer most. Teamwork is very important to exchange the ideas, solve the problems together, plan work during meetings. I enjoyed this internship time.

Recommendation:

There are different kind options for improving the organization. First, utilizing more digital items for data collection and record such as computers, mobile applications, and online forms can improve speed and accuracy. Second, providing additional training for staff members and intern can help improve the communication, report writing and community handle management skills. It will boost the organization's growth. Third, collecting feedback from people in the community regularly it will help to build stronger programs for them. As a result they can connect more than before. Finally, regular meetings and clear communication will improve co-ordination between office and the staffs. The staffs will be boosted by doing this. These steps will help SUS to provide more services for the people.

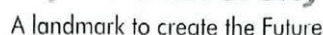
Chapter 7: Conclusion

The internship at Social Upliftment Society (SUS) was a great learning opportunity for me. It was a valuable and useful experience for me. Before doing internship here, I had no idea about it. During my internship, I got the idea about the working process. I got the idea what can be done if we do team work. Team work played a vital role for doing impossible work to possible. And the organization was focused on this team work. I observed how office staff collaborate and implement development activities. Field visit helped me for getting the better understand the challenges of the community. We got to know the process how the organization helps the people. I discovered that team work, ethics, discipline, clear communication played a vital role in working in a non-governmental organization. My activities and responsibilities helped me to improve my real skills such as documentation writing, making reports, file management, communication development. The internship helped me to grow professionally. It gave the idea of understanding the process how organization work. It increased my confidence. The environment of the organization was very helpful and supportive. This internship plays a vital role for me and it will serve me well in my future and professional career.

References

1. Collaboration between team members enhances the efficiency of development programs (Mercer, 2016).
2. Interns gain practical experience by participating in field data collection and beneficiary interaction (Banks & Hulme, 2012).
3. NGO management requires knowledge of both administrative processes and social impact strategies (Gupta, 2020).
4. Exposure to real-life NGO operations helps bridge the gap between theoretical knowledge and practical application (Vakil, 1997).
5. Office management skills are essential for organizing NGO activities efficiently (Johnson, 2019).
6. Understanding the roles of different NGO departments helps interns grasp overall organizational workflow (Gupta, 2020).

8.1 Placement Letter



Date: October 12, 2025

www.daffodilvarsity.edu.bd

8.2 Joining Letter



SOCIAL UPLIFTMENT SOCIETY (SUS)

Head Office: C-25, Jaleshwar, Shimultala, Savar, Dhaka-1340, Bangladesh
Phone: 224442403, 224446229, Mob: 01711-146056, 01844-644433, 01748-906959
Web: www.sus-bd.org, Email: sushelp360@gmail.com, susinfo360@gmail.com

Ref :

Date : 09/07/2025

To
Farhana Sadika Nishat
Department of English
Daffodil International University

Subject: Confirmation of Internship Placement

Dear Farhana,

This letter serves to confirm your placement as an Intern at the Social Upliftment Society (SUS), effective 10 September 2025.

You will be working under the supervision of Mr. Monjur Morshed, Deputy Director (Microcredit). Your internship responsibilities will include supporting program activities, assisting with research and documentation, preparing reports, and contributing to communication and project-related tasks assigned by your supervisor.

The internship is designed to enhance your academic training by providing practical exposure to development-focused work. You are expected to maintain professionalism, follow organizational policies, and ensure confidentiality at all times.

We look forward to your active participation and value the contribution you will bring to our ongoing initiatives.

Sincerely,

Monjur Morshed
Deputy Director (Microcredit)
Social Upliftment Society (SUS)

Creation of organized developed and earning women force is our vision

8.3 Experience Letter



SOCIAL UPLIFTMENT SOCIETY (SUS)

Head Office: C-25, Jaleswar, Shimultala, Savar, Dhaka-1340. Bangladesh
Phone: 224442403, 224446229, Mob: 01711-146056, 01844-644433, 01748-906959
Web: www.sus-bd.org, Email: sushelp360@gmail.com, susinfo360@gmail.com

Ref :

Date : 08/12/2025

TO WHOM IT MAY CONCERN

Date: 02/12/2025

This is to certify that Farhana Sadika Nishat has successfully completed an internship at the Social Upliftment Society (SUS), Savar, Dhaka, from 10 September 2025 to 30 November 2025, holding the position of Intern.

During the internship, Farhana actively participated in program support and documentation tasks under ongoing development initiatives. These activities focused on community engagement, research support, and communication-related work. She made meaningful contributions by assisting with project documentation, preparing reports, conducting background research, and supporting field-level communication requirements.

Throughout the internship period, Farhana displayed a strong commitment to learning and self-improvement. She consistently showed initiative, maintained professionalism, and completed her assignments on time. Her eagerness to acquire new skills and her ability to adapt to diverse tasks exceeded our expectations.

We extend our best wishes to Farhana Sadika Nishat for her future academic and professional endeavours. Please feel free to contact me if further information is required.

Sincerely,

Monjur Morshed
Deputy Director
Social Upliftment Society (SUS)
C-25, Jaleswar, Shimultala
Savar, Dhaka-1340
Mobile: 01678678877
Email: qmorshed16@gmail.com

Creation of organized developed and earning women force is our vision

8.4 feedback form 1

Internship Feedback Form (To be completed by the Organizational/Institutional Supervisor/Reporting-boss)

University Name: Daffodil International University
 Department: English
 Intern's Full Name: Farhana Sadika Nishat
 Organization/Company Name: Social Upliftment Social Department/Section
 (if applicable): HR & Admin
 Supervisor's Name & Designation: Anika Tasneem, Deputy Director
 Contact Number: 01714493813
 Email: anika_tasneem@hotmail.com
 Duration of Internship: From 10 Sep to 30 Nov
 Feedback Type: ☒ Mid-term (after 1 month) ☐ Final (at completion)

Section A: Evaluation of Professional Attributes

Please rate the intern on the following areas using the scale below:
 5 = Excellent | 4 = Good | 3 = Satisfactory | 2 = Needs Improvement | 1 = Unsatisfactory

Criteria	1	2	3	4	5
1. Punctuality and regular attendance	☐	☐	☐	☒	☒
2. Sense of responsibility and reliability	☐	☐	☐	☒	☒

3. Communication skills (oral & written)	☐	☐	☒	☒
4. Teamwork and cooperation	☐	☐	☒	☒
5. Leadership potential and initiative	☐	☐	☒	☒
6. Problem-solving and decision-making skills	☐	☐	☒	☒
7. Adaptability and flexibility	☐	☐	☒	☒
8. Office/professional etiquette	☐	☐	☒	☒
9. Time management and efficiency	☐	☐	☒	☒
10. Commitment to learning and self-improvement	☐	☐	☒	☒

Section B: Work Performance

Criteria	1	2	3	4	5
1. Quality of assigned work	☐	☐	☐	☐	☐
2. Quantity/consistency of output	☐	☐	☐	☐	☐
3. Ability to follow instructions and meet deadlines	☐	☐	☐	☐	☐
4. Creativity and innovation	☐	☐	☐	☐	☐
5. Ability to work independently with minimal supervision	☐	☐	☐	☐	☐

1. Quality of assigned work

2. Quantity/consistency of output

3. Ability to follow instructions and meet deadlines

4. Creativity and innovation

5. Ability to work independently with minimal supervision

Section C: General Observations

1. What are the intern's key strengths?
she is willing to work hard

2. What areas of improvement would you suggest?
she needs to be punctual

3. Any specific achievements or contributions by the intern:
learnt about HRIS

(Please add extra pages if necessary)

4. Overall performance of the intern:
☐ Excellent ☒ Good ☐ Satisfactory ☐ Needs Improvement
☐ Unsatisfactory

Section D: Supervisor's Declaration

I confirm that the above evaluation is based on the intern's actual performance and conduct during the stated period.

Supervisor's Signature: Anika Tasneem
 Date: 2.12.25

Official Seal (if any):

Feedback form 2

1555 **1556** **1557** **1558** **1559** **1560** **1561** **1562** **1563** **1564** **1565** **1566** **1567** **1568** **1569** **1570** **1571** **1572** **1573** **1574** **1575** **1576** **1577** **1578** **1579** **1580** **1581** **1582** **1583** **1584** **1585** **1586** **1587** **1588** **1589** **1590** **1591** **1592** **1593** **1594** **1595** **1596** **1597** **1598** **1599** **1600** **1601** **1602** **1603** **1604** **1605** **1606** **1607** **1608** **1609** **1610** **1611** **1612** **1613** **1614** **1615** **1616** **1617** **1618** **1619** **1620** **1621** **1622** **1623** **1624** **1625** **1626** **1627** **1628** **1629** **1630** **1631** **1632** **1633** **1634** **1635** **1636** **1637** **1638** **1639** **1640** **1641** **1642** **1643** **1644** **1645** **1646** **1647** **1648** **1649** **1650** **1651** **1652** **1653** **1654** **1655** **1656** **1657** **1658** **1659** **1660** **1661** **1662** **1663** **1664** **1665** **1666** **1667** **1668** **1669** **1670** **1671** **1672** **1673** **1674** **1675** **1676** **1677** **1678** **1679** **1680** **1681** **1682** **1683** **1684** **1685** **1686** **1687** **1688** **1689** **1690** **1691** **1692** **1693** **1694** **1695** **1696** **1697** **1698** **1699** **1700** **1701** **1702** **1703** **1704** **1705** **1706** **1707** **1708** **1709** **1710** **1711** **1712** **1713** **1714** **1715** **1716** **1717** **1718** **1719** **1720** **1721** **1722** **1723** **1724** **1725** **1726** **1727** **1728** **1729** **1730** **1731** **1732** **1733** **1734** **1735** **1736** **1737** **1738** **1739** **1740** **1741** **1742** **1743** **1744** **1745** **1746** **1747** **1748** **1749** **1750** **1751** **1752** **1753** **1754** **1755** **1756** **1757** **1758** **1759** **1760** **1761** **1762** **1763** **1764** **1765** **1766** **1767** **1768** **1769** **1770** **1771** **1772** **1773** **1774** **1775** **1776** **1777** **1778** **1779** **1780** **1781** **1782** **1783** **1784** **1785** **1786** **1787** **1788** **1789** **1790** **1791** **1792** **1793** **1794** **1795** **1796** **1797** **1798** **1799** **1800** **1801** **1802** **1803** **1804** **1805** **1806** **1807** **1808** **1809** **1810** **1811** **1812** **1813** **1814** **1815** **1816** **1817** **1818** **1819** **1820** **1821** **1822** **1823** **1824** **1825** **1826** **1827** **1828** **1829** **1830** **1831** **1832** **1833** **1834** **1835** **1836** **1837** **1838** **1839** **1840** **1841** **1842** **1843** **1844** **1845** **1846** **1847** **1848** **1849** **1850** **1851** **1852** **1853** **1854** **1855** **1856** **1857** **1858** **1859** **1860** **1861** **1862** **1863** **1864** **1865** **1866** **1867** **1868** **1869** **1870** **1871** **1872** **1873** **1874** **1875** **1876** **1877** **1878** **1879** **1880** **1881** **1882** **1883** **1884** **1885** **1886** **1887** **1888** **1889** **1890** **1891** **1892** **1893** **1894** **1895** **1896** **1897** **1898** **1899** **1900** **1901** **1902** **1903** **1904** **1905** **1906** **1907** **1908** **1909** **1910** **1911** **1912** **1913** **1914** **1915** **1916** **1917** **1918** **1919** **1920** **1921** **1922** **1923** **1924** **1925** **1926** **1927** **1928** **1929** **1930** **1931** **1932** **1933** **1934** **1935** **1936** **1937** **1938** **1939** **1940** **1941** **1942** **1943** **1944** **1945** **1946** **1947** **1948** **1949** **1950** **1951** **1952** **1953** **1954** **1955** **1956** **1957** **1958** **1959** **1960** **1961** **1962** **1963** **19**

3. Communication skills (oral & written)	☐	☐
	☒	☒
	☐	
	☐	
4. Teamwork and cooperation	☒	☒
	☐	
	☐	☐
	☐	☐
5. Leadership potential and initiative	☒	
6. Problem-solving and decision-making skills	☒	☒
	☐	
	☐	
	☐	☐
7. Adaptability and flexibility	☒	☒
	☐	
	☐	☐
8. Office/professional etiquette	☒	☐
	☐	
	☐	☐
9. Time management and efficiency	☒	☒
	☐	
	☐	☐
10. Commitment to learning and self-improvement	☒	☒
	☐	

Section B: Work Performance

	1	
Criteria	2	5
	3	4

☐ ☒ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐

1. Quality of assigned work

2. Quantity/consistency of output

3. Ability to follow instructions and meet deadlines

4. Creativity and innovation

5. Ability to work independently with minimal supervision ☐☐☒☐☐

Section C: General Observations

1. What are the intern's key strengths?

The learn quickly.

2. What areas of improvement would you suggest?

She needs to learn more.

3. Any specific achievements or contributions by the intern:
.....
..... *She can handle pressure.*
.....
(Please add extra pages if necessary)

4. Overall performance of the intern:
☐ Excellent ☒ Good ☐ Satisfactory ☐ Needs Improvement
☐ Unsatisfactory

Section D: Supervisor's Declaration

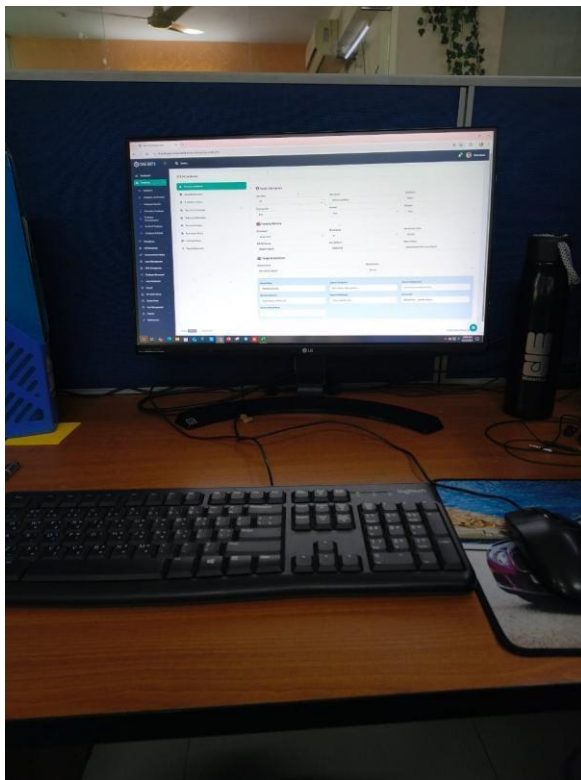
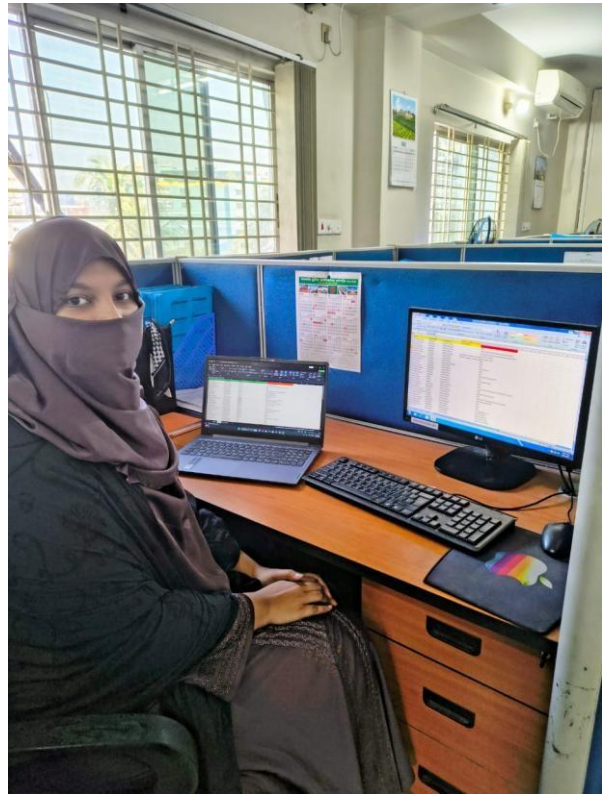
I confirm that the above evaluation is based on the intern's actual performance and conduct during the stated period.

Supervisor's Signature: *A. Tasneem*
Date: 9.12.25

Anika Tasneem
Deputy Director (Admin. & HR)
GMA, Saver, Dhaka.

Official Seal (if any): _____

8.4 Photograph



8.5 Plagiarism Report

