

4th Internship Year Report



Name

1 You can answer the questions here or use them as guidelines in writing your own report. Feel free to adapt the form of your report as you wish; the aim is to produce a record of your experiences during the internship. Pictures, diagrams or any other documents can be added if this helps explaining aspects of how your work was organised, particular events or complex processes.

2 Prepare a sequence of 10 documents or slides that can be used to give me a verbal presentation of your job experience.

🔑 Where? With whom?
When? For how long?

🔑 What type of activity / job did you do ?
What were your responsibilities ?

🔑 Were any particular skills required ?
Did you learn any new skills ? Were they professionally relevant ?

🔑 Was the work varied or fairly routine ?
Describe a typical day/week.

🔑 What was the best part ? Describe a memorable moment during your work experience.

🔑 **Conclusions** (Use the back of this sheet).

Overall, would you say the job experience was

useful / educative / surprising / life-changing / mind-blowing / a waste of time / frustrating / dull / tough / fun /
a mixed bag...?

Would you do it again or recommend it to others ? Would you choose this activity as a potential career path ?

Could it have been improved ? If so, suggest how.

* Please return your completed report either directly to me,
my locker, or to this address; jbass87@aol.com

Don't forget that the other half of your credits in English this
year is a **progress report**. You can download guidelines and
the questionnaire from www.ensala.fr or pick up a copy
from the school library.