

## A report / videoclip on my work placement

**Your report/videoclip should cover the following aspects:**

*Use the mind map for vocabulary*

### Dates

- location/company
- time/period

### Company Portrait

- address
- tutor
- field of activity
- company history and development
- structure and number of employees
- company achievements
- aims and philosophy of the company

### Description

- What were my tasks? What were my responsibilities?
- What did I find easy? What could I do well? What was difficult for me?
- What did my working day look like? (detailed description with representative tasks)
- What were my working times/conditions?
- Was there a dress code?
- What was the working atmosphere like?

### My Conclusion

- What have I learned?
- Which working fields would I like to focus on in the future?
- Which skills were important for my work? Which skills was I able to improve on? Which new skills did I acquire? (specialised/technical knowledge, language and communication, soft skills, media competence, a.s.o.)
- Did I gain any personal/cultural experiences during my work placement?
- What was positive/negative?