

Use the following prompts to speak about your work placement

THE COMPANY	
I worked for a company called... I worked in a company called... I worked as a trainee/an intern. This company is located in... It's a small company. There are only 5 members of staff. It's a big company. There are more than 25 members of staff.	
DURATION OF THE WORK PLACEMENT/INTERNSHIP	
I worked as a trainee in this company for a period of 4 weeks. I worked as a trainee in this company for a month.	
TASKS	
I'd like to describe the tasks I carried out/accomplished. Firstly, I'd like to explain to you what my job consisted of. I was in charge of... I was responsible for... I had to deal with...	
DIFFICULTIES	POSITIVE ASPECTS
To start with, I found it difficult to ... It was hard for me to... I had trouble with...	I managed to overcome my problems with the telephone I am glad I overcame my difficulties in phoning, dealing with customers... It gave the opportunity to... I am better at...
MY SKILLS	
I can... I know how to...	I am able to... I am capable of...
MY COLLEAGUES	
I got on very well with... I think I am a team player and a good listener. My mentor was very helpful and understanding. The members of staff were generous with their time. They trusted me. They treated me as an adult.	
BENEFITS OF THE WORK PLACEMENT	
I've learned new professional skills. I've gained confidence. It's been a great experience. I enjoyed the atmosphere at work. Now I understand what the working world expects from us. This work placement made what I learn at school more relevant.	