

Assignment

write a 500 word work placement report

help compiled from two eHow articles:

How to Write a Placement Report, by Mary Jane
http://www.ehow.com/how_6551438_write-placement-report.html

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How to Write an Internship Report, by David Stewart
http://www.ehow.com/how_8514310_write-internship-report.html

A placement report is a report written by students or individuals who have been working for a company for a specific period of time. Writing an effective and accurate placement report can be difficult as it is not easy to assess oneself and the work environment objectively. It should be detailed and well written, so anyone without prior knowledge of the placement can understand and grasp the ideas presented.

1

Write an introduction to the placement report. The introduction should focus on the company or organization where the placement took place and a brief mention of the position the placement covered. An outline of the main responsibilities is also required in the introduction.

2

Outline the history and development of the company or corporation in which the placement took place. This should be the first section after the introduction to teach the reader about the company itself. Information could include the history of the company, its internal organization and structure, and the functions of different departments, if applicable. Include statistics and number of employees and relevant details.

3

Write the current mission and goal of the company. Discuss who its target audiences are and describe how the market is looking. Discuss the company's features, such as offices, factories, websites...

4

Use several paragraphs to outline the student's role. This should include a basic job description and a brief outline of the expectations and responsibilities of the student. Also include a social perspective of the position, including employee lunches, internal events or company days or events. Outline the responsibilities of the student. This should include daily duties and outline any projects, training or development that the student may have been part of. Describe a typical day.

5

Outline the student's previous experiences that relate to the particular placement job. Although a similar position may not have been obtained previously, many jobs can teach beneficial skills that can be used in other work situations. Outline skills, abilities, previous employers and achievements.

6

Outline specific skills and abilities gained while at the company. Include things such as communication skills, time management and customer service, expectations of different departments, personal developments - such as self confidence, self awareness and decision-making skills - and connect these benefits to potential academic and career plans. Highlight the connection between the hands-on learning during the internship with the theoretical concepts of your course of study. How things learned in the placement position could be used in a future full-time position. This should reflect the things outlined in the report, such as expectations, experiences and skills learned and honed.

