

HOW TO TALK ABOUT YOUR WORK PLACEMENT

1. <u>Introduce the company</u>	
Type of activity	
When and where did you work ?	
Size of the company (how many people work in it)	
Explain why you chose this placement/ company	
<u>2-Description of the job / working conditions</u>	
Who was your mentor?	
Who did you work with ? (staff)	
What were your working hours ? Did you have breaks ?	
Where did you work exactly ? (premises)	
<u>3-Talk about your personal involvement.</u>	
Describe the activities you had to do	
What tools did you use ? What for ?	
What problems did you face ?	
<u>4-Conclude</u>	
What professional skills did you develop ?	
What qualities did you develop ?	
What did you like/ didn't like ?	
Has it changed your attitude/ vision of working life/ your choice of a career?	

I - THE COMPANY

- I did my internship with IBM in Paris (or in the Eastern/Western suburbs of Paris, etc.) during the summer 2018
- The Company's facility is located in a highly industrialized/residential area close to... .
- The Company employs 200 staff; among them 25 are part-time employed / have part-time jobs.
- The unit where I worked specializes in
 - building....
- The company has connections/branches nationwide/worldwide.
- Every year, the company recruits a certain number of trainees to help students to get / acquire a larger professional experience, but also to take advantage of new talents and to maintain/keep a close contact/link with the world of education / the educational community.

II- WORKING CONDITIONS

- My mentor/tutor was.... He helped me to...
- Everyday, I started working at...and finished at...
- We had a break from ...to...
- Of course, in the 1st week, I was given a tour of the facility to know my way around and understand the activities and strategies of the company. Thus I was given an introduction to the work with the company.
- We worked in groups of 2/3/4
- At the end of my internship I was paid/ I received/ I earned/ I goteuros

III - PERSONAL INVOLVEMENT AND IMPRESSIONS

- Basically, as a trainee, I learned how to
 - operate new machinery
 - set up a new computer system/network
 - implement new computer technologies
 - develop new computer tools, etc.
- After that, and despite the existence of several departments, I was primarily posted in / appointed to the department responsible for /dedicated to / in charge of ...
- My internship mainly consisted in
 - analyzing data
 - collecting information/data
 - using a new device to...
- I found the experience useful because
 - I applied the things I had learned in the classroom in a real-world setting.
 - It helped me to define my personal and professional future/project.
- Although I learned several useful skills during my internship, I wish I could have seen other parts of the company / I wish I could have spent more time working on new technologies / I wish I could have spent more time on the premises in order to see the results of my work.

IV - CONCLUSION

- In the end, it was a valuable experience because I gained professional expertise / work experience in my particular career field.
- What I appreciated most was the atmosphere of trust/confidence and respect between the management and the employees.
- I would recommend working at to anyone interested in the development of new computer tools / in computer research, etc.

ANNEXE : LE VOCABULAIRE RELATIF AU STAGE PROFESSIONNEL

un stage professionnel	a work (experience) placement (brit.) / an internship (amér.)
chercher un stage	to look for a work placement (brit.) / an internship (amér.)
suivre un stage en entreprise dans le cadre de son cursus	to do/take an industrial placement / an internship in a company as part of one's school or university course
un stage en travaux publics	a placement / an internship in public works/road works
un stage conventionné	an official internship
une convention de stage	an internship agreement
un stage rémunéré	a paid internship
un stage non-rémunéré	an unpaid internship
un maître de stage	a placement supervisor, a mentor
à l'achèvement de la période de stage	at the completion/conclusion of the placement period
un certificat de stage	a certificate (of completion) of training / a training certificate
un rapport de stage	a work experience report (brit.) / an internship report (amér.)
une soutenance de rapport devant un jury	a viva (brit.) / a defense (amér.) in front of a board of examiners
un stagiaire	a trainee (brit.) / an intern (amér.)
travailler comme stagiaire pour une société	to work as a trainee for a comp

3 Questions types :

- Why did you choose this company/ industry?
- What difficulties did you face during your internship?
- Did you help your manager to solve a problem?
- How did you get to your company (by bus, train, car, metro ... ?)
- How long was your commuting time?
- What was your daily routine?
- What was the task you liked the most/ the least?
- How did you find your internship?
- Did you have a good relationship with your tutor?
- Have you learnt new skills?
- Has this internship confirmed your desire to work in this industry?
- What are your plans after graduating?

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