



Work Experience Report/Presentation



The report needs to be written as an essay, not note form and the presentation needs to be done using PowerPoint slides – using pictures etc to make them as interesting as possible - **Be precise and factual but leave out the mundane**

You will need to include the following:

- Describe how you prepared for your work experience
- Where was your placement? – Name, nature of business etc
- What do they sell, produce, or what service do they provide?
- Did you have a schedule/timetable to work to?
- Give a description of what you did; what was your main role?
- Did you have contact with customers?
- Talk about the skills you learnt
- What was the highlight/downside to your role?
- Has this experience affected your future plans?
- What were you good at / bad at?
- How have you benefited from work experience?
- Are you likely to pursue this as a career?
- Would you recommend work experience to other pupils in the school?

Remember this will go into your progress file as part of your portfolio and may be looked at by future employers/college providers.

