

## Report

### (Test 2, Part 2, Question 4)

#### Script A: Good answer

The purpose of this report is to *describe* my work experience, *evaluate* the benefits and problems and make recommendations for other students who will do the same work.

#### Background information and duties

I shadowed the area manager, sitting in on meetings and learning how the organisation was working. I contributed to work done in the department by taking part in projects and helping to write presentations.

#### Benefits and problems

I gained a valuable insights into how a large multi-cultural company operates, as well as learning about the day-to-day management of such a company. I also gained a great deal of confidence that will be of great benefit in my course.

It was hard to fit in at first, and it took several days before I was accepted. It was also rather lonely, although language was not a problem as everyone spoke English.

#### Recommendations for other students

- Students should make contact with people in the department before they join to the company. This can be done through email, but it will reduce the feeling of strangeness when student arrive for their work experience.
- Students should find out as much as possible about all aspects of the company's work before they go. I recommend the website which is extremely user-friendly.
- Students should to enter into the spirit of the whole experience, and taking every opportunity to participate in the social life of the company. In this way it becomes a cultural as well as a work experience.

#### Conclusion

The whole experience was extremely positive, and can only benefit those who do it.

## Examiner comments

The **content** is totally appropriate to the task, and answers the question. The report is **well-organised** in clear paragraphs with very clear headings, and maintains an appropriately formal style. There is a good range of **language**, which is generally controlled and accurate. There are some nice expressions, e.g. *gained valuable insights*, *enter into the spirit of* although there are some mistakes, e.g. *join to the company*. The target reader would be easily and fully informed about the benefits of the experience, so the **communication** is effective.

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### (Test 2, Part 2, Question 4)

#### Script B: Satisfactory answer

##### Introduction

I spend four months working in a large multi-cultural company as part of my business studies course. I am going to tell you about it.

##### The work

I was given some responsibility as I had to work with the department manager, helping with some projects he was working on. This was a good experience for me. I analysed data and wrote reports on sales and marketing. I did not work on my own, but the people who were working with me were helpful and supportive.

##### Benefits

I learned a lot about how the company worked, which was better than reading books about companies on the course.

I improved my computing skills, because I had to learn to use new programmes for recording the data.

I learned some good strategies for running an effective meeting.

##### Problems

I was lonely at times.

I didn't like the food.

It was difficult to find somewhere to live as I didn't like the company flat.

##### Recommendations for other students

It would be useful to find out about the company and the city itself. I had to find my own flat, which was difficult so it would be useful if there were a nice flat that all students could use.

It would be good to take some food in case students don't like the food there.

##### Conclusion

It was generally a good experience, but there were also some problems.

## Examiner comments

The **content** given is mostly relevant, so the target reader would be informed and some **communication** has taken place. The ideas are clearly **organised** and the headings make the report easy to read. The **language** is simple in places, but it is generally controlled. The style is mostly formal but it has personal comments that are not appropriate, e.g. *I didn't like the food*.

## Report

### (Test 2, Part 2, Question 4)

#### Script C: Unsatisfactory answer

I want to tell to you about the time I spent working abroad. It was great! It was even better than the course at college, and more fun.

##### What I did

I had a great time in the office working with diferent people. Moreover, I did some filing and worked on a few reports for the department manager. We all went out a lot in the evenings after work, which was a real bonus and I made loads off friends. I hope I'll go back to see them sometime soon.

In addition, I had some problems finding my way round a new city, but they didn't last long as I got a good map.

##### Recommendations

- Take lots of sports stuff because there is a lot of sports facilities in the town.
- Try to do some study while you're there as it will get you ahead on your course when you get back.
- Use a bicycle to get round as it's quick and cheep.

It's a really good part of the course and I'm sure you'll really enjoy it. It's such a good thing to be able to work abroad and you won't regret doing it. I certainly don't.

## Examiner comments

This answer is too short. The **content** is not all relevant and the reader would not really know what the writer did during the work experience, nor how they benefited from it. The **language** is rather simple with few complex structures and spelling is not always controlled. The style is too informal. There is some attempt at using headings but the **organisation** of ideas is confused and there are some misuses of connectors, e.g. *Moreover, In addition*. The course organiser would not have enough information to make a judgement about the work experience and its benefits, which means that **communication** has not taken place.