



You have just returned from your first work placement abroad. As part of your vocational training you need to write a report on this work placement that will show your experience and qualifications to a future employer.

In your **report** you should:

- provide some background information about your placement
- explain what the job involved
- summarise what you gained professionally

Divide your report into **sections** and give them **headings**. Write around **250 words**.

Notes (these will not be marked)

Übertragen Sie diese Formatvorlage auf Ihren Schreibbogen

Report

Date:

From:

Subject:

Starting time:

Finishing time:

Number of words: