Internet research

How and where can you find an internship? Search for the keywords *find internships* to learn more.

Language focus

4 **Match Henry's informal diary entries 1–9 with the formal phrases used to talk about the same things in the report extracts in Exercise 2. Underline the formal phrases in the report.**

1 My boss is a guy called Geoff.

2 Today I called lots of customers.

3 I finally understood what the problem was!

4 So, I changed the questions around.

5 This is worth a fortune! Much better than paying for advertising.

6 ... was cool!

7 It was really difficult and exhausting.

8 Thank goodness I'd learnt how to do a market survey!

9 Geoff was really happy with what I did.

Output

5 1:12 **Listen to a conversation between Jason, who has recently completed a placement at Diftco, an exporter of construction equipment in Birmingham, UK and his friend Alex. Take notes about Jason's placement in preparation for writing his placement report.**

6 **With a partner, organize your notes from Exercise 5 and Jason's notes below into the five placement report sections listed in Exercise 2. Then write Jason's placement report. Remember to use more formal language.**

- good rapport with export staff, warehouse staff more difficult
- equipment assembled and packed in warehouse
- double-check information - very important lesson!
- waste problem in warehouse - don't recycle enough
- remember to attach daily journal - journal.doc
- one of most profitable firms in region
- learnt bar code system - interesting
- too much routine paperwork - very boring!
- copies of letters to and from Ms Witten, supervisor
- most of time in Export Office, also checking containers in warehouse
- very tiring - need a holiday now!

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appendix
gearbox
mailshot
rapport
take the mickey
waste