

Write a work report



Task: You are to write a report from when you were out on work placement.

The report must include:

- Introduction: Explains the tasks you have done and why you did them in that way.
- Main body: Plan for the tasks with work drawings and descriptions of the work process.
- Conclusion: Contains an evaluation of the work process and the results.
- Professional language: Use relevant vocational language throughout the report. This shows your vocational competence.

Part 1: Prepare yourself - find relevant vocational language words

It's always wise to prepare thoroughly for all writing assignments. A smart strategy is to create an overview of relevant technical terms in advance. This makes it easier to incorporate technical terms into the report.

Week:_____ Week:_____ Week:_____ Week:_____

Part 2: Prepare yourself - fill out the writing frame

A writing frame is a tool designed to assist you in planning and structuring your own text. It serves as a draft that you can use as support when writing the actual report.

Report Header:

Date:

From (sender):

To (recipient):

Subject:

Introduction:

Placement duration:

Placement location:

Your supervisor/contact person:

Other employees (number and roles):

Brief description of your tasks during the period:

Main Section:

Job tasks:

Tools, equipment, and machinery:

Health and Safety (HSE) procedures:

Additional notes/other:

Conclusion:

What have you learned?

Evaluation of your own work:

Do you envision a future in this industry?

Other:

Part 3: Prepare yourself - use sentence starters

Sentence starters are designed to help you get started with writing and also assist you in varying your language within the text.

Introduction	«In this text, I will describe...»
Introduction	«The first reason...» «Firstly...»
Second paragraph	«The second reason...» «Secondly...»
Third paragraph	«Lastly...» «Finally...» «In conclusion...»
Conclusion	«Based on what I have written in this report, I will conclude that...»

Part 4: Prepare yourself - text cohesion

Text cohesion involves a collection of words that help create coherence in the text. The words found in the table below assist in linking different parts of the text together.

Addition	And, furthermore, by the way, moreover, for example
Contrast	But, although, even though, however, on the other hand, despite, nevertheless, instead, conversely
Time	Then, when, while, within, before, after, so, thereafter, afterwards, finally, later, earlier, simultaneously, at that time
Result, cause, connection	For, because, so, then, therefore, so that, if, thus, thereby, due to, the reason for
Enumeration	Firstly, secondly, the most important thing is that, in other words

Good luck!