




Evaluation of Work Experience Report

First and last name:					Remarks	
Format	Typed out on the computer					
	Neat and tidy presentation					
	Pages numbered					
	Printed and bound					
Title Page	Company Logo					
	Illustration					
	All parts filled in properly					
Various parts of the report	Introduction					
	1) How the internship was found					
	2) About the company	a. Line of business				
		b. Full company name				
	3) My work experience	a. My tasks				
		b. My impressions				
		c. Evaluation sheet from tutor				
	4) Orientation project	a. Career worksheet				
		b. Link between work experience and future studies				
	Conclusion					
Bibliography						
Annexe						
Grammar and style						
Overall appreciation of written report						
General remark						