

## How to prepare a document on your work Experience

### My Work Experience

#### The company

- 1) Name and location
- 2) The people employed there
- 3) Your manager
- 4) Relation and experience with the staff

#### Self routine

- 1) Working times
- 2) How you get there
- 3) Your tasks

#### Task cited

- 1) Advantages
- 2) Disadvantages

## How to prepare, understand and present a document

- 1) Read the document and try and understand as much as possible.
- 2) Underline all words, verbs and sentences you don't understand
- 3) Look up in a dictionary to find the information that is missing
- 4) Repeat each paragraph in your own words to present the document with a vocabulary that is simplified
- 5) Ask yourself and note down any questions which you think could be asked on the document (following perhaps by sentences)