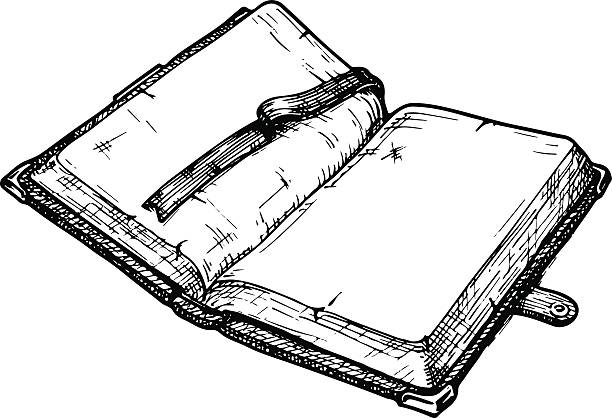
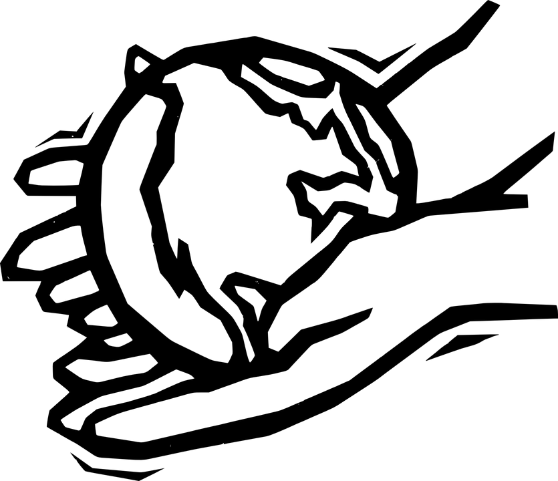
Learning

Log

At your job or internship





Name:

Company:

Period:





Project No: 2016-1-DE02-KA202-003312

For Further Information see also:

[www.fastlane-project.eu](http://www.fastlane-project.eu)

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Author: Mirjam Wind, Alfa-college Groningen  
2018  
  
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**How and what**

Work experience is important.

You learn and practice the language and learn how it is to work in a company.

This logbook and the assignments help you to learn the language better.

And to become a good employee in your new country.

**Diary**

This booklet is to show you how you are doing, how you are learning and how you are progressing!



You report the past week (you write something about this week)

Afbeeldingsresultaat voor thinking balloon icon

You’re telling what you have done about language learning.

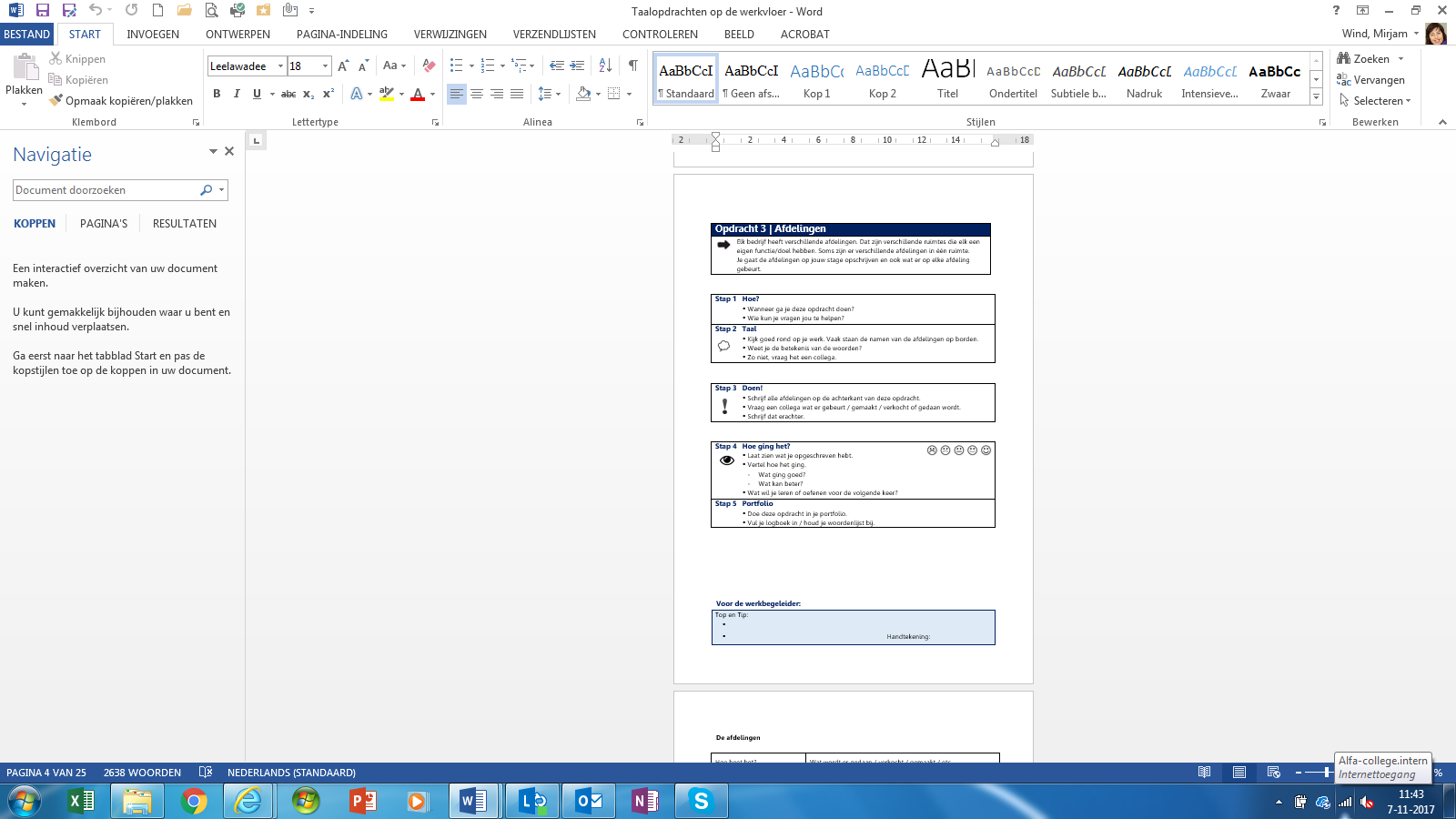


You look at yourself and think: am I doing well? What do I want to improve?

Fill in this diary every week.

Sometimes you show this diary to your supervisor at work and to your coach/tutor who gives you guidance outside your job.

Your work supervisor writes down how you are doing and signs.

**Tasks**

You can also do assignments on your internship.

These tasks are to learn even more.

(language, competences, job skills)

Do the tasks in your Portfolio if you have one.

Your work supervisor signature

Information

Student's name: ..............................................................................................................

Address: ………………………………………………………………………………………....

Postal Code: ………………………………………………………………….………………….

City: …………………………………………………………………………………………..….

Phone number: …………………………………………………………………………..……..

Name company / organization: .......................................................................................

Work supervisor: .....................................................…………………………………………

Address:………………………………………………………………………………………….

Postal Code:…………………………………………………………………………..………….

Place:…………………………………………………………….……………………………….

Phone number:………………………………………………….………………………………..

Period of Work / Internship:..………………………………….….…….……………………..

Working days: .................................................................................................................

Coach/mentor/guidance

Name: ..............................................................................................................................

Telephone number: ……………..………….……………………..…………………………..

Appointments

|  |  |
| --- | --- |
| Working days: |  |
| Working times: |  |
| Number of hours per week: |  |
| Pauses: |  |
| First day:  (date) |  |
| End of internship/ working period:  (date) |  |
| Clothing: |  |
| Contact person: |  |
| Work supervisor: |  |
| Colleagues: |  |
| …… |  |
| …… |  |

Sign out

|  |
| --- |
| **What do you do in case of illness?**  **If you really cannot go to your work, then:**  **1. Call** your company/contactperson on time and explain why you cannot come;  **2. Send** **a message** (sms or whatsapp) to your mentor/coach/school. |

|  |
| --- |
| **Afbeeldingsresultaat voor klokjeBe on time! But….**  **What do you do if you are late?**  Then you call your internship and explain it. |

|  |
| --- |
| What do you say? ………….……………………………..………………..……………………  ……………………….……………………………………………..……………………….  …………………………………………………………………………………………….…  What do you write? ………….……………………………..…….………………………………  …..………………………………………………………….……………………………….  …………………………………………………………………………………………….…  …………………………………………………………………………………………….… |

Tasks

In addition to the diary you can do assignments.

You get an assignment on a separate paper.

Underneath you write down which assignments you will do or have done.

Put these in your Portfolio and you write a ✓ here.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Task** | **in portfolio** | **competences** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
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| 12 |  |  |  |
| 13 |  |  |  |
| 14 |  |  |  |
| 15 |  |  |  |

Week 1 date: ………………………………………………



**Report of the first week.** Make whole sentences.

1. Who received you? What did that person say to you?

2. In which department are you going to work?

3. What are the names of your colleagues?



4. How did you like it?

5. How did you feel on the first day? Tick:

o I was (a bit) nervous.

o I was relaxed.

o I did not know what to say.

o I could say what I wanted.

o I did not dare to ask questions.

o I have asked questions.

o I did not dare to have a chat with anyone yet.

o I have a chat with someone.

|  |  |  |
| --- | --- | --- |
| **New words** | **Translation/explanation** | **Sentence** |
|  |  |  |
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Week 2 date: ………………………………………………



**Report**

****

1. You are now 2 weeks on your internship. How do you like it?

2. What did you do last weeks?

3. What do you like?

4. What do you dislike or what do you think is difficult?

5. Do you understand everything?

5. Do you know all the name of your colleagues? yes / no

No? Go introduce yourself to everybody!

Colleague 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Colleague 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Colleague 3: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
| **New words** | **Translation/explanation** | **Sentence** |
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Week 3 date: ………………………………………………



**Language diary**

|  |  |
| --- | --- |
| **Speaking** | With whom did you talk? How long (more or less)?  O Work supervisor ..……… minutes  O Colleague ..………  O Customer ..………  O ………………….. ..……… |
| That went this week:    More next week?  yes / no |
| **Listening** | To what did you listen this week?  O Instruction  O Questions  O Answers  O People who are talking together  O ………………….. |
| That went this week:    More next week?  yes / no |
| **Writing** | Did you read anything this week? If yes, what was it?  ……………………………………………………………....…………………………..………………  …………………………………………………………………….………….…………………………  ……………………………………………………………….…………….…..…….…..…………….  Take a picture!  You can put the paper or photo in your Portfolio. |
| That went this week:    More next week?  yes / no |
| **Reading** | What did you read this week?  O Schedule  O Something at the wall or bulletin board  O Instruction  O ……………………… |
| That went this week:    More next week?  yes / no |

Which skill do you want to practice more? reading / listening / writing / speaking

Talk about it with your work supervisor !

|  |  |  |
| --- | --- | --- |
| **New words** | **Translation/explanation** | **Sentence** |
|  |  |  |
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Week 4 date: ………………………………………………



Assess yourself. Set a -, ± or +. Give an example from the past 4 weeks.

|  |  |  |
| --- | --- | --- |
| Responsibility | **- ± +** | **Example** |
| I'll be on time. |  |  |
| I work until the agreed time. |  |  |
| I do my activities according to instructions. |  |  |
| I adhere to the agreements. |  |  |

|  |  |  |
| --- | --- | --- |
| **Work together and communication** | **- ± +** | **Example** |
| I help my colleague’s. |  |  |
| I talk with my colleague’s. |  |  |
| I work on good relationships at work. |  |  |
| I tell how my work is progressing and I tell when I finished something.  (to report) |  |  |

|  |  |  |
| --- | --- | --- |
| **Learning** | **- ± +** | **Example** |
| I want to learn:  I ask questions and I work in this log. |  |  |
| When I don’t know or understand,  I say so. |  |  |
| I listen to feedback and adjust my behaviour. |  |  |
| I try to become better and faster. |  |  |

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| --- | --- | --- |
| **New words** | **Translation/explanation** | **Sentence** |
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Week 5 date: ………………………………………………

****

**How does it go?**



1. You are now 5 weeks on your internship/work. How are you?

|  |  |
| --- | --- |
| Afbeeldingsresultaat voor thumbs up brown whatsapp What is great? | What could be better? |
|  |  |

2. Ask your **work supervisor**  to fill this in.

|  |
| --- |
| What are the tasks of the trainee?         What positive things have you seen so far?  Is the trainee actively learning the language?  Signature: |

Week 6 date: ………………………………………………



**Language diary - speaking**

|  |  |
| --- | --- |
| **Speaking** | **With whom did you talk?**  O Work supervisor O Child (age …... years)  O Colleagues O Volunteer  O Customer O chef / manager / director  O Resident O ………………………………………. |
| **That went this week:**    **More next week?**  yes / no |
| **Names of Colleague’s:** | **About what?**  O Work O Sport  O Family O Hobby  O The weather O The weekend  O Music O The news, the newspaper, politics  O Television, film or Internet O Dutch language  O …………………………………………………………………………………………..……….  O ……………………………………………………………………………………………………. |
| Draw your colleague! | **Which sentences are you going to use again?** |

|  |  |  |
| --- | --- | --- |
| **New words** | **Translation/explanation** | **Sentence** |
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Week 7 date: ………………………………………………



**What are your activities at work? What do you think about them?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activities | Nice | Not so nice | Easy | Difficult |
| Example:  Making coffee |  | X | X |  |
|  |  |  |  |  |
|  |  |  |  |  |
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Which task you don’t do (yet), but would you like to do?

Is there anything you would like to change?

|  |  |  |
| --- | --- | --- |
| **New words** | **Translation/explanation** | **Sentence** |
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Week 8 date: ………………………………………………



**Report**

1. What did you do today?

First

After

Then

Finally

2. Which tools or materials have you used today?

3. What was easy today?

4. What was nice?

5. What did you learn?

6. What would you do different next time?

|  |  |  |
| --- | --- | --- |
| **New words** | **Translation/explanation** | **Sentence** |
|  |  |  |
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Week 9 date: ………………………………………………



1. Tick what suits you well. Then tick what you want to work on.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | That’s me | I want to improve |
| 1 | I am responsible |  |  |
| 2 | I can work well together |  |  |
| 3 | I would like to learn |  |  |
| 4 | I can organize and plan well |  |  |
| 5 | I take initiative |  |  |
| 6 | I continue, even if it is difficult |  |  |
| 7 | I am flexible |  |  |
| 8 | I am stress resistant |  |  |
| 9 | I can stand up for myself |  |  |
| 10 | I have self-knowledge |  |  |
| 11 | I have attention and understanding for others |  |  |

2. What else do you want to improve or learn? Tick.

|  |  |
| --- | --- |
| Talk more |  |
| Work fast |  |
| To work alone |  |
| Looking friendly / happy |  |
| Working nicely |  |
| Tell something in the group |  |
| My own opinion |  |
| Say 'No' if I do not want something |  |
| 'Saying sorry |  |
| Deal with critcism |  |
| Work with clients |  |
| Use certain tools |  |
| Do certain tasks |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **New words** | **Translation/explanation** | **Sentence** |
|  |  |  |
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Week 10 date: ………………………………………………

****

**How does it go?**



1. You are now 5 weeks on your internship/work. How are you?

|  |  |
| --- | --- |
| Afbeeldingsresultaat voor thumbs up brown whatsapp What is great? | What could be better? |
|  |  |

2. Ask your **work supervisor**  to fill this in.

|  |
| --- |
| What goes well?         Wat could be better?       How is learning the luanguage?  Would you like to give an (interim) appreciation of the competences of the participant? yes / unfortunately not You will get a separate form form.    Signature: |

Week 11 date: ………………………………………………



**Language diary**

|  |  |
| --- | --- |
| **Speaking** | With whom did you talk? How long (more or less)?  O Work supervisor ..……… minutes  O Colleague ..………  O Customer ..………  O ………………….. ..……… |
| That went this week:    More next week?  yes / no |
| **Listening** | To what did you listen this week?  O Instruction  O Questions  O Answers  O People who are talking together  O ………………….. |
| That went this week:    More next week?  yes / no |
| **Writing** | Did you read anything this week? If yes, what was it?  ……………………………………………………………....…………………………..………………  …………………………………………………………………….………….…………………………  ……………………………………………………………….…………….…..…….…..…………….  Take a picture!  You can put the paper or photo in your Portfolio. |
| That went this week:    More next week?  yes / no |
| **Reading** | What did you read this week?  O Schedule  O Something at the wall or bulletin board  O Instruction  O ……………………… |
| That went this week:    More next week?  yes / no |

Which skill do you want to practice more? reading / listening / writing / speaking

Talk about it with your work supervisor!

|  |  |  |
| --- | --- | --- |
| **New words** | **Translation/explanation** | **Sentence** |
|  |  |  |
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Week 12 date: ………………………………………………



**Report**

1. What did you do today?

First

After

Then

Finally

2. Which tools or materials have you used today?

3. With whom did you worked together?

4. What did you learn from that colleague?

5. How was the cooperation? What went well, what less good?

6. Tip to myself:

|  |  |  |
| --- | --- | --- |
| **New words** | **Translation/explanation** | **Sentence** |
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Week 13 date: ………………………………………………

****

Assess yourself. Set a -, ± or +. Give an example from the past 13 weeks.

|  |  |  |
| --- | --- | --- |
| **Handle things**  Material, devices, tools, etc. | **- ± +** | **Example** |
| I know the names of the things that I use. |  |  |
| I know how they work. |  |  |
| I use them the right way. |  |  |
| I think in advance what I need, and I take it with me. |  |  |
| If something is broken or goes wrong, I tell that. |  |  |
| I store things in the right place. |  |  |

|  |  |  |
| --- | --- | --- |
| **Dealing with customers** | **- ± +** | **Example** |
| I laugh / look friendly to customers. |  |  |
| I greet customers. |  |  |
| I am helpful to customers. |  |  |
| I ask for help if I don’t u |  |  |

Ask a Colleague or your work supervisor if he / she feels that it is correct!

|  |  |  |
| --- | --- | --- |
| **New words** | **Translation/explanation** | **Sentence** |
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|  |  |  |
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Week 14 date: ………………………………………………



**Language diary - reading?**

|  |  |
| --- | --- |
| **Reading** | **What did you read this week / weeks?**  O Instruction O Something from a manual  O Message on a board/wall O Transfer  O Something about safety O Timetable  O Folder O .............................................  O Label O .............................................. |
| **That went this week:**    **More next week?**  yes / no |
| Is there a symbol or drawing? Draw it!! | **Explain in your own words:**  ………………………………………………………………………………………..……..……….  ……………………………………………………………………………….……………………….  …………………………………………………………………………………..…………..……….  ……………………………………………………………………………….……………………….  ………………………………………………………………………….…………………………….  Take a picture!  You can put the paper or photo in your Portfolio.  ……………………………………………………………………………….……………………….  ………………………………………………………………………….……………………………. |

Words I have read:

|  |  |  |
| --- | --- | --- |
| **New words** | **Translation/explanation** | **Sentence** |
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Week 15 date: ………………………………………………



**Complete and clean up**

1. If you are (almost) done with your work, because you have to do?

First

After

Then

Finally

2. What items or materials do you have to put away?

3. What do you have to clean?

4. Who do you tell that you are ready?

5. Went something wrong / broken / missing? What do you have to do then?

6. Do you ever get feedback (tip or advice what can be improved)? Give an Example.

|  |  |  |
| --- | --- | --- |
| **New words** | **Translation/explanation** | **Sentence** |
|  |  |  |
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Week 16 date: ………………………………………………



Assess yourself. Set a -, ± or +. Give an example from the past 12 weeks.

|  |  |  |
| --- | --- | --- |
| **Planning and organizing** | **- ± +** | **Example** |
| I know what is important and what needs to be done. |  |  |
| I do my work in the right order. |  |  |
| I finish my work on time. |  |  |
| I think in advance what I need and bring it with me. |  |  |
| I put the things back in the right place. |  |  |

|  |  |  |
| --- | --- | --- |
| **Take initiative** | **- ± +** | **Example** |
| I am active. |  |  |
| I see what needs to be done. |  |  |
| I start from myself. |  |  |
| I would like to learn: I ask questions and work on my learning journal. |  |  |
| I can solve small problems myself. |  |  |

|  |  |  |
| --- | --- | --- |
| **Continue** | **- ± +** | **Example** |
| I finish something. |  |  |
| I continue, even if it is difficult or not so nice. |  |  |
| If I get critical, I try to do it better afterwards. |  |  |

|  |  |  |
| --- | --- | --- |
| **New words** | **Translation/explanation** | **Sentence** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Week 17 date: ………………………………………………



**Report**

1. What did you do today?

First

After

Then

Finally

2. What did you like this week?

3. What did you dislike?

4. What have you learned new?

5. What will you do different next time?

6. For what would you give yourself a compliment? What have you done really well?

|  |  |  |
| --- | --- | --- |
| **New words** | **Translation/explanation** | **Sentence** |
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Week 18 date: ………………………………………………



**Language diary**

|  |  |
| --- | --- |
| **Speaking** | With whom did you talk? How long (more or less)?  O Work supervisor ..……… minutes  O Colleague ..………  O Customer ..………  O ………………….. ..……… |
| That went this week:    More next week?  yes / no |
| **Listening** | To what did you listen this week?  O Instruction  O Questions  O Answers  O People who are talking together  O ………………….. |
| That went this week:    More next week?  yes / no |
| **Writing** | Did you read anything this week? If yes, what was it?  ……………………………………………………………....…………………………..………………  …………………………………………………………………….………….…………………………  ……………………………………………………………….…………….…..…….…..…………….  Take a picture!  You can put the paper or photo in your Portfolio. |
| That went this week:    More next week?  yes / no |
| **Reading** | What did you read this week?  O Schedule  O Something at the wall or bulletin board  O Instruction  O ……………………… |
| That went this week:    More next week?  yes / no |

Which skill do you want to practice more? reading / listening / writing / speaking

Talk about it with your work supervisor!

|  |  |  |
| --- | --- | --- |
| **New words** | **Translation/explanation** | **Sentence** |
|  |  |  |
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Week 19 date: ………………………………………………



Assess yourself. Set a -, ± or +. Give an example from the past 19 weeks.

|  |  |  |
| --- | --- | --- |
| **Flexible** | **- ± +** | **Example** |
| I adapt when the assignment changes. |  |  |
| Sometimes things go different than I would want. That’s ok. |  |  |
| I respect the opinion of others. |  |  |
| I can adjust my working hours if necessary. |  |  |

|  |  |  |
| --- | --- | --- |
| **Stress resistant** | **- ± +** | **Example** |
| I can stay calm. |  |  |
| I remain positive, even if something has gone wrong. |  |  |
| I have faith in what I can do, even if I can’t do it at once. |  |  |
| I improve and learn from my mistakes. |  |  |

|  |  |  |
| --- | --- | --- |
| **Stand up for myself** | **- ± +** | **Example** |
| I dare to give my own opinion. |  |  |
| I dare to ask questions or to ask for help. |  |  |
| I mention it when something happens that I find annoying. |  |  |
| I dare to say 'no' if I do not want something. |  |  |

|  |  |  |
| --- | --- | --- |
| **New words** | **Translation/explanation** | **Sentence** |
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Week 20 date: ………………………………………………

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**How does it go?**



1. You are now 20 weeks on your internship/work. How are you?

|  |  |
| --- | --- |
| Afbeeldingsresultaat voor thumbs up brown whatsapp What is great in the **job**? | ? |
|  |  |

|  |  |
| --- | --- |
| Afbeeldingsresultaat voor thumbs up brown whatsapp What is great from **you**? | What could be better? |
|  |  |

2. Ask your **work supervisor** to fill this in.

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| What is going well?         What could be better?       Language:  1. Can you usually understand the trainee? yes - no - a little  2. Does the intern usually understand you / Colleagues? yes - no - a little  3. Does the trainee regularly speak Dutch? yes - no - a little  4. Is the intern active in learning the language? yes - no - a little  5. Does the trainee get enough opportunity to speak yes - no - a little  6. Does the trainee get time to note things? yes - no - a little    Handtekening: |

Week 21 Date: ......................................................



**Does the work suit you?**

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| **Question** | **Answer** |
| Do you prefer working with others or alone? |  |
| Do you prefer working with tools or with people? |  |
| Do you prefer to work sitting down or standing up? |  |
| Do you prefer doing new tasks or things you are familiar with? |  |
| Do you like customer contact or do you tend to dislike it? |  |
| Do you prefer working where you have to think a lot or where you mostly use your hands? |  |
| Are you better at working quickly, or better at working accurately and thoroughly? |  |

Do the answers match the work you are doing now?

Does this work suit you? yes - no - a little bit

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| **New word** | **Translation/**  **Explanation** | **Example sentence** |
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Week 22 Date: ………………………………………………



**What did you write for work this week?**

Make a picture!

You can put the picture into the portfolio.

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| **Writing** | **What did you write this week/in the last weeks?**  O Handover/Report O Repair receipt  O E-mail to colleague/superior O Shopping list  O Note O Form  O Prices O .............................................. |
| **This week was:**    **More next week?**  Yes / No |
| Which words were difficult? Write them down! again | **Say it in your own words:**  ………………………………………………………………………………………..……..……….  ……………………………………………………………………………….……………………….  …………………………………………………………………………………..…………..……….  ……………………………………………………………………………….……………………….  ………………………………………………………………………….…………………………….  ……………………………………………………………………………….……………………….  ………………………………………………………………………….…………………………….  ………………………………………………………………………….…… |

If you don't often write at work, ask the supervisor what the colleagues have to write. Ask if you can try it too.

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| **New word** | **Translation/**  **Explanation** | **Example sentence** |
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Week 23 Date: ......................................................



Assess it yourself. Write -, ± or +. Give an example.

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| **How you see yourself?** | **- ± +** | **Example** |
| I know what I'm good at. |  |  |
| I know what I am not good at. |  |  |
| I do not mind criticism, I can learn from it. |  |  |

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| **Awareness and understanding of others** | **- ± +** | **Example** |
| I am friendly, I greet people and smile. |  |  |
| I am interested in other people. |  |  |
| I try to understand others. |  |  |
| I am polite and respectful towards others. |  |  |

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| **Creating quality** | | **- ± +** | **Example** | |
| I work according to instructions and company rules. | |  |  | |
| I try to deliver good quality. | |  |  | |
| I try to work at a good pace. | |  |  | |
| I can separate my work from my private life. | |  |  | |
| **New word** | **Translation/**  **Explanation** | | | **Example sentence** | |
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Week 24 Date: ......................................................

**Voice Diary**

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| **Speaking** | Who did you talk to? For how long (approximately)?  O Supervisor ..……… minutes  O Colleague ..………  O Customer ..………  O ………………….. ..……… |
| This week was:    More next week?  Yes / No |
| **Listening** | What did you listen to/hear this week?  O Instructions  O Questions  O Answers  O People talking to each other  O ………………….. |
| This week was:    More next week?  Yes / No |
| **Writing** | Did you write something this week? If yes, what?  ……………………………………………………………....…………………………..………………  …………………………………………………………………….………….…………………………  ……………………………………………………………….…………….…..…….…..…………….  Take a picture!  You can put the paper or photo in your Portfolio. |
| This week was:    More next week?  Yes / No |
| **Reading** | What did you read this week?  O Work plan  O Something on the wall or on the pin board  O Instructions  O ……………………… |
| This week was:    More next week?  Yes / No |

Which skill do you find most difficult? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Continue practising! It is better to do a little bit every day than to do a lot in one go...

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| **New word** | **Translation/**  **Explanation** | **Example sentence** |
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Week 25 Date: ......................................................



**Which tasks did you carry out?** Tick ​​what it was like.

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| Tasks | I enjoyed it | Boring | Difficult | Easy | I learned something new | I'm good at it! |
| Example:  Making coffee |  | X |  | X |  | X |
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How did you motivate yourself to do boring tasks?

Who would you like to thank? How did that person help you? Thank him/her!

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| **New word** | **Translation/**  **Explanation** | **Example sentence** |
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Week 26 Date: ......................................................

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**How is it going?**

1. The internship is finished. How did you like it?

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2. Ask the **supervisor** to fill out the form.

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| Write down your impressions of the internship. What advice would you like to give to the intern?  Would you like to give a (final) assessment of the participant's competences? You will receive a separate form for this.  Signature: |

Week 27 Date: ......................................................

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Look back at weeks 4, 9, 13, 16, 19 and 23.

Back then you said something about how you were at work.

What was it like at first? What is it like now?

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| 1 | I have responsibility | Afbeeldingsresultaat voor evaluation smiley |
| 2 | I can work well with others | Afbeeldingsresultaat voor evaluation smiley |
| 3 | I want to learn | Afbeeldingsresultaat voor evaluation smiley |
| 4 | I'm good at planning and organising things | Afbeeldingsresultaat voor evaluation smiley |
| 5 | I take the initiative | Afbeeldingsresultaat voor evaluation smiley |
| 6 | I keep going even when it is tough | Afbeeldingsresultaat voor evaluation smiley |
| 7 | I am flexible | Afbeeldingsresultaat voor evaluation smiley |
| 8 | I can cope with stress | Afbeeldingsresultaat voor evaluation smiley |
| 9 | I can stand up for myself | Afbeeldingsresultaat voor evaluation smiley |
| 10 | I've found out more about myself | Afbeeldingsresultaat voor evaluation smiley |
| 11 | I am attentive and have understanding for others | Afbeeldingsresultaat voor evaluation smiley |

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| **New word** | **Translation/**  **Explanation** | **Example sentence** |
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Week 28 Date: ......................................................

Have another look at the words you've written down. Do you still know them all?

Think: Can I pronounce them well?

Can I use them myself?

Do I know how to spell them?

Do I know which is the right article to use (a/an/the)?

Do I know the plural form?

Write down the words you have forgotten.

Take a look around at work and listen carefully.

Write down as many words as possible.

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| **New word** | **Translation/**  **Explanation** | **Example sentence** |
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Week 29 Date: ......................................................



**Report**

1. What did you do today?

First

After that

Then

Finally

2. Did you take the right steps? And did you take them in the right order?

3. What did you enjoy doing?

4. Why is it important to have fun at work?

5. If there is something that isn't so nice, what can you do about it?

6. A compliment for me:

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| **New word** | **Translation/**  **Explanation** | **Example sentence** |
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Week 30 Date: ......................................................

This is a page for additional words.

Later on, have a look at them now and again and think about the following:

Can I pronounce them well?

Can I use them myself?

Do I know how to spell them?

Do I know which is the right article to use (a/an/the)?

Do I know the plural form?

Do I know the opposite?

Do I know a word that has the same meaning?

Do I know other words that match these ones?

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| **New word** | **Translation/**  **Explanation** | **Example sentence** |
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**RECORD OF ATTENDANCE**

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Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**RECORD OF ATTENDANCE**

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Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Coach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Intern: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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