

# **FICHE-TYPE POUR RENDRE COMPTE EN ANGLAIS DE SON STAGE PROFESSIONNEL**

## **I - INTRODUCTION**

- I did my internship with IBM in Paris (or in the Eastern/Western suburbs of Paris, etc.) during the summer 2009.

## **II - THE COMPANY**

- The Company's facility is located in a highly industrialized/residential area close to... .
- The Company employs 200 staff; among them 25 are part-time employed / have part-time jobs.
- The unit where I worked specializes in
  - developing software packages
  - designing new computer hardware/equipment
  - developing new computer technology, etc.
- The company has connections/branches nationwide/worldwide.
- Every year, the company recruits a certain number of trainees to help students to get / acquire a larger professional experience, but also to take advantage of new talents and to maintain/keep a close contact/link with the world of education / the educational community.

## **III - ACTIVITIES**

- Basically, as a trainee, I learned how to
  - operate new machinery
  - set up a new computer system/network
  - implement new computer technologies
  - develop new computer tools, etc.
- Of course, in the 1st week, I was given a tour of the facility to know my way around and understand the activities and strategies of the company. Thus I was given an introduction to the work with the company.
- After that, and despite the existence of several departments, I was primarily posted in / appointed to the department responsible for /dedicated to / in charge of the design of... (or I did my internship primarily in the programming department).
- My internship mainly consisted in
  - analyzing data
  - collecting information/data
  - using a new device to...
- We worked in groups of 2/3/4 and my tutor helped me to...

## **IV - PERSONAL IMPRESSIONS**

- I found the experience useful because
  - I applied the things I had learned in the classroom in a real-world setting.
  - It helped me to define my personal and professional future/project.
- Although I learned several useful skills during my internship, I wish I could have seen other parts of the company / I wish I could have spent more time working on new technologies / I wish I could have spent more time on the premises in order to see the results of my work.

## **V - CONCLUSION**

- In the end, it was a valuable experience because I gained professional expertise / work experience in my particular career field.
- What I appreciated most was the atmosphere of trust/confidence and respect between the management and the employees.
- I would recommend working at IBM to anyone interested in the development of new computer tools / in computer research, etc.

## **ANNEXE : LE VOCABULAIRE RELATIF AU STAGE PROFESSIONNEL**

un stage professionnel	a work (experience) placement (brit.) / an internship (amér.)
chercher un stage	to look for a work placement (brit.) / an internship (amér.)
suivre un stage en entreprise dans le cadre de son cursus	to do/take an industrial placement / an internship in a company as part of one's school or university course
un stage en programmation informatique / en communication	a placement / an internship in computer programming / in communications
un stage conventionné	an official internship
une convention de stage	an internship agreement
un stage rémunéré	a paid internship
un stage non rémunéré	an unpaid internship
un maître de stage	a placement supervisor, a mentor
à l'achèvement de la période de stage	at the completion/ conclusion of the placement period
un certificat de stage	a certificate of training / a training certificate
un rapport de stage	a work experience report (brit.) / an internship report (amér.)
une soutenance de rapport devant un jury	a viva (brit.) / a defense (amér.) in front of a board of examiners
un stagiaire	a trainee (brit.) / an intern (amér.)
nous avons un stagiaire qui travaille dans notre bureau en ce moment	we have an intern working in our office right now
travailler comme stagiaire pour une société	to work as a trainee for a company