



# B6 - Internship

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B-PRO-600

## Written report

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Internship



2.0



# Written report

binary name: internshipTEK3\_\$LOGIN\_\$ACADEMICYEAR.pdf



Your report must be handed in all in good time and with the right file names. In any other case, it will be rejected, and you'll fail the module.

## GENERAL INFORMATION

This document is your primary source of information for handing in your internship report for B6 semester.

You are expected to hand in a written report about your internship period. You have to abide by the various elements listed below.

The whole document must be written bearing in mind that the target reader has no specific technical background, but still be accurate enough to cope with the expected tasks.

Also keep in mind that the document must be easy to read and contain no unsaid information, be it elements of context or specific deeds (ex: "As you were able to discover when..." -> the reader was not there when it happened).

In the case you were in internship in the same company as other Epitech students, each one of you is to write an **individual report**, on his own experience



Both style and content will be taken into consideration for the mark.



## WHAT YOU ARE EXPECTED TO WRITE ABOUT

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This document is supposed to be realistic and match the criteria of the world of work.

For Tek3 students, in semester B6:

The document encompasses 2 sections and is to be written in English.

### SECTION 1

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This section is destined to a new employee in the company where you spent your internship: he/she will be taking over the project on which you've worked. You'll have to describe the context of the company, the project, the overall architecture of what you did, the organization of the team.

You are expected to write enough to inform your recently hired colleague (as a landmark, consider that under 3000 words, it'd be really difficult to convey all the information, unless you are really good at being efficiently concise).

### SECTION 2

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This section is destined to your manager, and its aim is to convince him/her to let you be part of a new project you are interested in. In order to achieve this goal, insist on your qualities and assets, using the results of your internship.

**Elements to bear in mind:**

- Put things in context for the reader.
- Keep an eye on the structure of your text.
- Be professional.



Remember the aim of this document: it is NOT intended as a class exercise, but as a professional document.

If you happen to have worked as self-employed during your internship, then consider that the reader may be a potential client, or an investor. Keep in mind what the goal of each section is, so that you can stick to it.



About confidentiality clauses: the information you provide has to respect confidentiality (numbers, names or sensitive info are to be blurred out if necessary).



## **REMARKS ABOUT WRITING AN ENGLISH DOCUMENT**

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You must write a clear and comprehensible document in English.

Since English may not be your native language, writing such a document may not be easy, but be aware that you are expected to complete this assignment yourself. Do not use any form of external translation from other languages. Do not write any sentence you did not think by yourself. Copying any document, using an online translator, are examples of cheating, and your entire document will be rejected.