**Summary of Work Experience at the RGS**

During my work experience at the Royal Geographical Society I worked in two different areas. During the first week I was helping in the office completing web pages and researching information for the Discovering Britain and Walk the World projects. While in the second week I was placed in the library and the archives where throughout the week I completed the cover sheet for Discovering Burma and helped other members of staff.

The work in the office in my first week was very interesting, giving me the opportunity to work with web design programmes, completing the page for the walk between Teignmouth and Dawlish. However, the first day I researched the Adhra Pradesh and Tamil Nadu regions of India, and the Xinjiang region of China for the members’ only Discovering Places lectures. The remainder of the week was based around the ‘Walk the World’ and the ‘Discovering Britain’ series. This included a range of work. At first I was set about on adding to and eventually completing the online glossary for the Discovering Britain project, moving on to finding contacts to help promote and endorse both the Discovering Britain and Walk the World projects. As both projects aims are to keep adding walks to the collection, in the concluding days of the week I was asked to find potential walks around a theme from on the internet that small companies, history societies or local geography groups have already compiled so that the RGS could possibly contact them. While there are a large number of already self-guided walks on the Internet I was able to narrow them down and hopefully picked suitable walks in regions of the UK that Discovering Britain walks haven’t already covered.

The second week I was placed in the library helping with the organising, filing and documenting archives, and most significantly helping with the Discovering Burma project. The beginning of the week I helped organise and note down maps of the arctic for an expedition Sir Ranulph Fiennes is planning and sorted through maps of the California and the UK. During the rest of the week I had been instructed to complete the Discovering Burma cover page for the members website. This meant accessing the RGS archives through their website and J Store noting down relevant books, journals, maps and expedition reports that would be interesting as background reading and research. As well as completing the Discovering Burma cover page, at times during the week I was asked to help other members of staff. For example filing membership documents, helping find London based Investment Promotion Agencies and adding to and organising with pictures for the World War One centenary photography project.

Both the weeks were highly enjoyable and extremely interesting covering wide range of roles in the RGS and giving me a greater understanding into what goes on behind the scenes.