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Name	Subtitle Weekly Report of Activities	

Week: e.g. from 20 July 2015 until 24 July 2015

Department of the company/organization:

(e.g. procurement)

General description of the type of activities carried out:

(e.g. research for suppliers)

Detailed description of day-to-day work:

Be as precise as possible, i.e. describe all steps of your working procedure (workflow), including necessary information, activities and means of communication etc.!

Day	Working Hours	Day-to-day Work
Monday	e.g. from 9:00 to 17:00	e.g. researches in data bases for European/International companies or asks for offers and compares different offers
Tuesday		
Wednesday		
Thursday		
Friday		

To be handed in via e-mail on Monday of the following week!