# Abstract

I chose to practice my internship at Udonthani Immigration Office. The location is in Udonthani province. There are many tourists each day so decided to choose this as my workplace. I wanted to practice my English in multi skills. There are many trainees who take a training here.

At Udonthani Immigration, I was a trainee who worked as an officer. My main responsibilities were talking with foreigners and checking their documents. In the morning I had to prepare all machine be ready to work; preparing some document, switching on computers, setting the system, turning on the light and air-conditioners. When I saw the customers waiting for a long time, I always came to talk with them, made them smile, and helped them to prepare documents. I communicated in English all day. I think I made the right choice to practice here because my English was better after.

Although my duty was very good but there are a lot of details about document in each type. At first, I was so confused about those documents. So, I decided to make a manual which combines the important information in work procedure for new trainees at this office. I hope this manual will be useful for the Immigration.

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