ABTRACT

I am a bachelor degree student in English for Business Communication at the Faculty of Liberal Arts of Sripatum University, Chonburi Campus. I have completed internship having duration of nineteen weeks at the Joyson –TOA Safety Systems. It is located in Wellgrow Industrial, Chachoengsao Province. The reasons I chose to do my internship here because I wanted to practice my English skills: listening, speaking, reading and writing here and also, I wanted to learn for upgrade my skill and looking the chance in the future. My position is Clerk. In this report I have included my working experience during the period from January 07, 2019 to May 10, 2019.

The report will show my internship duties at Joyson –TOA Safety Systems. This report includes my responsibilities of training and experience of work in the form of weekly reports, which was very useful for internship for new interns and for everyone. This report shared my experience for using English language for conversation with foreigner guests with different English accents, and I developed my skill about sentences or vocabulary. I hope this report would help share about my workplace that look good as a place for everyone. I tried to write my reports with easy sentences to understand easily. I hope my experience of internship in this report would bring success.

SPUC CHONBURI