ABSTRACR

I am an undergraduate student in English for Business Communication at the Faculty of Liberal Arts at Sripatum University, Chonburi Campus. I have taken an interest to do internship at Happy English Learning School (OMG Language Center Chonburi). It is located in the Bansuan area, Chonburi Province. I was an intern student who want to work about English language. So I chose to do my internship at Happy English Learning School where is an institute teaching English by foreign and Thai teachers. I want to have more language skills and new experiences from this internship. My position was an administrator. The report will show my internship duties at Happy English Language School. This report includes my responsibilities of training and experience of work, which was very useful for internship for new interns and for everyone. This report shared my experience about preparing everything before the class starts and use computer programs. I hope this report would help and share about my workplace that look good as a place for everyone.

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