ABSTRACT

I am a bachelor degree student in English for Business Communication at the Faculty of Liberal Arts of Sripatum University University Chonburi Campus. I have completed internship having duration of nineteen weeks at the OS Tech Solution Company Limited. It is located in Bowin, Chonburi Province.

The reasons I chose an internship here because I wanted to practice my English skills: listening, speaking, reading and writing here and also, I wanted to increase professional experience including English language skills. My position was an administrative staff at the office. In this report I have included my working experience during the period from January 13, 2020 to May 8, 2020.

The report will show my internship duties at OS Tech Solution Company Limited. This report includes my responsibilities of training and experience of work in the form of 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.

SPU CHONBURI