Abstract

I am an undergraduate student in English for business communication at the Faculty of Liberal Arts, Sripatum University, Chon Buri Campus. I completed an eighteen-week internship at HAFELE (THAILAND) LIMITED, located in Phra khanong area, Bangkok Sukhumvit 64 Rd. The reason I chose and internship at Hafele Thailand Limited was that I wanted to work I wanted to work in the company. I want to know how the system works in the company. In the future, I will have the opportunity to work in the company. In addition, I have a great opportunity to improve my English skills: listening, speaking, reading and writing here. My position is Purchasing and E-commerce. And in this report, I have included my work experience from the period 13 January 2020 to 8 March 2020.

The report shows my internship duties at Hafele Thailand Limited. This report includes my responsibility for training and work experience in the form of weekly reports which are very useful for internships, for new internships and for all. This report shares my experience of using English in writing emails. And chat with customers to get the most benefit I hope this report helps to share about the workplace. I try to write a report in a sentence that is easy to understand. I hope that my internship experience in this report will bring about success.

SPU CHONBURI