**Oral Presentation Guidelines**

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**Reporting your Work Placement Experience**

Work placement involves 5 months of continuous training, i.e. 100 full working days. Students are to report about their work placement experience. It is recommended that you jot down your thoughts regularly throughout the work placement period, as this will make it easier to finalize this final task. The content of the presentation will be more or less similar to the written final report. After the oral presentation, the work placement coordinator will register the work placement completion in Peppi as pass/fail.

**Contents of the Oral Presentation**

The duration of your presentation should not exceed **20 minutes**. After your presentation, be prepared to answer questions as we will all together reflect and talk about your experience.

Your work placement report should answer the following questions:

**A Description and evaluation of your work placement experience**

1. Description of the organization (structure, profitability, competition, the field’s outlook for the future)
2. Description of your tasks (position, duties and how they related to the organization’s practices)
3. Description of any project or task related to your specialization studies and of any development assignment that you may consider in your thesis topic.
4. Any special points that arose especially if you completed your work placement abroad.

**B Your own learning during work placement**

1. What learning objectives did you set for yourself, and how well did you achieve them?
2. What kinds of learning experiences did you have when you put your studies into practice? How did these experiences contribute to your professional development as a management assistant? In these kinds of situations, what did you learn the most?
3. What do you think are the most important characteristics of a management assistant/secretary? Consider this from the points of view of the assistant, the manager and the entire working community.
4. What matters during work placement had an impact on your professional identity?
5. Describe what kind of orientation you received for your tasks.
6. Which courses were the most beneficial to you during the work placement? Is there any knowledge or skills you would have needed beforehand in order to be sufficiently proficient during the work placement? What studies will you focus on during your last year of studies?

**Sessions for Oral Presentations and Instructions**

If you want to report your work placement experience by giving an oral presentation, please send an email to your coordinator catherine.metivier@haaga-helia.fi.