Section 3

TIM: Hi, Laura – could you spare a few minutes to (1)…….. ……you did last summer? I'm thinking of doing one myself…

LAURA: Hi, Tim. Sure.

TIM: Didn't you do yours at (2) ……..……?

LAURA: That's right... It's only a very small company and they needed someone to produce a company brochure, and I wanted to get some business experience because I'm interested in a career (3) ……..……a business environment. It was good because I had overall responsibility for the project.

TIM: What kind of skills do you think you developed on the placement? I mean, apart from the ones you already had. Did you have to (4)…….…… ……for the brochure, the layout and everything?

LAURA: We hired the services of a professional photographer for that. I did have to use my IT skills to a certain extent because I cut and pasted (5) …….…… ……., but that didn't involve anything I hadn't done before.

TIM: Do you think you got any better at managing your time and prioritising things? You always used to say you had trouble with that…

LAURA: Oh, definitely. There was so much pressure to (6) ……..…… ……And I also got better at explaining things and asserting my opinions, because I had to have weekly consultations with the marketing manager and (7)…… ……..……

TIM: It sounds as if you got a lot out of it then.

LAURA: Absolutely. It was really worthwhile... But you know, the company benefited too...

TIM: Yes, they must have done. After all, if they'd used (8) ……..…… ……to produce their brochure instead of doing it in-house, presumably they'd have paid a lot more?

LAURA: Oh, yes. I worked it out - it would have been 250 per cent more. And I thought the end result was good, even though we did everything on site. The company has quite

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a powerful computer and I managed to (9) …… ……from the university. The new brochure looks really professional; it enhances the image of the company straight away.

TIM: So in the long run it should help them to attract clients, and (10)…….……?

LAURA: That's the idea. Yeah.

TIM: Well, all in all it sounds very positive - I think I will go ahead and apply for a placement myself. How do I go about it?

LAURA: It's easy enough to do, because there's a government agency called STEP - S-T-E-P - that (11) …….You should start by getting their booklet with all the details – I expect you can download one from their website.

TIM: Actually, they've got copies in the psychology department – I've seen them there. I'll just (12) ……. and pick one up.

LAURA: Right. And then if I were you, after I'd looked at it I'd go over all the options with someone...

TIM: I suppose I should ask my tutor's advice. He knows more about me than anyone.

LAURA: (13) ……. would be better, they've got more knowledge about the jobs market than your personal tutor would have.

TIM: OK...

LAURA: And then when you know what you want (14)…….……- you'll find their address in the booklet. And once you've registered they assign you to a mentor who looks after your application.

TIM: And then I suppose you just sit back and wait till you hear something?

LAURA: They told me at the careers office that it's (15)…….……., and get updates yourself by checking the website for new placement alerts. Your mentor is (16) ……., but you can't rely on that.

TIM: I don't suppose it's a good idea to get in touch with companies directly, is it?

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LAURA: Not really... But it is the company who notifies you if they want you to go for an interview. You get (17) ……. or an email from personnel departments.

TIM: And do I reply directly to them?

LAURA: Yes, you do. STEP only (18)…… you've been made a job offer.

TIM: Right... So, once you've had an interview you should let your mentor know what the outcome is? I mean whether you're offered a job, and whether you've decided to accept it?

LAURA: That's right. They'll inform the careers office once a placement has been agreed, so you don't have to do that.

TIM: Is that all then?

LAURA: (19) ……. Only once you've accepted an offer you'll probably have to supply a reference, because the placement will be conditional on that. And that's something you should ask your own tutor to provide. He (20) ……. and also about your qualities, like reliability.

TIM: Well, thanks very much for the information – I'm starting to look forward…

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