

## Summary Report on a visit out to

### Prepared By:

Your Name Link Modules student

### Aims:

- To find out.....**SOMETHING** about the company – you decide what! for example ‘To find out the daily operations of X factory’ or ‘to find out the month that X company has the most sales’ or ‘to find out how a X factory operates’
- Include an aim finding out something related to **Health & Safety** at the premises, in your own words please!
- Include a **personal** aim... EG ‘To improve my communication skills’ or ‘To improve my report writing skills’

### Body of Report:

#### *Introduction:*

Teacher informed us about a visit out....

We brainstormed potential places/businesses to visit Glanbia, Glenisk, Tayto, iRadio and Cafferys Chocolate Warehouse

We decided on .... Why?

[NAME of STUDNET] Asked Principal for permission to go on trip

[NAME of STUDNET] Telephoned business and confirmed booking

[NAME of STUDNET] Asked Deputy Principal Ms. McCormack to book a bus

[NAME of STUDNET] Asked Deputy Principal Ms. Murray to put notice on plasma screens informing 5<sup>th</sup> year students about the visit

[NAME of STUDNET] Collected the money from the class

We brainstormed questions in class to ask the business

[NAME of STUDNET] Typed the questions and gave a copy to everyone in the class

#### *Actual Visit:*

**DETAILED version of everything you did and saw on the day of the visit. This should be really descriptive, the examiner should feel like he/she knows from start to finish exactly what you did. Make sure you INCLUDE YOUR PERSONAL JOB/task.**

**IN YOUR OWN WORDS write the series of events that took place during the day.**

At 9.00 am we were called to study hall for roll call

Got on the bus and began journey

Arrived at business

We were met by...

We assemble in the reception area and were brought to ....

We did this..

We listened to..

We learned...

We then did this...

We asked the following questions and got the following answers ..

[NAME of STUDNET] thanked the business for very enjoyable day

[NAME of STUDNET] presented a Thank You card to ...

We were allowed to bring home...

We returned to the bus and arrived back in school at X time.

### **Conclusions:**

- Link back to your aims in the same order as you listed them. Eg if your first aim was to find out how a chocolate is made, then your first conclusion is *'I feel I achieved my aim of becoming more knowledgeable in learning how chocolate is produced as we were given a tour in each section of the factory and how each process was carried out as we also saw how Easter eggs were moulded...*

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### **Recommendations:**

- **What would you do differently and WHY!!** Eg If I was organising this visit again I would have speakers for the DVD because I found it was hard to hear.
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