

Writing homework:

- Your company has a new managing director who has asked all employees to write a **report** describing their job. These reports will be used to help train new employees.
- Write the report, describing the **main responsibilities and duties** of your job, and explaining what **skills and qualifications** are required. Include any **useful information** which you think new employees should know about this type of job.
- Write about 300–350 words and use **wide spacing please**.

[NB: try to write about your job/position/role rather than yourself. Nor is this a job advertisement. The new hires are already employed.]

Generic report introduction:

REPORT TITLE

The following report describes the work of a **(job title)** at **(company name)** (+ brief description of organization). It **outlines/summarizes** the **main responsibilities and duties** of the job, **details** the required **skills and qualifications**, and **includes useful information** for new employees.