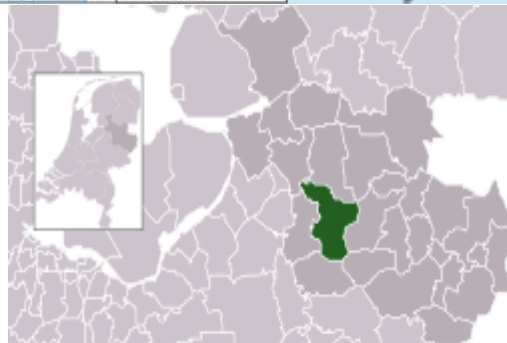


PRE-DEPARTURE EXERCISES



REFERENCE LETTER:

***TWO ARE NEEDED BEFORE DEPARTURE**

***OF DIFFERENT ORGANISATIONS**

EXAMPLE

Reference letter for **(Name of student)** _____

Date:

Dear Sir or Madam,

I am writing to you to recommend **(name of student)** _____. **(Name of student)** _____ completed his/her internship here at **(Name of organisation)** _____ in **(year of internship)** _____.

His/Her duties included _____ (*welcoming patients to the centre, getting patients up, getting patients dressed, bringing patients to the bathroom, sitting with patients, helping the nurse tend to patients... welcoming children in the morning, helping set up for breakfast, setting up play time, reading stories with the children, supervising break time, changing and washing the children, preparing them for nap time, supervising nap time, dressing the children, helping with feeding times, preparing the children to go home... organising activities, getting young people involved in activities, being there to talk if the young people need, supporting people*)

While here I found **(Name of student)** _____ to be _____ (*extremely hardworking, dedicated, reliable, willing to learn, punctual, friendly, helpful*). **He/she** was very good with the patients/clients and got on well with **his/her** work colleagues.

I would highly recommend **(Name of student)** _____ to complete **his/ her** internship at your company.

Yours faithfully,

(Position of person e.g.: Director of nursing)

(Full Name of company e.g.: GoedeGezellige Zorg- en Dagopvang)



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1 JUST ME

THEME	PERSONAL
DESCRIPTION	BRING ALONG PHOTOS OF YOUR FAMILY
TASK	PREPARE A TALK BASED ON THESE PHOTOS TO TELL ABOUT YOURSELF WRITE A TEXT OF 150 WORDS
TIME	10 MINUTES

THEME	PERSONAL
DESCRIPTION	ELEVATOR PITCH
TASK	Write your Elevator Pitch Deliver your Elevator Pitch
TIME	2 MINUTES

THEME	PERSONAL
DESCRIPTION	Personal Profile
TASK	listen to a personal profile Listen again and write down the keywords. Compare your list with a partner's and choose words which apply to you. Listen to some expression from personal profiles. You will hear these twice. While listening write down the ones that apply to you Write your own Personal Profile Read your Personal Profile Others will give feedback Rewrite your Personal Profile
TIME	60 MINUTES

2 MY HOMECOUNTRY

THEME	MY HOMECOUNTRY
DESCRIPTION	INFORM ON
TASK	IN PAIRS CHOOSE THREE OF THE TOPICS BELOW, FIRST : DISCUSS WHAT YOU KNOW ABOUT THOSE SECOND : LOOK UP MORE / OTHER INFORMATION AND MATERIAL TO SHOW THIRD : MAKE A PRESENTATION FOURTH : PRESENT
	<ul style="list-style-type: none">○ SHOW YOUR COUNTRY (MAP)○ PREHISTORY○ REVOLUTION○ IMPERIALISM○ ANCIENT PEOPLE○ UNIFICATION○ RELIGION○ POLITICS○ TRADE○ HEROES AND ANTI-HEROES○ KINGS AND QUEENS○ ART○ LITERATURE○ FAMOUS PEOPLE (WORLDWIDE)○ THE PRESS AND OTHER MEDIA○ FAMILY○ EATING HABITS○ DUTCH SCHOOL SYSTEM AND SCHOOLING○ SPORTS○ LEISURE TIME
TIME	75 MINUTES
	WORK IN SMALL GROUPS (2 OR 3 PEOPLE) WHO ALL KNOW A PARTICULAR CITY. IDEALLY, DIFFERENT GROUPS WORK ON DIFFERENT CITIES/VILLAGES. WRITE A LIST OF YOUR TOP TEN ATTRACTIONS FOR A VISITING FRIEND, INCLUDING FAMOUS PLACES AND SOME THAT TOURISTS DO NOT KNOW ABOUT

THEME	MY HOMECOUNTRY
DESCRIPTION	CUSTOMS AND TRADITIONS IN YOUR HOMECOUNTRY
TASK	DISCUSS THREE DIFFERENT FESTIVALS/BANK HOLIDAYS FIND MATERIAL TO SHOW PRESENT THOSE ACTIVITIES WRITE YOUR TEXT ON THESE THREE FESTIVALS: 100 WORDS <u>EACH</u>
FESTIVAL	
TIME	30 MINUTES

THEME	MY HOMECOUNTRY
DESCRIPTION	ADVICE FOR TRAVELLERS
TASK	WHAT ADVICE WOULD YOU GIVE TO SOMEONE GOING ON HOLIDAY TO YOUR COUNTRY?
TIME	45 MINUTES
	<ul style="list-style-type: none"> ○ WORK IN SMALL GROUPS (2 OR 3 PEOPLE) WHO ALL KNOW A PARTICULAR CITY. IDEALLY, DIFFERENT GROUPS WORK ON DIFFERENT CITIES/VILLAGES. ○ WRITE A LIST OF YOUR TOP TEN ATTRACTIONS FOR A VISITING FRIEND, INCLUDING FAMOUS PLACES AND SOME THAT TOURISTS DO NOT KNOW ABOUT ○ SHOW THESE PLACES ON A MAP OF NL AND TELL ABOUT THESE PLACES

3 MEETING AROUND THE WORLD

THEME	<i>MEETING OF CULTURES</i>
DESCRIPTION	CUSTOMS AND TRADITIONS
TASK	DISCUSS WHAT YOU KNOW ABOUT SOME FOREIGN FESTIVALS
TIME	30 MINUTES
<p>FESTIVALS: -THANKSGIVING -PANCAKE DAY -CARNIVAL -PASSEVER -DIWALI</p>	
<p>!!! WRITE DOWN YOUR QUESTIONS: WHAT EXACTLY WOULD YOU LIKE TO KNOW MORE ABOUT? HOW ARE YOU GOING TO FORMULATE YOUR QUESTION SO AS TO GET THE NECESSARY ANSWERS. THINK OF ANOTHER FOREIGN FESTIVAL. INFORM YOUR GROUP ABOUT THIS</p>	

THEME	<i>MEETING OF CULTURES</i>
DESCRIPTION	CUSTOMS AND TRADITIONS
TASK	CULTURE CLASH
TIME	45 MINUTES
<p>WHAT ARE THE ADVANTAGES AND DISADVANTAGES OF LIFE IN A MULTICULTURAL SOCIETY?</p> <p>WHAT DOES THE PROVERB ‘ WHEN IN ROME DO AS THE ROMANS DO’ MEAN? DO YOU AGREE WITH IT?</p> <p>DISCUSS THE DIFFERENCES BETWEEN CULTURES USING THE FOLLOWING TOPICS: FAMILY, WEDDINGS, LANGUAGE, GESTURES, MUSIC, FOOD, ART ALPHABET, CLOTHING, FAMOUS PEOPLE, RELIGION</p> <p>WHAT HAPPENS WHEN DIFFERENT CULTURES MEET? THINK OF POSITIVE EXAMPLES</p>	

THEME	<i>MEETING OF CULTURES</i>
DESCRIPTION	CUSTOMS AND TRADITIONS
TASK	ORGANISE AND BUDGETTING
TIME	45 MINUTES
<p>IN SMALL GROUPS : YOU ARE GOING TO ORGANISE A TRIP FOR THE GROUP. DECIDE ON THE BUDGET BEFORE STARTING THE ORGANISATION AGREE ON THE DETAILS OF THE TRIP:DESTINATION, TRANSPORT, FOOD, ACCOMMODATION IF NECESSARY AND ENTERTAINMENT.</p>	

YOU MUST KEEP TO YOUR BUDGET
WHERE ARE YOU TAKING YOUR FELLOW-STUDENTS WHY HERE? WHAT WILL YOU SHOW THEM HOW WILL YOU INFORM THEM ON THE TRIP AND ITS CONTENT
FELLOW-STUDENTS SEND AT LEAST A POSTCARD TO THE ORGANISERS GIVING A TIP AND A TOP
COMPARE AND DISCUSS THE EXPERIENCES RECEIVED ON THE POSTCARD
WHAT DID YOU LEARN ?

4 LIVING ALONE TOGETHER

THEME	ACCOMMODATION
DESCRIPTION	LIVING ALONE TOGETHER
TASK	MY HOUSE
TIME	15 MINUTES
INDIVIDUAL:	
A. TELL ABOUT THE PLACE YOU LIVE. IS IT A FLAT OR A HOUSE? DO YOU RENT IT?	
B. DESCRIBE YOUR ROOM	
C. BRAINSTORM ON SOME DIFFERENT KINDS OF ACCOMMODATION AND THINK OF AN ADJECTIVE TO DESCRIBE EACH ONE, E.G. PALACE - LUXURIOUS	
D. DISUCSS THE ADVANTAGES AND DISADVANTAGES OF LIVING IN THESE PLACES	

THEME	ACCOMMODATION
DESCRIPTION	LIVING ALONE TOGETHER
TASK	ROOM TO RENT
TIME	20 MINUTES
INDIVIDUAL:	
E. YOU ARE LOOKING FOR SOMEONE TO SHARE YOUR FLAT. WRITE AN ADVERTISEMENT INCLUDING INFORMATION ABOUT THE ROOM, THE FLAT AND A CONTACT NUMBER.	
F. YOU ARE LOOKING FOR A ROOM. ASK STUDENT A ABOUT THE ROOM, THE FLAT, THE OTHER TENANTS, THE RENT	
G. DISCUSS RULES YOU HAVE FOR LIVING-TOGETHER IN AN INTERNS' HOUSE TAKING INTO ACCOUNT THESE FOLLOWING ASPECTS: MUSIC, TV, VISITORS, GROCERIES, KITCHEN, BATHROOM, SMOKING, BILLS, CLEANING, ETC	

H. IMAGINE YOU WENT AHEAD WITH THE TENANCY. IT IS NOW SIX MONTHS LATER AND YOU ARE FED UP WITH LIVING TOGETHER. IN PAIRS, ROLE PLAY AN ARGUMENT. TRY TO SORT OUT DIFFERENCES.

THEME	ACCOMMODATION
DESCRIPTION	LIVING ALONE TOGETHER
TASK	MY NEW NEIGHBOURHOOD
TIME	20 MINUTES
<p>FIND OUT WHO HAS GOT THE BEST ACCESS TO SHOPS, AMENITIES AND TRANSPORT LINKS WHERE THEY LIVE. USE THE MAP OF CARLOW IN YOUR HANDBOOK</p>	
<p>A. DISCUSS YOUR JOURNEYS TO YOUR WORKPLACEMENT AND FIND OUT WHOSE IS THE MOST COMPLICATED. WRITE A DESCRIPTION OF THE JOURNEY. LEAVE THE DESCRIPTION ON YOUR DESK AND LOOK AT THE OTHER GROUPS' DESCRIPTION TO FIND OUT WHO IN THE GROUP HAS THE LONGEST JOURNEY. AND WHO HAS THE SHORTEST? AND WHO HAS THE MOST COMPLICATED ONE, INVOLVING THE MOST CHANGES?</p>	
<p>B. WHERE WOULD YOU HAVE LIVED IF YOU WERE TO CHOOSE THIS YOURSELF: THE CITY CENTRE, THE SUBURBS OR THE COUNTRYSIDE? WHAT ARE THE (DIS)ADVANTAGES OF YOUR PLACE TO GET TO YOUR WORKPLACEMENT?</p>	
<p>C. IN WHICH OTHER EU-COUNTRY WOULD YOU LIKE TO VISIT AND LIVE FOR SOME MONTHS? WHAT WOULD YOU LIKE TO LEARN ABOUT THIS COUNTRY? WHAT WOULD YOU UNDERTAKE TO PREPARE YOURSELF FOR THIS ADVENTURE? WHY?WHY NOT?</p>	

5 PROFESSION

THEME	PROFESSION
DESCRIPTION	WORK
TASK	JOB DESCRIPTION
TIME	20 MINUTES
<p>ASK QUESTIONS ABOUT DIFFERENT ASPECTS OF MY JOB POSSIBLE ASPECTS OF A JOB ARE: DUTIES, PAY, THE BOSS, BENEFITS, TRAINING, HOLIDAYS, HEALTH AND SAFETY, PROMOTION, HOURS OF WORK, EXPERIENCE, OVERTIME, UNIONS, JOB SECURITY</p>	
<p>A. WRITE DOWN QUESTIONS YOU WOULD LIKE TO ASK.</p>	
<p>B. TO INTERVIEW YOUR PARTNER ABOUT HIS/HER JOB</p>	
<p>C. IMAGINE A JOB YOU WOULD LIKE AND ANSWER THE QUESTIONS ASKED BY YOUR FELLOW-STUDENTS</p>	

THEME	PROFESSION
DESCRIPTION	WORK
TASK	JOB DESCRIPTION
TIME	20 MINUTES
<p>ASK QUESTIONS ABOUT DIFFERENT ASPECTS OF MY JOB</p>	

POSSIBLE ASPECTS OF A JOB ARE: DUTIES, PAY, THE BOSS, BENEFITS, TRAINING, HOLIDAYS, HEALTH AND SAFETY, PROMOTION, HOURS OF WORK, EXPERIENCE, OVERTIME, UNIONS, JOB SECURITY
A. WRITE DOWN QUESTIONS YOU WOULD LIKE TO ASK.
B. TO INTERVIEW YOUR PARTNER ABOUT HIS/HER JOB
C. IMAGINE A JOB YOU WOULD LIKE AND ANSWER THE QUESTIONS ASKED BY YOUR FELLOW-STUDENTS
D. DO PEOPLE SPEND TOO MUCH OF THEIR LIVES WORKING. WHAT IS THE EMPLOYMENT SITUATION IN YOUR COUNTRY? WHAT ARE THE EFFECTS OF GLOBALISATION ON THE JOB MARKET?

6 FULL STOP?

THEME	USE OF PUNCTUATION
DESCRIPTION	SYMBOLS
TASK	READING AND WRITING
TIME	10 MINUTES
A. GIVE THE NAMES OF THE SYMBOLS BELOW	
<p>B. ?</p> <p>C. ‘</p> <p>D. !</p> <p>E. “...”</p> <p>F. (...)</p> <p>G. ;</p> <p>H. *</p> <p>I. –</p> <p>J. /</p> <p>K. ,</p> <p>L. .</p>	
<p>M. IN PAIRS: FIND A SHORT PASSAGE OF ENGLISH WRITING IN A CHILDREN’S STORYBOOK IN WHICH EXAMPLES OF PUNCTUATION ARE CLEAR. READ THE TEXT TO YOUR FELLOW-STUDENTS. THE CHILDREN’S STORYBOOK COULD BE A FINNISH, IRISH OR DUTCH ONE.</p>	
<p>N. WRITE A SMALL TEXT FOR THE FACEBOOK-ACCOUNT OF BLENDED PROGRAMME. WILL YOU USE ANY PUNCTUATION AND WHY? LET OTHERS READ YOUR PASSAGE AND COMMENT ON</p>	
<p>O. PLACE YOUR WRITING ON BP’S FACEBOOK ACCOUNT AND ON THE BLOG OF THE WEBSITE</p>	
<p>P. MAKE SURE YOU COME BACK AND REGULARLY WRITE SOMETHING ON THIS SPECIAL PAGE</p>	

THEME	USE OF PUNCTUATION	
DESCRIPTION	ABBREVIATIONS	
TASK	READING AND WRITING	
TIME	10 MINUTES	
A. DO YOU KNOW THE FOLLOWING ABBREVIATIONS?		
<p>A.</p> <p>R.S.V.P. E.T.A. PLS CFM @ A/C A.G.M. A.O.B. Attn. I.P.O. ASAP Re Approx. Pls. No. I.O.U.</p> <p>Jr. Sr. VAT Inc. N/A p.w. Nb. PA pa Ltd PLC Pd. PR cc P.T.O</p>	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">B. CHOOSE FROM:</td> </tr> </table> <p>As soon as possible Quantity Thanks Please reply Please With reference to For the attention of Please confirm Estimated time of arrival At Number Account Any other business Initial public offer Approximately Copies to Please turn over Per week Per annum Value added tax Paid Quantity Senior Cash on delivery Public limited company Incorporated Personal assistant Limited company Pound (weight) I owe you Junior Month Public relations Not applicable Pay attention to this</p>	B. CHOOSE FROM:
B. CHOOSE FROM:		
C. CAN YOU FIND TEN (10) OTHER ABBREVIATIONS IN A NEWSPAPER?		
D. CONSULT YOUR FELLOW-STUDENT		
E. COMPARE RESULTS		



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