## **LOG SHEET Examples**

## Incorrect

I met the people and they are really nice.

What people?

How are they nice?

Identify the responsibilities of these people.

What department are you working in?

What are the ages of the children you are working with?

## Correct

I was introduced to Chris my supervisor in the Men's Department. My co-workers are Rick, Sally and Jim. Jim is a coop student also. These people made me feel welcome by smiling and greeting me, offering me help, and making me feel important by giving me responsibility.

I played with the children and did some activities.

What are the ages of the children you are working with?

What activities did you do?

The children I am in charge of at the present time range from 2 to 4 years of age. Today I took them outside and we played on the swings. Some of them liked this, but a few preferred to play in the sand. Later, we came inside and I read to them a book called "Fun in the Sun!" They listened and I tried to make it interesting by reading with expression.

I stamped brochures.

Why?

What kind of brochures?

What were they stamped with?

All brochures must be kept up to date for the clients. So, new brochures are stamped with current date-stamp and the old brochures are thrown away.

I made some phone calls.

To whom? Reason?

I telephoned the airport to inquire about a flight number and time of departure.

I learned a lot about word processors.

Like what?

Microsoft Word is able to handle text and images. You can also check spelling and grammar quite efficiently using this software!

I sat on on a presentation given by a representative of a company.

I sat in on a sales presentation. Mr. Brooks from Dell Pharmaceuticals explained a new drug on the market. I felt important and made a few notes.

## **COOP EXERCISE**

Pick out one important "happening" and go into more detail. For example — "Sitting at the meeting was exciting". Tell the purpose of the meeting, who was there, what you learned and how you felt!