

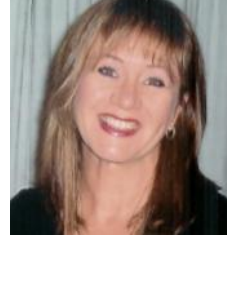
CONTENT

1. Word from Management
2. Intern of the Month — Ksenia Kozlova
3. Staff Corner — Kate Tucker
4. Effective Writing for the Workplace
5. What's on?
6. Intern Photos

Intern Newsletter

WORD FROM MANAGEMENT

A big hello to all our interns, both newly arrived and those who have been here for some time. With the upcoming winter winds, we hope you continue to find Australia warm and welcoming! There is still plenty to do during the colder season, so we encourage you to continue exploring your surrounds.



We hope you are all learning as much as you can while here in Australia, in your respective fields as well as about yourself. Your internships are a goldmine for job experience, and they are a great source for really challenging yourself and your abilities. We have much faith that you'll find success with your efforts.

Warmest wishes from all at AI,

Diana Pilling—Managing Director

INTERN OF THE MONTH — Ksenia Kozlova

Age: 30 years
Nationality: Russian
Field: Media
City: Sydney

Ksenia is currently doing a 21 week internship at a company that provides comprehensive sports information services. Her supervisor has let us know that she has been "an outstanding researcher for their Asian Games Athlete Biography Project over the course of the last few months".

She has also been helping their other intern reporters who have been tasked with filing match reviews and quotes from the National Water Polo league matches in and around the Sydney area. Her reports have been published on the Australian Water Polo online portal here:

<http://www.australianwaterpolo.com.au/content/view/1020/123/>

In May, she will be working with our Event News Service Team at the Fencing Challenge Australia at Marrickville PCYC. This is an international event featuring some top fencers from Australia and abroad.

Why did you choose Australia for your internship?:

There were quite a few factors which determined my decision to come to Australia. First and foremost I wanted to spend some time in a country where English was spoken. I was eager to improve my language skills and plunge into a new culture and new experience. I had already had a chance of living for a long period of time in a foreign country. Though born and grown up in Russia I came to Australia via Germany where I had been living for the last eight years on my own. I really enjoyed spending a while in a completely different surrounding and going to Australia was sure to bring about new changes and new perspectives. I decided to go to one of the most enigmatic continents on Earth in pursuit of the further intellectual and spiritual growth as well as a better understanding of life and people in general. Australia was a new challenge for me because of its being so far, so different and so mysterious.

Quickly explain what you are currently doing during your internship:

I am working at Infostrada Sports in Sydney. As the name of the company reveals we cover sports events and search for information on athletes for different competitions. Most of the time interns like me are working on athletes' biographies which can be used later on by the media. It means heaps of internet research, which can be enjoyable (;) , especially when I prove to be useful to my company finding information in Russian! Now we are preparing for the Asian Games that take place in Guangzhou in November 2010.

From time to time we work at competitions, which means talking to coaches and athletes at the venue and writing match reports. The last competition we worked at was the National Water Polo League Finals: a lot of work and much fun! The next competition ahead of us that I am looking forward to is The Youth Olympic Games in Singapore in August!

What is your advice to students who just started their internship?:

Don't stay at home! Go out and explore the country you are happy to be living now at! Appreciate it because it is one of the most precious gifts you could ever receive – to be able to live in another country, breathe another air and experience another culture ... You surely know what I am talking about! Go out and make the best of what you have! Make new acquaintances, learn new things, enjoy new tastes. Believe me, there is more to discover than you've ever dared to think about... If you feel sad and homesick don't look back at what you are leaving behind but look forward to what future has in store for you. Clouds come and go but at the end of the night there will always be another sunny day... Enjoy your life in Australia with all your senses...it's worth it!

Well done, Ksenia — and all the best for your future!

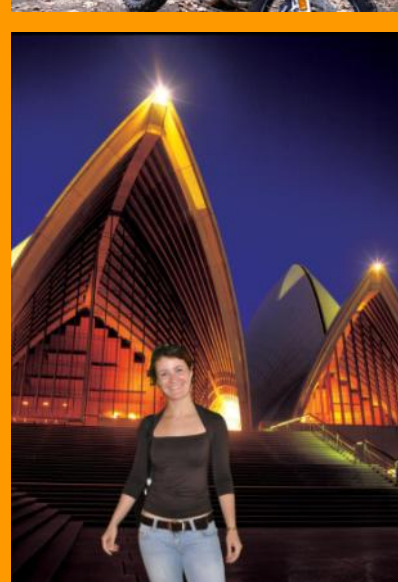
Choose three words to describe your Internship Experience in Australia:

- Exciting
- And unforgettable!
- A revelation!

Three things that you miss most from home:

- My boyfriend
- My family
- And my friends!

(Nothing else, because the weather is fantastic, food is delicious, and life here in Australia is awesome!)



STAFF CORNER — Kate Tucker



Kate is responsible for a portfolio of interns in conjunction with running the office administration at Australian Internships. She has a Diploma of Tourism Operations Management, has previously worked in Administration and has lived overseas for two years in Abu Dhabi working as cabin crew member for Etihad Airways.

How would you describe your work and what do you like most?

I am an Internship Program Supervisor and Administration assistant. My work is interesting, busy and exciting. It is nice to be in a job that gives you so much variety in one day.

Your message to the interns?

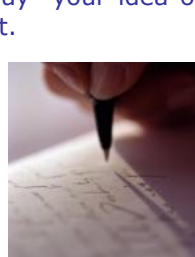
I love to be able to get to know our interns, we are interested in what you're doing! It is good to be kept up to date before and during your internship. I am always happy to hear from you.

EFFECTIVE WRITING FOR THE WORKPLACE or HOW TO SELL AN IDEA

Being able to write effectively is important in any workplace. Although there are basic rules for any type of writing, there are some special issues to be aware of when writing in a business context. This feature will address some of the most basic elements.

Writing a letter, memo or report funnily enough is often very similar to "selling a product", except that you are selling your idea. Thus:

- **Know your audience (or your "buyers"):** Think about who will be the recipient of your document. What is important to them? Do they need what you are "selling"? Will they be easily convinced to "buy" your idea or not? According to the outcome of your "buyer" analysis you will have to organize your document.
- **Organize your thoughts (or the "sales pitch"):** One of the first things that future journalists learn when at university is:
 - ◆ Firstly, tell the audience what you are going to say,
 - ◆ Secondly, say it using action verbs,
 - ◆ And finally sum up what it is you have said — and say it in as few words as possible!
- **Be concise (or "Time is money!"):** Be brief whenever possible. People at the workplace are busy and do not want to read a document that is any longer than necessary. Examples:
 - ◆ **Wordy:** It is the responsibility of the Front Office to ensure that all booking details are entered correctly into the database.
 - ◆ **Concise:** Front Office should enter all booking details correctly into the database.
- **Support your arguments (or "What other buyers have said about your product"):** Show why your idea is valid and important by referring to statistics and research. Facts presented in graphics and spreadsheets will bolster your arguments and conclusions and will make your report more memorable. Don't forget to state your sources.
- **Be grammatically correct (or show that you are a credible "seller"):** Although for most of you English is not your first language it is still important that you avoid punctuation and grammatical errors. A piece of writing which is flawed with mistakes might lead the reader to conclude that you have not put much effort into writing your document and that you are not serious about selling your idea. Thus, proofread your document! For important documents it is recommended to have someone else proofread it. The human brain is sometimes too efficient and simply supplies a missing word in a sentence, so that you will never notice that it is not actually there.



Have fun selling — I mean writing!

WHAT'S ON



WHALE season — May to November each year

Watch out for the whales and have a whale of a time!

From north, southern right whales journey to warm breeding waters off S.A. and VIC while the enormous humpback whales continue north to warmer waters along the east and west coasts. Between May and November, you can spot whales from many scenic spots along Australia's coastline.

- Western Australia:** Watch humpback and southern right whales frolic in Augusta's Flinders Bay from early June.
- South Australia:** Stand atop the steep cliffs around Victor Harbor's Encounter Bay and watch the endangered southern right whales who come here to breed between May and October.
- Victoria:** Stand on Logans Beach in Warrnambool, where between June and September, southern right whales calve in the nursery close to shore.
- Tasmania:** From the May, you can see humpback and southern right whales coasting through the clear, blue-green waters of Great Oyster Bay off the Freycinet Peninsula.
- New South Wales:** Cruise out of iconic Sydney Harbour and into the heads, where between May and late November, gracious humpbacks make their way up the east coast.
- Queensland:** Get splashed by the humpback's tail slapping and pectoral flapping in Hervey Bay, between late July and early November. It's Australia's whale watching capital, but you'll also get a great view from Point Lookout on North Stradbroke Island, near Brisbane.

At most places you can also book whale watching trips to experience the beautiful giants right in front of your eyes! Often one great eye will be clear of the water, raising the question of who is actually watching whom? <http://www.australia.com>



ARAB FILM FESTIVAL

When: July 2010
Where: Corner Church and Market Streets, Parramatta, Sydney (check website for other cities)

With the Sydney launch on Thursday 1 July, tickets for the Arab Film Festival are selling fast.

Don't miss your chance to see another side to the Arab story. The Arab Film Festival gives us a fresh angle on the hackneyed stories we usually see in Australia. 'Arab filmmakers are making it without Hollywood – they are making films under occupation, in cities of chaos, with limited funds and sometimes no budget at all,' says festival co-director Mouna Zaylah.

Opening night tickets \$30 per person (film + sweets + party). All other session ticket prices from \$10.

For more info: www.arabfilmfestival.com.au



SPLENDOUR IN THE GRASS

When: JULY 30th-AUGUST 1st
Where: Woodfordia, Woodrow Road, Queensland

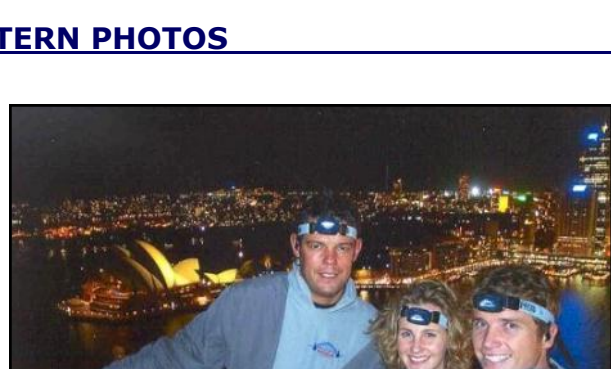
Splendour In The Grass will be held in Woodford in Queensland for the event's 10th anniversary in 2010. Bringing you more incredible music, arts and culture from around the globe!

Splendour's 2010 line up has been announced and is quite possibly the biggest and best yet. Some of the attending artists include:

The Strokes * Pixies (only Australian show) * Ben Harper & Relentless7 (also only Australian show) * The Temper Trap * Mumford & Sons * Florence and The Machine * Scissor Sisters * Empire of The Sun * The Ting Tings * Band of Horses * Goldfrapp * Wolfmother * and many more.

For more info: <http://www.splendourinthegrass.com/>

INTERN PHOTOS



Sydney interns on the Harbour Bridge climb. Try it and enjoy a unique and fascinating view over Sydney!



Our Professional Year Program participants have recently graduated from the Skilled Migration Internship Program—Accounting. Congratulations!

If you have some great photos which you would like to share with us—please email them to: julia@internships.com.au

