

# WARSAW BUSINESS JOURNAL

My projects, tasks and responsibilities

Civitas Intern, Summer 2010

# Work Hours and Environment

- Average work day: 0930 – 1700
- Average work week: Monday – Friday
- Environment: Immersion in a dynamic atmosphere; working side by side with full-time journalists and editors.

# Web Stories

- Primary responsibility of a WBJ intern: writing stories and updates for [www.WBJ.pl](http://www.WBJ.pl)
- Examples of issues covered (all relative to Poland): Fiat Panda production, Tauron Polska Energia, Sage Group plc, Teta Business Software, The World Bank, KGHM Polska Miedz S.A.

# French Supplement Project

- Task: Find and compile details on large French companies operating in Poland
  - Examples: Vivendi Universal, Vinci Construction, Carrefour, Canal+, GDF Suez Utilities, Orange (France Telecom)
- Extended research project supervised by Copy Editor

# Industrial Park Project

- Task: Find and compile detailed information on Polish industrial parks to be used for WBJ's annual "Book of Lists" publication
  - Examples: Boruta Zgierz, Grudziadz, Jaworzno, Kedzierzyn Kozle, Mielec
- Extended research project supervised by Deputy Editor

# Grocery Market Research

- Task:

- Analyze the growth of two large hypermarkets operating in Poland: Tesco (British) and Carrefour (French)
- Consider the significance of hypermarkets relative to supermarkets, discount store and other similar retail entities in Poland

# Editing and Proofing

- Task: to ensure an article is accurate and free of mistakes
  - After a journalist or intern has written a story, it is edited/proofed twice before being released to the public
  - Copy editors and journalists teach interns what to look for when proofing a story

# Conclusion

- Six weeks as an intern of the Warsaw Business Journal will help students to:
  - Gain real world work experience
  - Become proficient in a variety of journalism and research related tasks
  - Improve verbal and non-verbal communication
  - Increase the ability to work efficiently