



**TRINITY CHURCH - ABINGDON**  
(Methodist/United Reformed & Member of the Church in Abingdon)  
**Trinity Learning**



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**Reference for L.....**

During his two weeks work experience, L has successfully undertaken a huge range of tasks, from wheel-barrowing bricks to photocopying and helping judge colouring competitions. Throughout, he has been proved helpful and diligent, displaying very good skills of time-keeping and teamwork. Working in a busy church office requires high-order organisational skills. L has taken ownership of his own work-schedule, juggling short and long-term goals in liaison with his work-partner with a minimum of guidance and always bringing projects in before deadline. He has proved eager to please and a reliable worker. In particular, L has been patient and willing when faced with painstaking or time-consuming chores such as putting together mail-shots and transcribing copy.

L is a competent IT practitioner. During his time with us he used Word to desk-top publish notices coming in by e-mail, and PowerPoint to produce a slide-show using photos taken and downloaded at work, as well as a producing his own guide to the church, based on secondary information from books, web and oral information. He has shown great care when transcribing several hand-written documents into Word and always accepts advice maturely when reviewing and correcting his work. Indeed, I view his willingness to recognise and work at his weaknesses at one of his greatest strengths. When faced with a complex piece of text, L listened carefully to an explanation and produced a clear paraphrase in his own words, of which he was justly proud.

L worked very well with his work-partner, completing tasks in close liaison that was a genuine dialogue of ideas and skills. As he began to feel more confident in the work setting, so L was more willing to step outside of his comfort zone, to put his good communication skills into practice. When suddenly confronted with the challenge of bingo-calling to a group of adults in a large church hall, L faced up to the task bravely, taking advice on voice projection calmly, and persevering so as to make his effort a success. During his second week he accepted responsibility for responding to incoming telephone calls, which he did politely, clearly and effectively. His polite and quiet manner has made him popular with our users.

Throughout his time with us, L has shown dogged determination to make the very best use of opportunities offered by his work experience. On receiving family news which understandably upset and confused him, L behaved politely and sensibly at all times and showed maturity in quietly getting back to work. He has great potential and I wish him well.

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