

# Communicating in the Workplace

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## *Administrative Accounting and Bookkeeping Program*

### Homework for Day-03: 6 April 2026

1. Review the Day-02 handouts:
  - In preparation for a short quiz.
  - To note any questions you want to ask.
2. If you own Microsoft Office, Set the default spelling language to English CANADA.
3. Select an experience that taught you some kind of life lesson (your theme). This could be a holiday where everything went well (or poorly), a job interview, etc...  
Write an email with a bullet point outline of this story in the body. Be sure to shape your experience into an interesting story with all the basic elements:
  - An introductory hook that gets your audience's attention.
  - A specific setting (place and time).
  - A depiction of yourself as the protagonist.
  - A plot in which you resolve a conflict or learn a lesson.
  - A conclusion that reinforces your theme.

(No need for details; just bullet points only!)

4. Email your outline to me NLT Noon, Thursday, 5 March 2026 (I will reply with comments if I think you need to adjust it before presenting.)
5. Be prepared to deliver your story to the class as a short (two minute) oral presentation (no need for visual aids; just be prepared to tell an interesting short story with a theme).

Note presentations will be scored out of 25 on the following basis:

- 10 Points: Vocal Performance (clear, confident, audible voice).
- 10 Points: Organization (introduction logically leads to events and conclusion).
- 5 Points: Other Story Elements (setting, interesting protagonist...).