

Communicating in the Workplace

Administrative Accounting and Bookkeeping Program

Homework: For Day-05 (Due Noon, 20 March 2026)

1. Review the Day-04 handouts for a quiz next week.

2. Prepare an outline for your Formal Presentation:

A. Think of a good topic for your final, in-class Formal Presentation.

This should be:

- A topic you can know well enough to speak about.
- A specific, focused topic that you can present in ten minutes (including three for questions).
- A topic of interest to your classmates (preferably, but not necessarily, business related).

(If you're not sure whether your topic is suitable, you can email me at danielthrpe@gmail.com to confirm it'll work before you spend a lot of time on it.)

B. Prepare an outline for your Formal Presentation

Prepare an outline for your presentation in Microsoft Word. Use headings to structure it as follows:

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INTRODUCTION [Heading 1 Style]

Attention Getter [Heading 1 Style]

Credibility Statement [Heading 1 Style]

Introduce Your Theme [Heading 1 Style]

Overview of Presentation [Heading 1 Style]

MAIN BODY [Heading 1 Style]

2 to 4 Main Body Points [All in Heading 1 Style]

CONCLUSION [Heading 1 Style]

Summary [Heading 1 Style]

Take Questions [Heading 1 Style]

Distribute Handouts [Heading 1 Style]

Thank You / Strong Finish [Heading 1 Style]

Topic: [Your Topic]

Name: [Your Name]

Underneath each Level 1 Heading, write no more than a line or two in Heading 2 style to describe what you'll say. (When you import this outline into PowerPoint, each Heading 1 paragraph will be turned into a slide, and each Heading 2 paragraph will become a bullet point on that slide).

C. Email your outline to me NLT Noon, 20 March 2026.

Attach your outline, in Microsoft Word .docx format, to an email and send it to me at: danielthrpe@gmail.com.

D. Grading

You outline will be assessed on the following points:

- 5 pts: Correct (Canadian) spelling and grammar.
- 10 pts: Follows the format correctly.
- 10 pts: Clear, workable points for each heading.

Good luck!

Daniel