

Communicating in the Workplace

Administrative Accounting and Bookkeeping Program

Homework: For Day-06 (27 March 2026)

1. Review the Day 04 & 05 handouts for a quiz next week.

Also, for your Formal Presentation:

A. Start working on your visual aids. They will be due to me by email NLT Noon, Thursday, 9 April 2026.

B. Be prepared to present in class on either 10 or 17 April 2026.