

# Communicating in the Workplace

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*Administrative Accounting and Bookkeeping Program*

## Homework: For Day-07 (10 April 2026)

### 1. Formal Presentation:

A. Email your slides (or other visual aids) to me at [danielthrpe@gmail.com](mailto:danielthrpe@gmail.com) no later than Noon, Thursday, 9 April 2026.

*(Late submissions will be deducted 5 marks per day.)*

B. Be prepared to deliver your formal presentation.

*(Remember that you have approximately 10 minutes total, including a couple minutes for questions.)*

### 2. Prepare for the Final Quiz.