

Communicating in the Workplace

Daniel Thorpe | Day-04 | 11 July 2025

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Intro & Review

2

Review Questions



3

Quiz!

4

Make Up Student Short Presentations

5

Routine & Persuasive Messages

6



Business Presentations

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Before you present...



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01: A Suitable Channel

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What does an oral presentation let you accomplish...

That no other channel can do?

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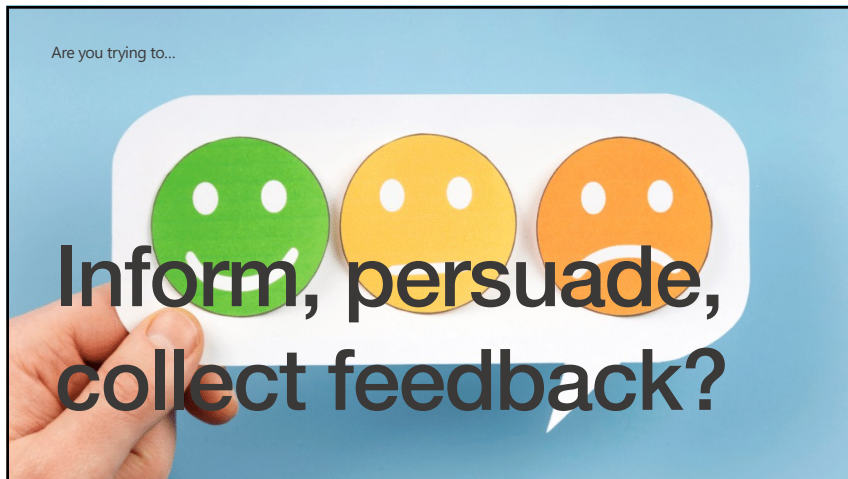
02: Clear Purpose

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What is so important...

That you are taking all these people's time?

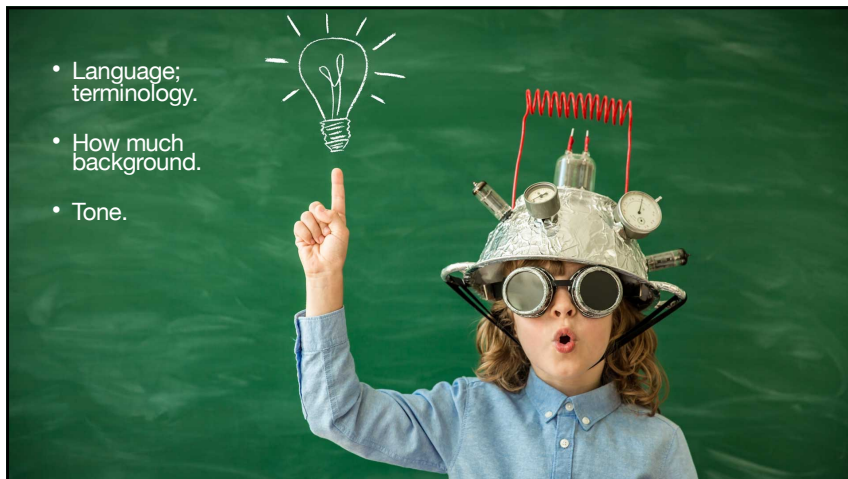
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03: Know Your Audience

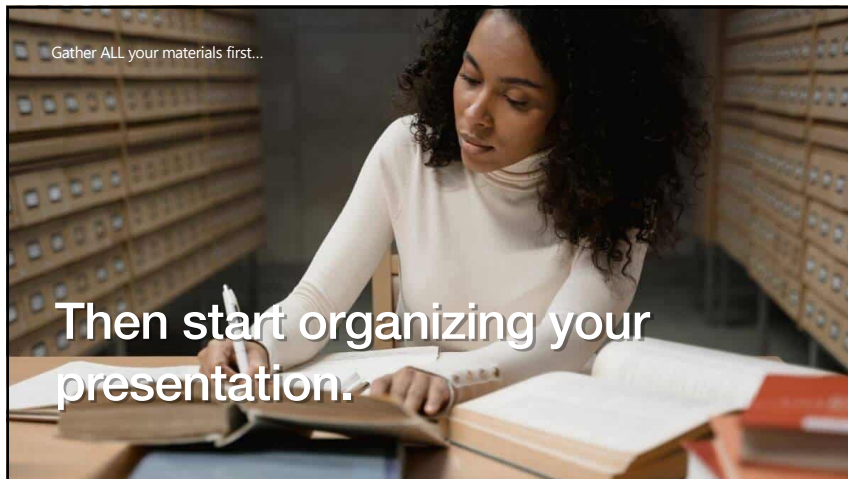
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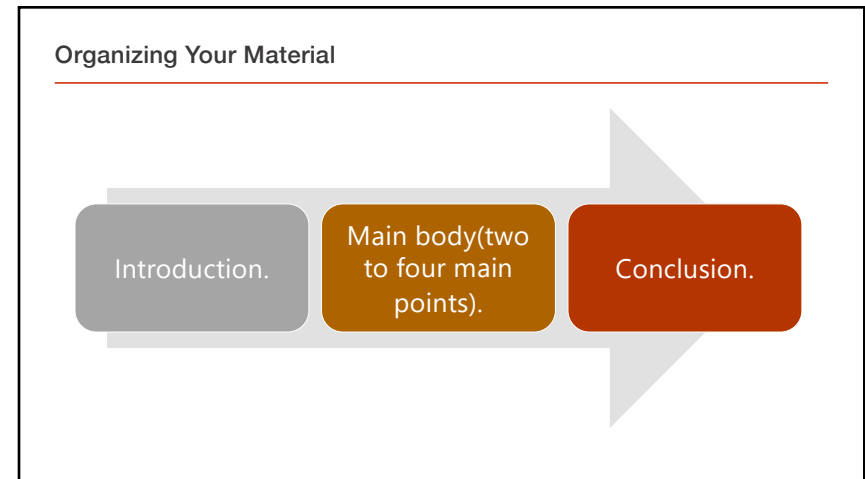
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04: Research First

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01. Introduction

Three jobs:

- Capturing audience attention,
- Establishing your credibility, and
- Previewing your theme.

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2. The Main Body

Grouped into two to four points in a logical order:

- Chronologically,
- Geographically,
- By importance,
- From simple to complex, etc.

(Note: use clear transitions between points.)

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3. The Conclusion

Summarize your main points,

Take questions,

Distribute handouts, and

Thank the audience and end on a strong note / call to action.

CONCLUSION



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It Can Help to Use an Outline

"CE Contributions to BushWood College"

Introduction
Main Body
Conclusion

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Sample Outline

"CE Contributions to BushWood College"

Introduction
Main Body
1. Financial Contribution
2. Marketing / Community
3. Enrolment (FTE) Contribution
4. Staff Training / Community
Conclusion

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Sample Outline

"CE Contributions to BushWood College"

Introduction
Main Body
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4. Marketing / Community
Conclusion

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Sample Outline

"CE Contributions to BushWood College"

Introduction

- Promise 3 CE Facts Didn't Know
- About Me: Dean for Five Years
- Proud to be Part of College Community

Main Body

1. Enrolment (FTE) Contribution
2. Financial Contribution
3. Staff Training / Community
4. Marketing / Community

Conclusion

- Questions
- Sum Up: Emphasize Community
- Thank You For Your Time (Handout)

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Homework for Day-05

1. Review the Day-04 handouts:

- In preparation for a short quiz next day; and
- To note any questions you want to ask.

2. Outline Exercise:

- Think of a good subject for your in-class Formal Presentation. This should be:
 - A topic you can know well enough to present on.

- A specific enough topic that you can present it completely in ten minutes (including two for questions).

- A topic of interest to your classmates (preferably business related).

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

- Prepare an outline for your Formal Presentation, using headings in Microsoft Word



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THANK
YOU

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