

Communicating in the Workplace

Daniel Thorpe | Day-05 | 18 July 2025

1

Intro & Review



2

Student Presentations

Times Six



3

Break

15 Minutes



4



Taking Control of Email

Email is a Good Thing

5

Email Exercise-01

To: Yourself.
cc:

Subject: Meeting

Hey buddy,
We should get together to discuss dinner options for the sales celebration.

Whaddaya think?

Your buddy...

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Email Exercise-02

To: Yourself.
cc:

Subject: Meeting

Hey buddy,
We should get together to discuss dinner options for the sales celebration.

Whaddaya think?

Your buddy...

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Homework for Day-06 (Friday, 25 July 2025)

Review

1. Review the "Taking Control of Email" handout and be prepared to ask one question about it.
2. Read the "Advanced Email" handout and be prepared to speak about one example from your own experience where one of the etiquette rules facilitated good communications, or where one of them utterly failed.

Formal Presentation

1. If you haven't done so already, be prepared to deliver your Formal Presentation (10 minutes total, including two minutes for questions).



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