

# Communicating in the Workplace

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## *Administrative Accounting and Bookkeeping Program*

### STUDENT OUTLINE

#### Course Details

- Course Code: 1208
  - Dates: 20 Jun to 8 Aug 2025
  - Instructor: Daniel Thorpe
- Section: 22389  
Times: 1:00p–4:00p  
danielthrpe@gmail.com

#### Topic Outline

##### Day One, 20 June 2025

- Welcome & Administration
- A. The Communication Process
- B. Choosing a Channel
- C. Overcoming Barriers to Communication
- Student Introductions

##### Day Two, 27 June 2025

- Review & Quiz
- A. Communicating in Writing
- B. Storytelling

##### Day Three, 4 July 2025

- Review & Quiz
- A. Routine & Persuasive Messages
- B. Negative Messages
- C. Oral Presentations

##### Day Four, 11 July 2025

- Review & Quiz
- A. Practice Presentations
- B. Take Control of Email

##### Day Five, 18 July 2025

- Review & Quiz
- A. Practice Presentations
- B1. Reports & Other Writing Formats
- B2. Plagiarism, AI, Citing Sources

##### Day Six, 25 July 2025

- Review & Quiz
- A. Practice Presentations
- B1. Difficult Conversations

- B2. Performance Interviews, Counselling

### **Day Seven, 1 August 2025**

- Review & Quiz
- A. Difficult Conversations Practice
- B. Effective Meetings
- Final Written Assignment Due

### **Day 8, 8 August 2025**

- A. Principles of Workplace Communication
- B. Ethical Standards of Workplace Communication
- Review & Wrap-Up

## **Handouts**

All handouts will be available in .pdf format at:

<https://www.wobblythumb.ca/communicating-in-the-workplace/>

## **Grading**

Letter Grade: A–F

Passing Grade: C

### **Evaluation:**

- 40%: Written Assignments
- 35% Presentation Assignments
- 15% Difficult Conversations Assignment
- 10% Attendance & Participation

### **Letter Grade Percentages:**

A+: 95-100%

A: 90-94%

A-: 85-89%

B+: 80-84%

B: 75-79%

B-: 70-74%

C+: 65-69%

C: 60-64%

C-: 55-59% (Minimum Pass)

D: 50-54%

F: 0-49%