

# Communicating in the Workplace

*Administrative Accounting and Bookkeeping Program*

## Marking Guide: Short Presentation

|              |                         |  |
|--------------|-------------------------|--|
| Introduction | Attention Getter        |  |
|              | Introduces Situation    |  |
| Main Body    | Develops Main Character |  |
|              | Plot Builds Suspense    |  |
| Conclusion   | Resolves Conflict       |  |
|              | Reinforces Theme        |  |

Name: \_\_\_\_\_