

Communicating in the Workplace

Administrative Accounting and Bookkeeping Program

Homework: For Day-05 (Due Noon, 17 July 2025)

Review

1. Review the Day-04 handouts:

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

Outline Exercise:

1. 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 danielthrpe@gmail.com to confirm it'll work before you spend a lot of time on it.)

2. Prepare an outline for your Formal Presentation, using headings in Microsoft Word headings. Structure your outline as follows:

TOPIC [Heading 1]

INTRODUCTION [Heading 1]

Attention Getter [Heading 2]

Credibility Statement [Heading 2]

Introduce Your Theme [Heading 2]

Overview of Presentation [Heading 2]

MAIN BODY [Heading 1]

2 to 4 Main Body Points [Heading 2]

CONCLUSION [Heading 1]

Summary [Heading 2]

Take Questions [Heading 2]

Distribute Handouts [Heading 2]

Thank You / Strong Finish [Heading 2]

Underneath the TOPIC heading, and each section of your INTRODUCTION, MAIN BODY, AND CONCLUSION, write no more than a line or two describing what you'll say.

Overview of Presentation

And I will give you three great reasons why you should make it to the Canadian GP this year.

3. Email your outline to me at danielthrpe@gmail.com NLT Noon, 17 July 2025.

Email your outline as an attachment to your email in Microsoft Word .docx format.

4. Grading

Your outline will be assessed on the following points:

- 5 pts: Correct (Canadian) spelling and grammar.
- 10 pts: Follows the format correctly.
- 10 pts: Clear, workable points for each heading.

Good luck!

Daniel

Example of a suitable outline:

TOPIC

Why you should go to the Canadian Grand Prix this year.

INTRODUCTION

Attention Getter

What do you think the fastest growing sport is in Canada this year? It's Formula 1!

Credibility Statement

I have been an F1 fan since I was a teenager.

Introduce Your Theme

This is a great championship year so far...

Overview of Presentation

And I will give you three compelling reasons why you should attend the Canadian GP!

MAIN BODY

Point One

The championship battle could well be decided at the Canadian GP.

Point Two

Montréal is a great city to visit anyway.

And so on...