

# Communicating in the Workplace

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*Administrative Accounting and Bookkeeping Program*

## Homework: For Day-06 (25 July 2025)

### Review

#### 1. Review the Day-05 handouts:

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

### Formal Presentation

**1. Send me the visual aids (PowerPoint or Keynote slides) for your Formal Presentation** no later than Noon, Friday, 25 July 2025.

**2. Be prepared to present your Formal Presentation** (10 minutes total, including two minutes for questions).