

Communicating in the Workplace

Administrative Accounting and Bookkeeping Program

Homework: For Day-07 (1 Aug 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).