

# Communicating in the Workplace

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*Administrative Accounting and Bookkeeping Program*

## Homework for Day-02: 31 October 2025

1. Read the Day-01 Handouts and note any questions for next class.
2. If you own Microsoft Office, Set the default spelling language to English CANADA.
3. Prepare for a short quiz at the start of next class on the material covered so far.