

Communicating in the Workplace

Administrative Accounting and Bookkeeping Program

Homework for Day-03: 7 November 2025

1. Review the Day-02 handouts:
 - In preparation for a short quiz.
 - To note any questions you want to ask.
2. If you own Microsoft Office, Set the default spelling language to English CANADA.
3. Select an experience that taught you some kind of life lesson (your theme). This could be a holiday where all went well (or poorly), a job interview, etc... Write an email with a bullet point outline of this story in the body. Be sure to shape your experience into an interesting story with all the basic elements:
 - An introductory hook that gets your audience's attention.
 - A specific setting (place and time).
 - A depiction of yourself as the protagonist.
 - A plot in which you resolve a conflict or learn a lesson.
 - A conclusion that reinforces your theme.

(No need for details; just bullet points only!)

4. Email your outline to me NLT Noon, Thursday, 3 July 2025 (I will reply with comments if I think you need to adjust it before point 5.)
5. Be prepared to deliver your story to the class as a short (two minute) oral presentation (no need for visual aids; just be prepared to tell an interesting short story with a theme).