

Communicating in the Workplace

Administrative Accounting and Bookkeeping Program

Homework: For Day-05 (Due Noon, 20 Nov 2025)

1. Review the Day-04 handouts.

2. Formal Presentation Topic/Outline:

A. Think of a good topic for your in-class Formal Presentation.

This should be:

- A topic you can know well enough to speak about.
- A specific, focused topic that you can present in ten minutes (including three for questions).
- A topic of interest to your classmates (preferably, but not necessarily, business related).

(If you're not sure whether you have a suitable topic, you can email me at danielthrpe@gmail.com to confirm it'll work before you spend a lot of time on it.)

B. Prepare an outline for your Formal Presentation

Use headings in Microsoft Word, structuring your outline as follows:

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 [All in Heading 2]

CONCLUSION [Heading 1]

Summary [Heading 2]

Take Questions [Heading 2]

Distribute Handouts [Heading 2]

Thank You / Strong Finish [Heading 2]

Underneath each Level 2 heading write no more than a line or two describing what you'll say.

C. Email your outline to me NLT Noon, 20 Nov 2025.

Attach your outline to the email as a Microsoft Word .docx file. Send it to danielthrpe@gmail.com.

D. 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