

Communicating in the Workplace

Administrative Accounting and Bookkeeping Program

Day-05 Homework

1. Review:

Review today's handouts to prepare for a quiz next class, 28 November 2025.

2. Formal Presentation:

A. If you are using digital visual aids (i.e.: PowerPoint or Keynote) for your formal presentation, **email your slides to me at danielthrpe@gmail.com no later than Noon, Friday, 5 December 2025.**

(Late submissions will be deducted 5 marks per day.)

B. Be prepared to present at the 5 December 2025 class (in two weeks' time).

(Remember that you have approximately 10 minutes total, including three minutes or so for questions.)