

Communicating in the Workplace

Administrative Accounting and Bookkeeping Program

Homework: For Day-07 (5 December 2025)

1. 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 deliver your formal presentation.

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