



GENERAL STUDIES

DATE	SUBJECT	ACTIVITY
MANAGEMENT ASSISTANT N4 Communication N4 <i>Revise CONCISE COMMUNICATION</i> <i>with the PowerPoint presentation for N4</i> REMEMBER: "When people talk, listen completely. Most people never listen." Ernest Hemingway		
13 July 2020		Forms and Questionnaires Activities in the activity pack
14 July 2020		E-mail Activity in the activity pack
15 July 2020		Case Study Activities in the activity pack
16 July 2020		Curriculum Vitae and accompanying letters Activities in the activity pack
17 July 2020		Mark Activities using the memorandum provided