



GENERAL STUDIES

DATE	SUBJECT	ACTIVITY
<p>MANAGEMENT ASSISTANT N4 Communication N4</p> <p><i>Revise BUSINESS LETTERS</i> <i>with the PowerPoint presentation</i></p> <p>REMEMBER: "Alone, we can do so little; together we can do so much." Helen Keller</p>		
27 July 2020		Letter of enquiry
28 July 2020		Letter of complaint
29 July 2020		Letter of invitation for a guest speaker
30 July 2020		Resignation letter
31 July 2020		Letter to the press