



GENERAL STUDIES

DATE	SUBJECT	ACTIVITY
MANAGEMENT ASSISTANT N4		
Communication N4		
Revise REPORTS		
with the PowerPoint presentation		
REMEMBER:		
"Study the past if you want to intuit the future" (Confucius)		
3 August 2020		Accident report
4 August 2020		Feedback report
5 August 2020		Investigative report
6 August 2020		Progress report
7 August 2020		REVIEW