



GENERAL STUDIES

DATE	SUBJECT	ACTIVITY
<p>MANAGEMENT ASSISTANT N4 Communication N4</p> <p><i>Revise CONCISE COMMUNICATION MODULE 8</i> <i>with the TVET FIRST PowerPoint presentation for N4</i></p> <p>REMEMBER: "The most important thing in communication is to hear what isn't being said." - Peter Drucker</p>		
6 July 2020		Telephone message Activity 8.1 pg. 200
7 July 2020		Fax Activity 8.2 pg. 202
8 July 2020		Memorandum Activity 8.3 page 203
9 July 2020		Formal Invitation Activity 8.4 page 205
10 July 2020		Mark Activities using the memorandum provided