



## GENERAL STUDIES

DATE	SUBJECT	ACTIVITY
<b>MANAGEMENT ASSISTANT N6</b> <b>Communication N6</b>  <i>Revise BUSINESS LETTERS</i> <i>with the PowerPoint presentation</i>		
<b>REMEMBER:</b> "The most important thing in communication is to hear what isn't being said." <b>Peter F. Drucker</b>		
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