



GENERAL STUDIES

DATE	SUBJECT	ACTIVITY
<p>MANAGEMENT ASSISTANT N6 Communication N6</p> <p><i>Revise CONCISE COMMUNICATION MODULE 7 with the TVET FIRST PowerPoint presentation for N6</i></p> <p>REMEMBER: "Wise men speak because they have something to say; Fools because they have to say something." - Plato</p>		
6 July 2020		Telephone message Activities in the activity pack
7 July 2020		Fax Activities in the activity pack
8 July 2020		Memorandum Activity in the activity pack
9 July 2020		Formal Invitation Activities in the activity pack
10 July 2020		Mark Activities using the memorandum provided