Hand in through Moodle drop box, due date listed on Moodle.

IF YOU WERE THE BOSS

1. One of your employees uses bad grammar, and this is reflecting poorly on your department. How can you correct the situation?

Tell the employee to spend time on an internet forum. They will be corrected mercilessly by the grammar nazis.

1. Employees keep saying they never know what is going on at work. What steps should you take to increase workplace communication?

Weekly scrum meetings or emails with status updates.