

**Week 10: Workplace Communications****DESCRIPTIONS**

This tutorial is designed to make you more familiar with various means of professional written communications, supporting the material introduced in Week 10 lectures.

A particular emphasis is placed on e-mail communications, while other types of written communications are also covered.

OBJECTIVES: By the end of this session, you should be able to:

1. Analyse the context of the communication you are to initiate,
2. Choose the most effective and appropriate means of communication,
3. Compose an effective and appropriate message/document, and
4. Identify possible ways to evaluate the effectiveness of that communication.

DELIVERY FORMAT

- About 15 students will be present in each session, and they are separated into groups of four to five.
- Each group should have been allocated with a computer to work on their task.

If there is any time remaining please continue to work with your team to complete Assignment 2.

Both pieces must be put in your eFolio

Reminder week 11 Presentations for Assignment 2.