



# Pre Training Assignment

## Module 2 - Communication

**Make notes of all your assignments and bring the notes to class. Without the notes you will not be able to finish your assessments.**

1. Choose any one of the following organisations:

- Government department
- A manufacturing company

And do research about the following:

- Communication channels in the organisation
- Communication resources such as telephone, fax, computers
- Technological resources used by the organisation, such as computers
- What multilingual needs exist in the organisation

2. Watch an actuality show or documentary on TV, or listen to such a program on the radio.. Identify the facts and opinions. Motivate your answer. Include the details of the program in your assessment: date, subject, interviewer and interviewee.
  - What information do you think has been omitted by the interviewer? List at least two instances. Motivate your answer.
  - How does the tone of the interviewee (the person being interviewed) affect the audience's point of view? Motivate your answer.
  - How does the point of view of the interviewer affect the audience's point of view? Motivate your answer.
  - What information do you think has been selected by the interviewer? List at least two instances. Motivate your answer.
  - What information do you think has been left out by the interviewer?
3. Do research on future career prospects applicable to the qualification that you are studying. Ensure that you obtain information from more than one source. You can, for example look at advertisements in newspapers, discuss career possibilities with employment agencies or make an appointment with the HR manager of an organisation to discuss career opportunities. You have to consult at least two sources. Make a list of the questions you want to ask and record the answers.

