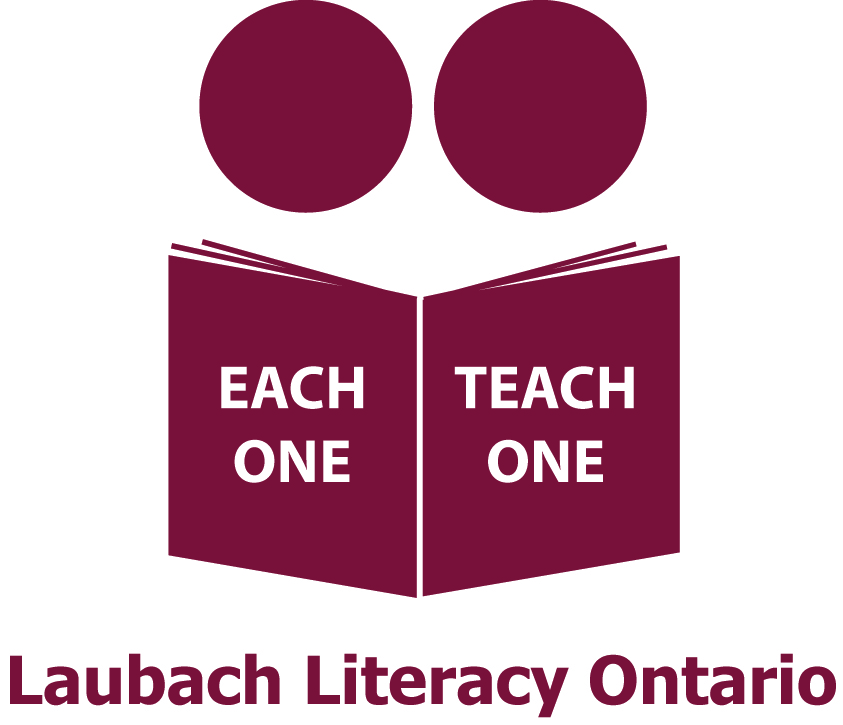
Reading Practical Workplace Communications 1

Workbook



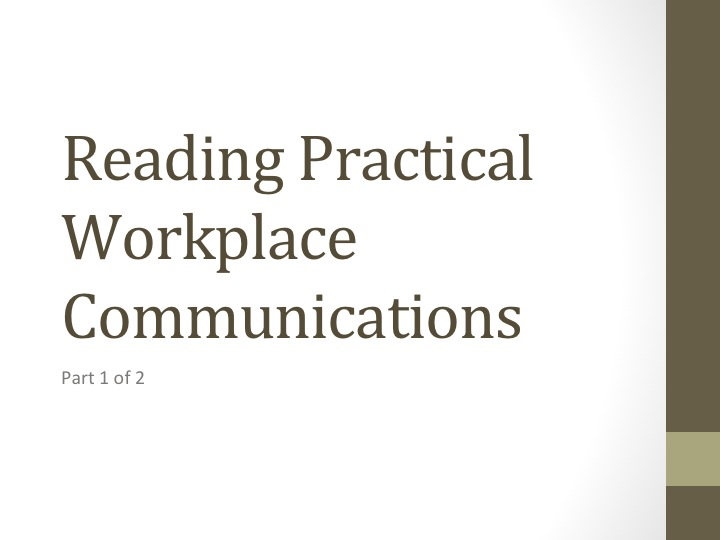
Acknowledgements

Written by: Shasta Ritchie

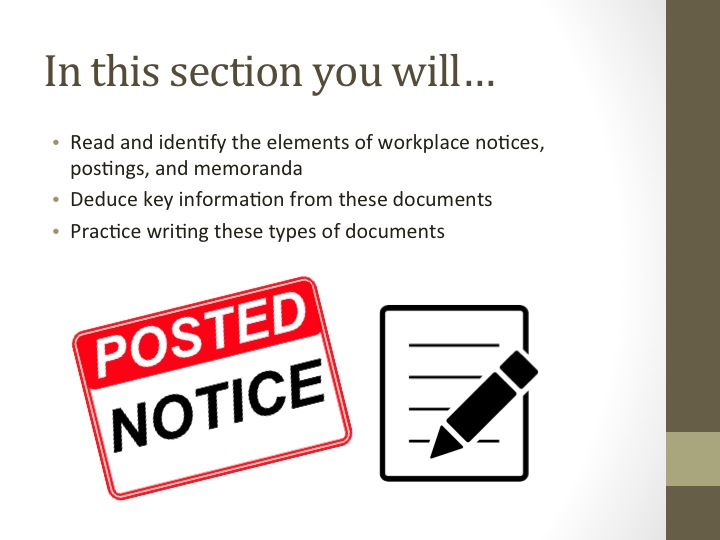
2016

This Employment Ontario project is funded in part by the Government of Canada and the Government of Ontario and through the Canada Ontario Job Fund Agreement.

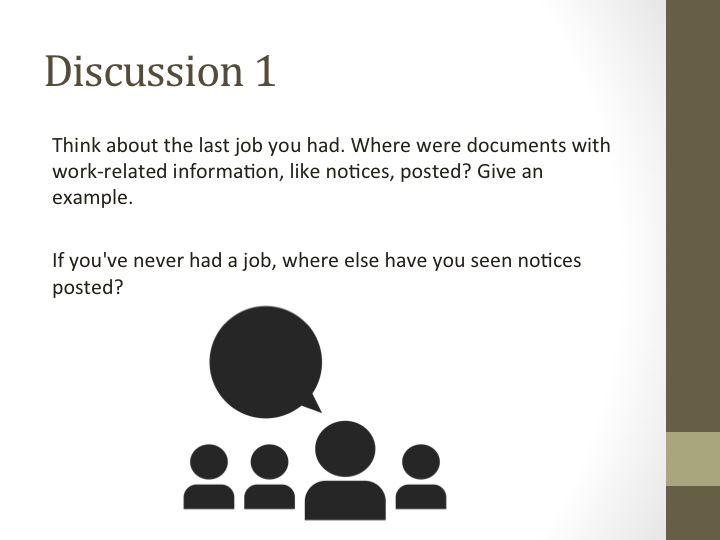




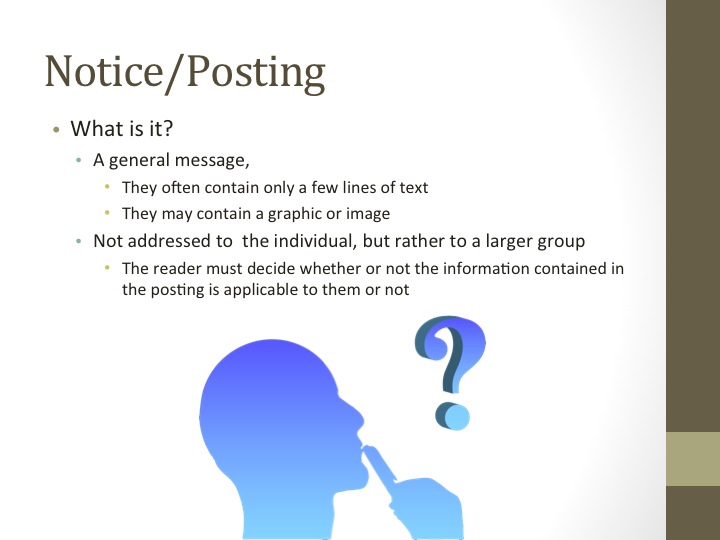
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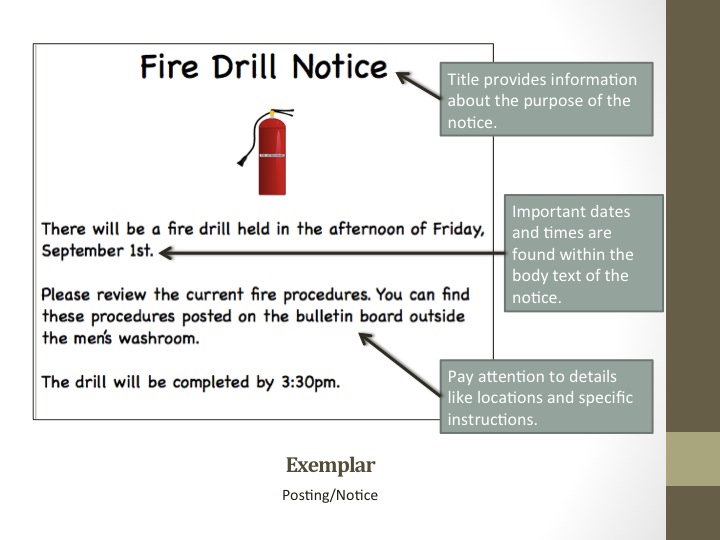
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Activity 1

**Instructions**:

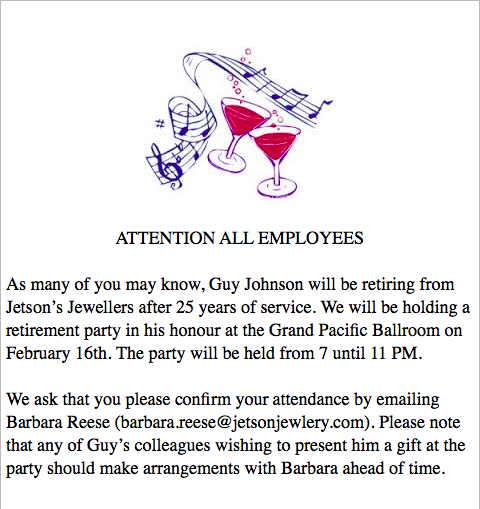
Answer the following questions based on the document below.

1. What is the cause for celebration?

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1. Who is the intended *audience* of this notice?

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1. When is the party?

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1. Where is the party?

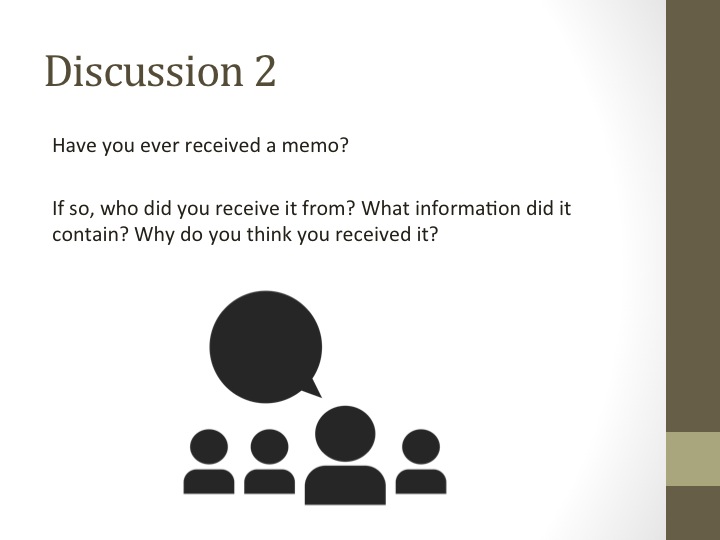
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1. How long has Guy Johnson worked at Jetson’s Jewelers?

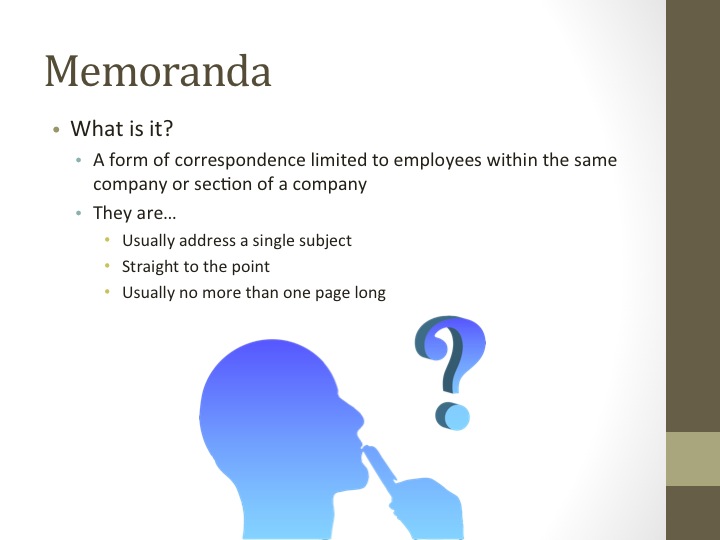
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1. Who should employees contact if they wish to attend the party?

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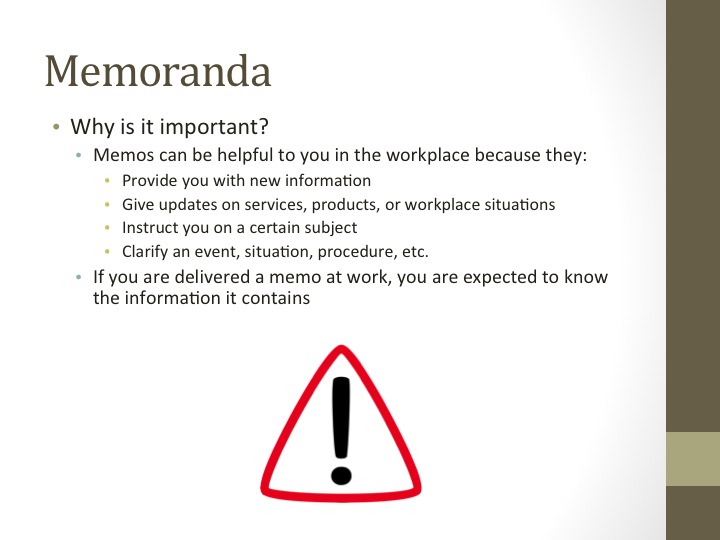
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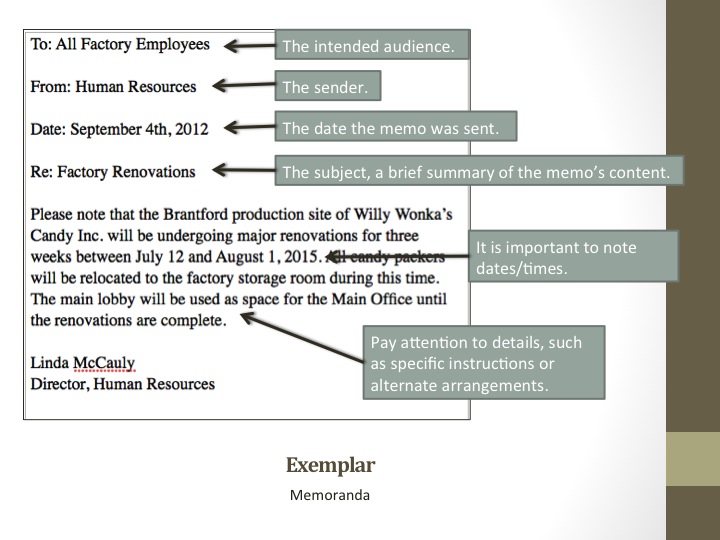
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Activity 2

**Instructions:**

Answer the following questions based on the document below.

1. When was the memo written?

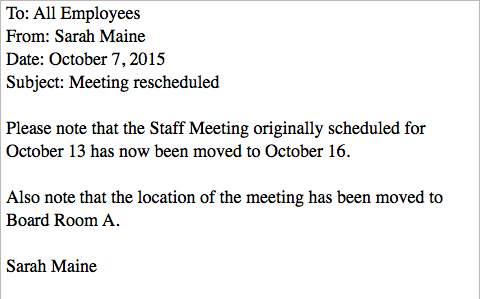
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1. Who wrote the memo?

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1. Who is the intended *audience*?

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**Use the calendar to answer the next three questions.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
|  |  | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 |  |
| 26 | 27 | 28 | 29 | 30 | 31 |  |

1. On what day of the week was the meeting originally scheduled?

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1. Circle the new date of the meeting on the calendar.
2. What other change to the meeting should be noted?

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Activity 3



Technology Application

**Instructions**:

Use word-processing software to design a notice based on the following information:

Company Name: Green Tree Grocery

Event: A staff barbeque

Date: July 21st

Time: 4-9 PM

Location: Terrace Hill Park

Other information:

* Parking is located at north entrance.
* Veggie burgers will be available.

Feel free to include an image or clipart related to the event your notice is advertising.