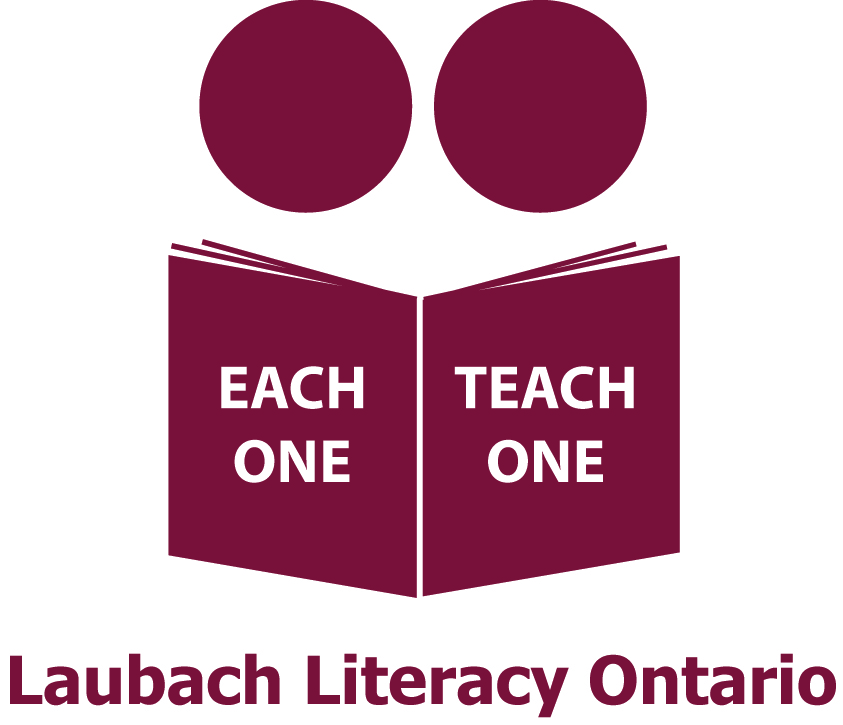
Reading Practical Workplace Communications 2

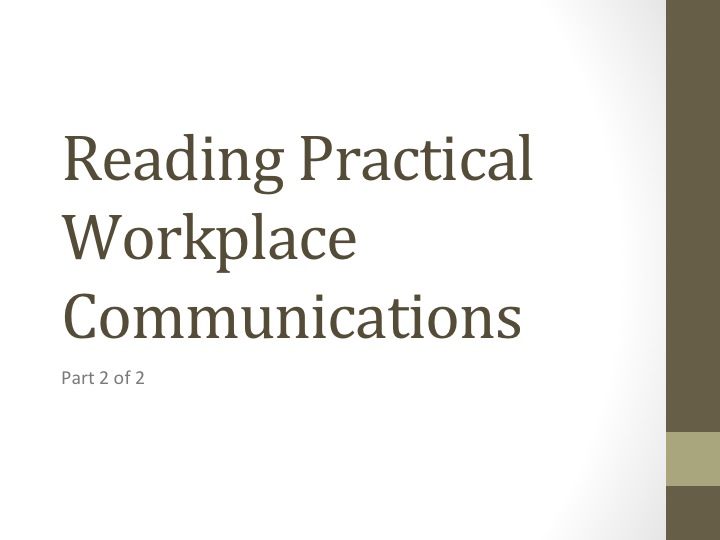
Workbook



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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.

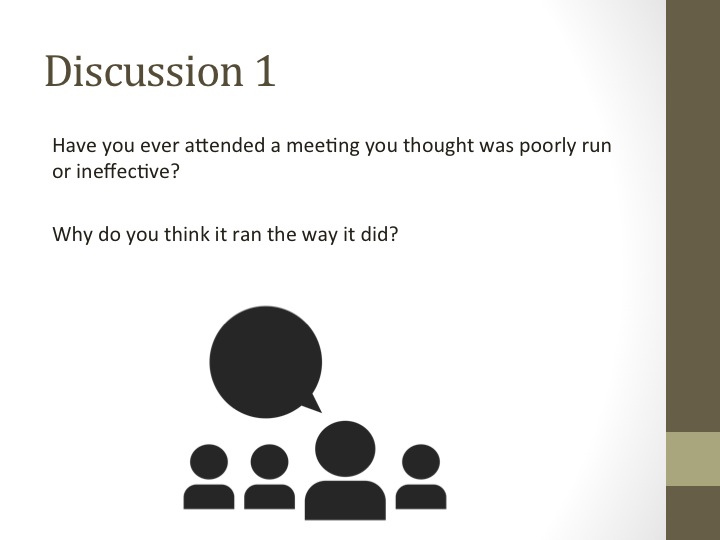




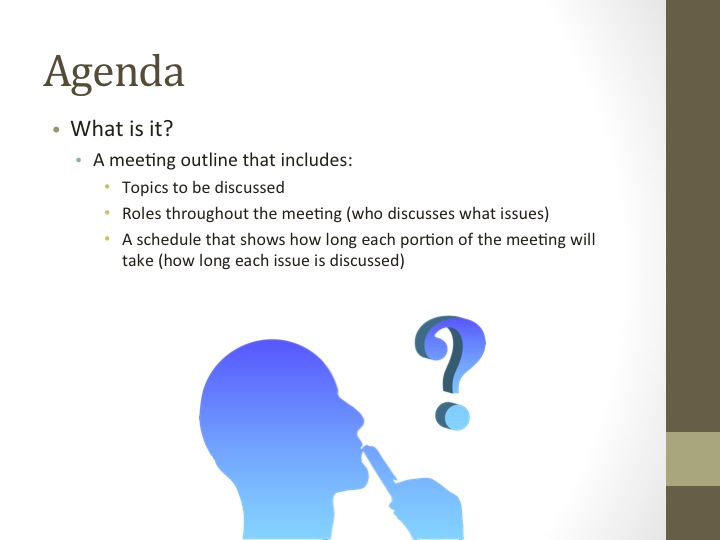
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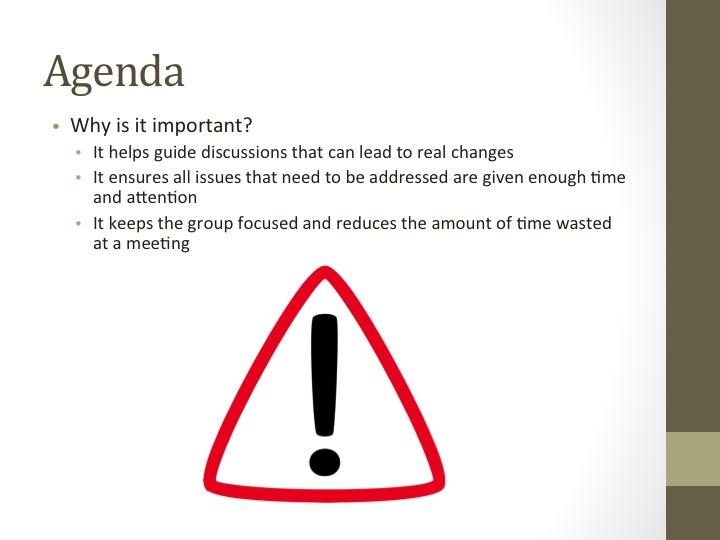
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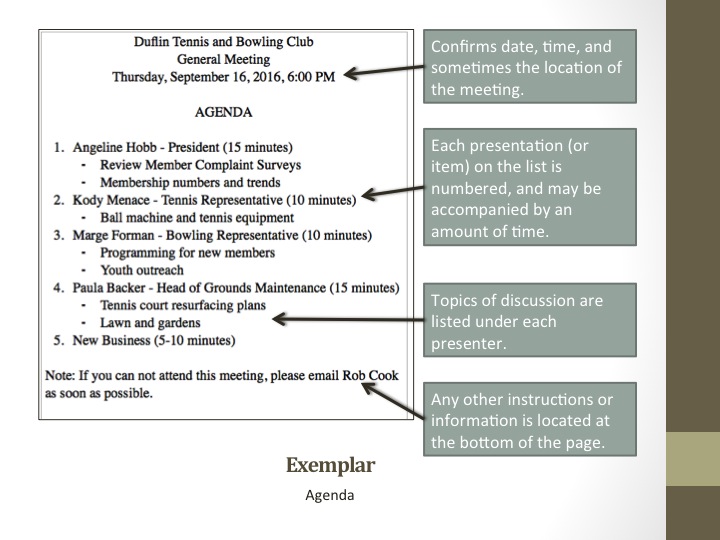
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Activity 1

**Instructions**:

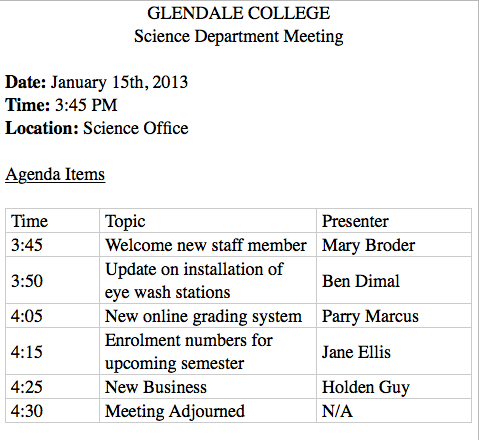
Answer the following questions based on the document below.

1. Who is the intended *audience*?

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1. When does the meeting start?

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1. Where is the meeting going to take place?

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1. What will Parry be talking about?

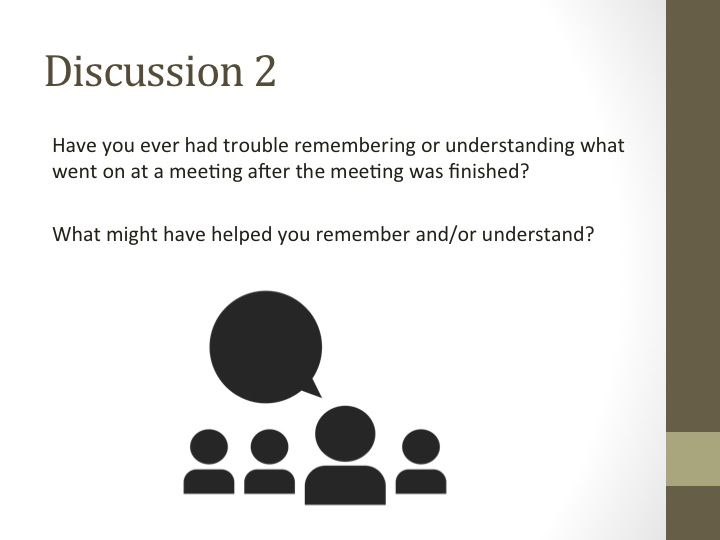
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1. Who will welcome the new staff member?

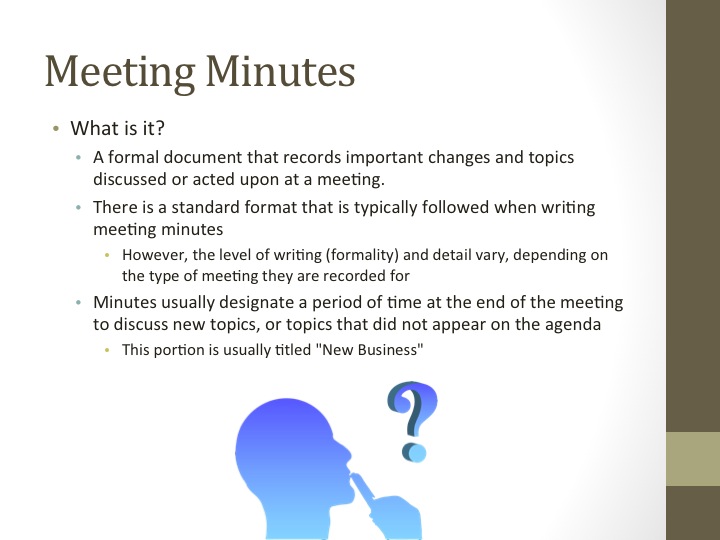
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1. How long will the meeting be?

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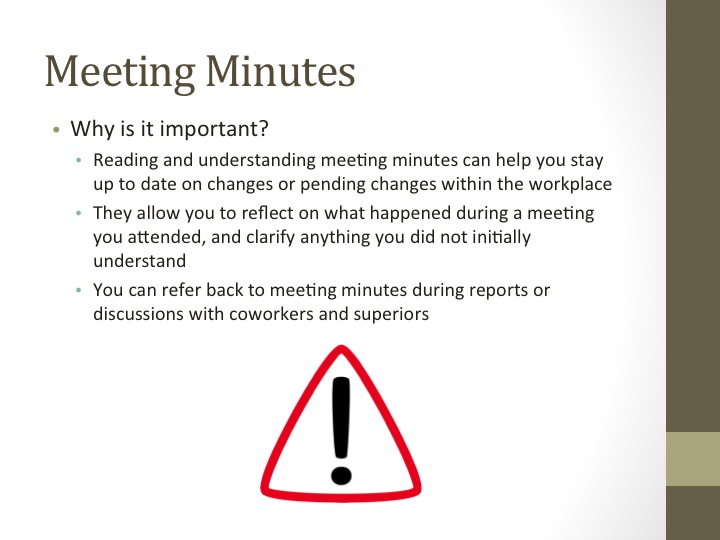
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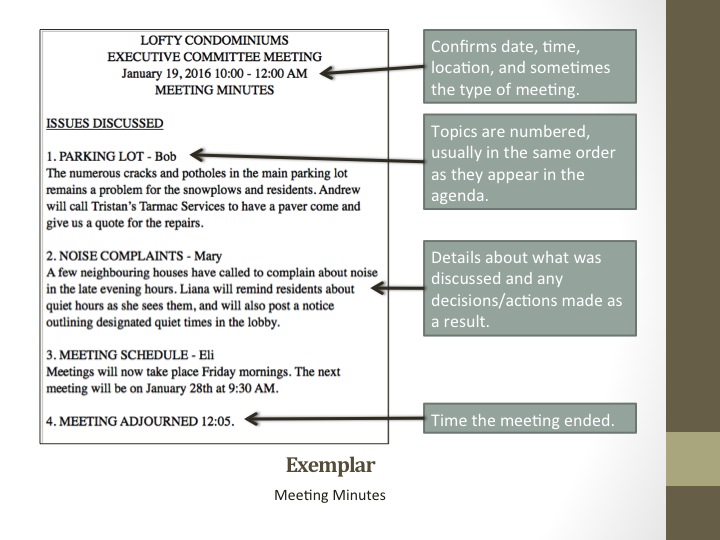
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Activity 2

**Instructions:**

Answer the following questions based on the document below.

1. Who attended this meeting?

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1. Identify two issues discussed in the meeting.

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1. Who is having another meeting on June 17?

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1. How long after the meeting were the minutes made available?

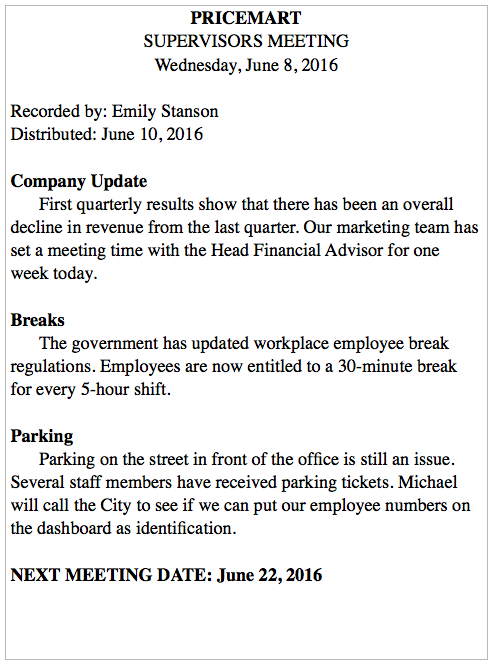
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1. When are employees entitled to a 30-minute break?

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1. Based on information included in the minutes, how often are supervisor meetings scheduled at Pricemart?

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Activity 3



Technology Application

**Instructions**:

Using a word processor, create a meeting agenda based on the following information.

Company name: Willy Wonka Factory

Meeting attendees: Umpa Lumpas

Date of meeting: December 15, 2015

Items to be discussed and their presenters:

* Boris Bubbles
  + Candy cane production forecasts
  + Preparations for Christmas
* Jeff Jujube
  + Chocolate river flooding precautions
  + Introducing guided tours to the public
* Lindsay Lolly
  + New staff break policy
  + Bubble gum accident, updated safety regulations
* Pat Peppermint
  + New business

Length of the meeting: 2 hours

Date of next meeting: December 22, 2015