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(Reports -

Lesson 5 -

Module 11 - Part

A) - Ms. P.J.

Mbele

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ORGANISATIONAL

COMMLESSON 5:

MANIPULATIVE

REPORTING

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Communication N4

(Summary/Precis
Writing - Module
7 Lesson 6) -

Ms. P.J. Mbele

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Communication N4

(Business

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*Assistant Lesson
2 - Module 9 -
Part A) - Mrs.
P.J. Mbele*

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Letters - Lesson
3 - Module 9 -
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(Interviewing) -
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- Module 1 -
Basic

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Assistant

*Principles -
Lesson 2 - Ms PJ*

Mbele Supervisor

skills: 5 Core

Skills to Be a

Good Supervisor

Communication

Interview

Questions - 10

To Practise 5

~~tips for~~

~~impressive~~

~~Public Speaking~~

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~~Assistant~~
~~confidence~~
~~Personality~~
~~Development~~ What
~~is the Role of a~~
~~Restaurant~~
~~Manager~~ Tvet
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~~Plan: Key To~~
~~Effective~~
~~Communication In~~
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Differences

Between Managers
and Leaders 8

Smart Questions

To Ask Hiring

Managers In A

Job Interview

Processing

Opening Balances

on Pastel

Accounting

Express and View

a Trial balance

MODULE 5:

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MEETING

*PROCEDURES -
LESSON 1: TYPES
OF MEETINGS 1.2*

~~What is
communication?~~

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- Module 1 -

Lesson 1 - Ms PJ

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MODULE 4 LESSON

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(Business

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4 - Module 9 -

Part C) - Mrs.

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Communication -

Lesson 1 -

Module 8) -

Communication PP

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~~N4 Interviews~~

COMM/MAN COMM N4

MODULE 5:

MEETING

PROCEDURE LESSON

2 PRIVATE

MEETINGS

COMMUNICATION

MANAGEMENT

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MODULE 4

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~~Learner Support~~

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Chapter 9:
Formatting
Letters, Memos,
and E-Mails

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Previous Questions Papers And ...

Communication exists between the contract manager, site manager, project manager and foreman.

Delegation of authority is more advanced.
The organisation

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of the firm will
involve various
departments
which provide
specialist
functions. (4)

[10] QUESTION 4
4.1 CONSTRUCTION
SITE WORKSHOP
construction
time During bad
weathervaluable

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ASSISTANT N4 -

N6. The purpose
of this

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programme is to equip you with knowledge and skills for successful entry into a secretarial field in any sector. The curriculum will provide an in-depth knowledge of business related and

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& Management

Communication -
Module 6 Explain
the difference

1. In the exam
you could be
asked to explain
what is meant by
one thing and
contrast it with

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something else.

How do we
explain the
difference

between things?

Let us look at
this example: 2.

EXPLAIN the
difference 3.

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& Management
Communication -
Module 6 ...**

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Management

Assistant; N4:
Office Practice
Intro

Information Proc
essing/Informati
on Processing N4
Communications
Intro Computer P
ractice/Computer
Practce N4: N5:
Office Practice
Information
Processing N4/5

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Communication

Computer

Practice N4/5:

N6: Office

Paper
Practice

Information

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Communication

Computer Practice

N5/6

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Requirements: To
register for N4
you need a

National Senior
Certificate

(NSC)/ N3 or a
Grade 12

Certificate or
equivalent

Recognition of
Prior Learning
(RPL) The

College

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acknowledges the
value of prior
learning

Registration

Students

register two
times in the
year

(semesters);

January, and

July. Duration:

three year

diploma course

18 Months (N4 -

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N6) [...]

Communication

Business Studies

N4-N6 - South

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Office Practice

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- Computer

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and N6 as above
plus 18 months
of practical
experience in a
workplace shall
result in the
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the importance
of effective
communication.

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will add on the
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learnt in the N4
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will learn the
basics on how to

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understanding of
computers is
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anyone in the
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Perceptions of
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School Success

Anna Sun and
Alan R. Shoho

"The click-clack
of her heels and
the jingle of
her keys":

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in work that is
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the challenges
that
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doing research.
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