

UC: Participate in Workplace Communication
LO1: Obtain & Convey Workplace Communication
SELF-CHECK 1

Answer keys:

I.

1. Briefing Note
2. Memorandum
3. Notices
4. Circular
5. Face-to-Face

II.

1. Circular note
2. Flyer (pamphlet)
3. Government circular
4. Circular letter (disambiguation)
5. List of circulars, multiple documents

1. warning or intimation of something: announcement
2. the announcement of a party's intention to quit an agreement or relation at a specified time
3. the condition of being warned or notified

1. memos
2. briefing notes
3. reports
4. letters or binders