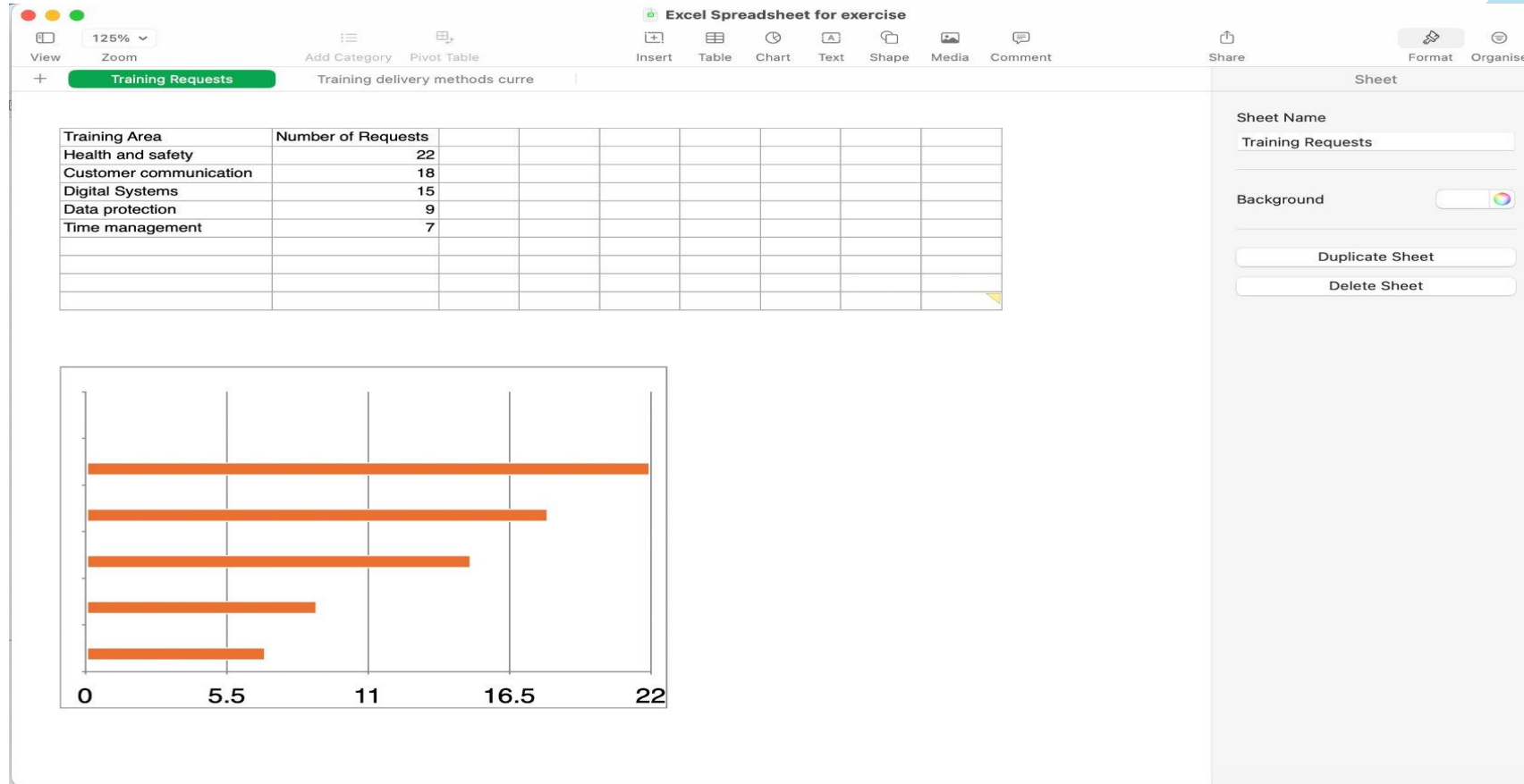


Excel spreadsheet for exercise



excel spread sheet reflection

- what the work is?

This task is spreadsheets on health

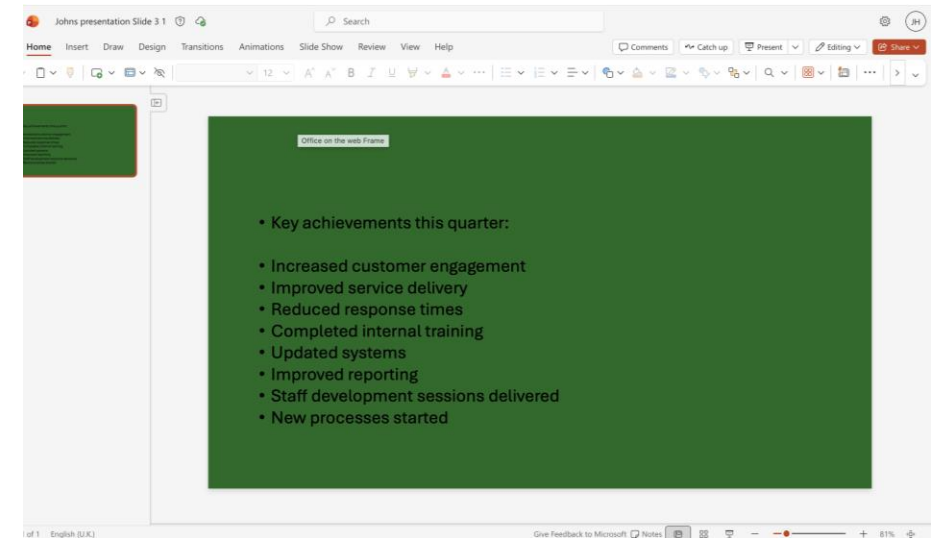
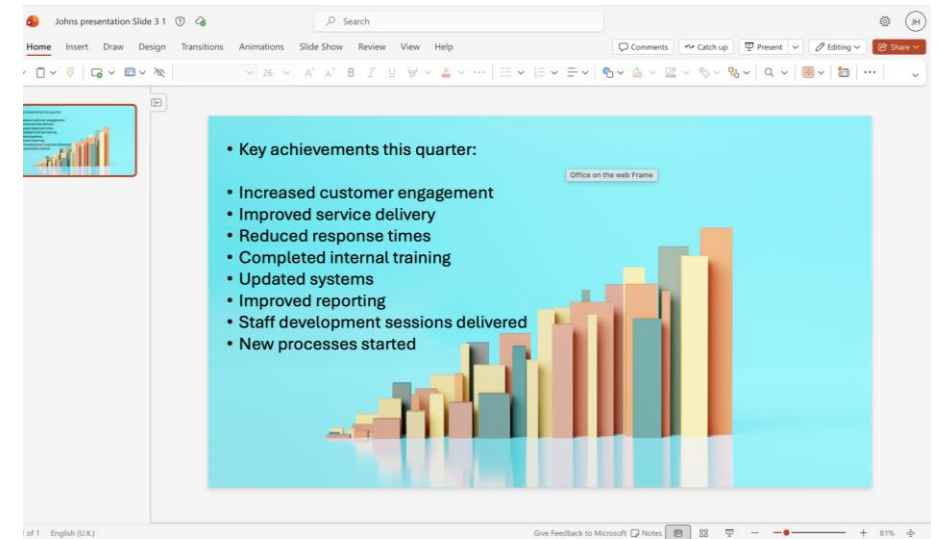
- what skill it shows?

This show a chart on the number of health

- what you learned?

I have learn how to do the format

Changing the background, so its readable



Change the background

- what the work is?

I have change the background from dark green to a lighter green so it is easy to read

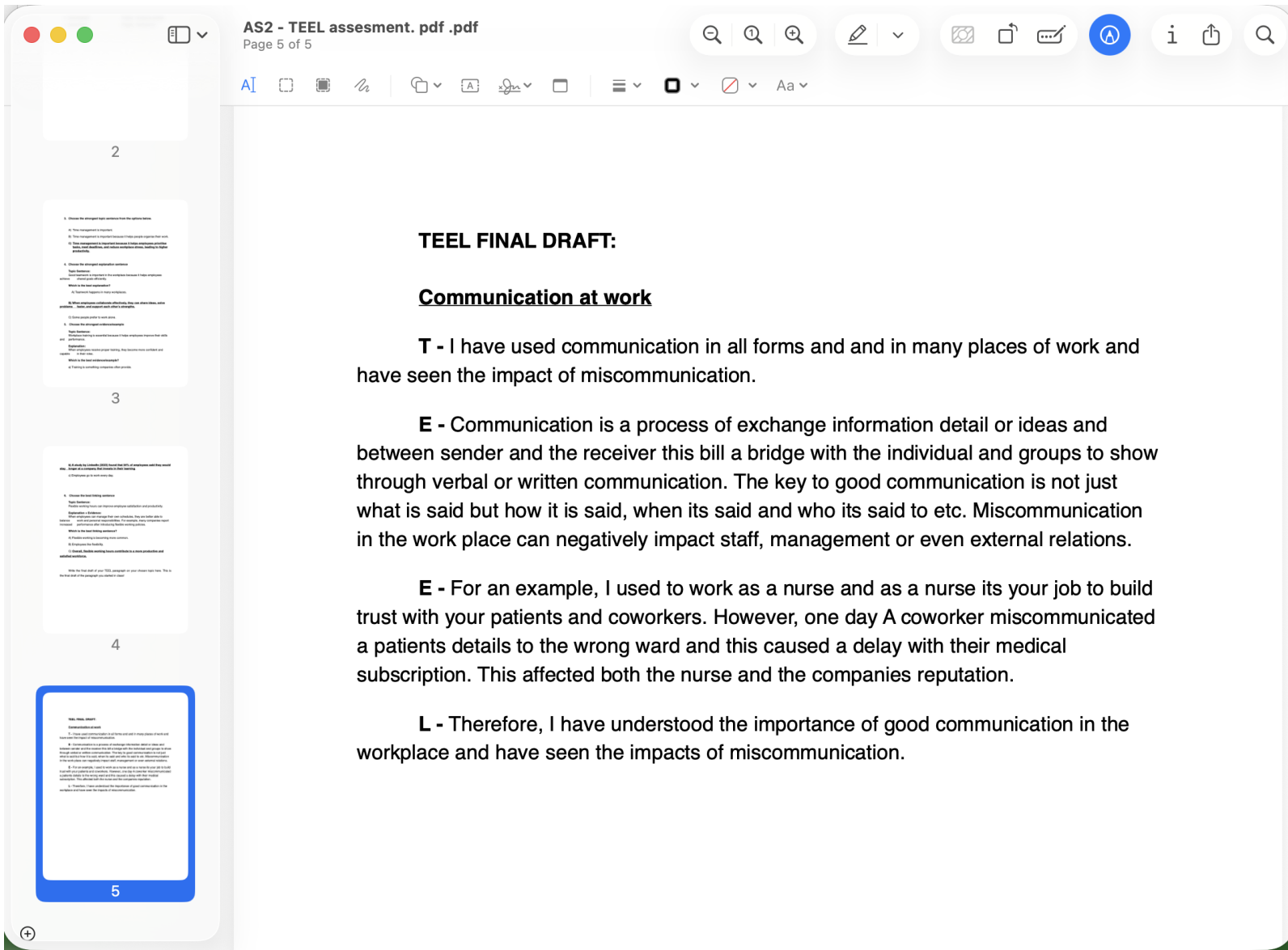
- what skill it shows?

This show how different the background is and easy for everyone to read it

- what you learned?

I have learn the different between colour and how to used different colour to make the background lighter

Teel paragraph assignment



AS2 - TEEL assesment. pdf .pdf
Page 5 of 5

TEEL FINAL DRAFT:

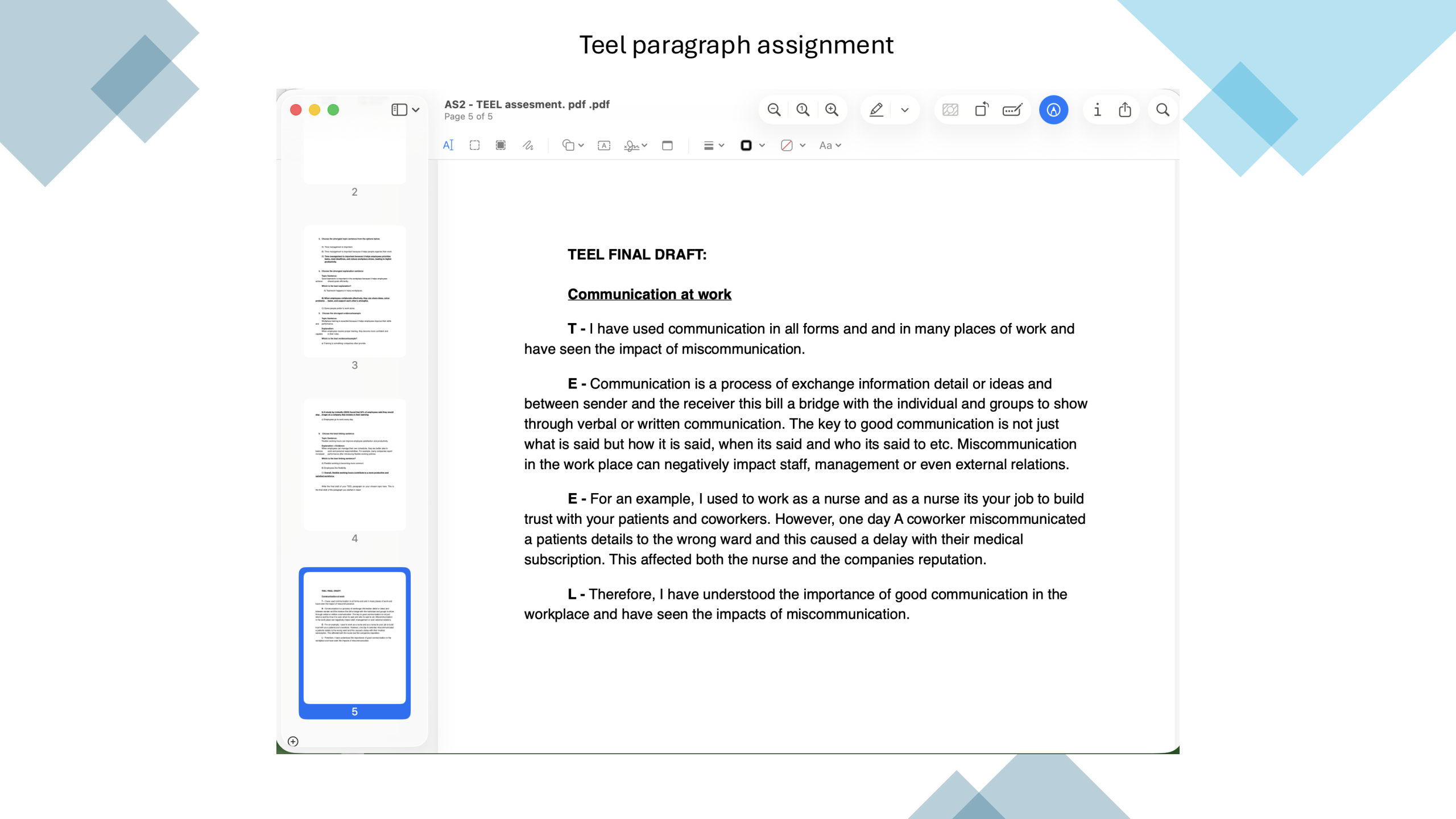
Communication at work

T - I have used communication in all forms and and in many places of work and have seen the impact of miscommunication.

E - Communication is a process of exchange information detail or ideas and between sender and the receiver this bill a bridge with the individual and groups to show through verbal or written communication. The key to good communication is not just what is said but how it is said, when its said and who its said to etc. Miscommunication in the work place can negatively impact staff, management or even external relations.

E - For an example, I used to work as a nurse and as a nurse its your job to build trust with your patients and coworkers. However, one day A coworker miscommunicated a patients details to the wrong ward and this caused a delay with their medical subscription. This affected both the nurse and the companies reputation.

L - Therefore, I have understood the importance of good communication in the workplace and have seen the impacts of miscommunication.



Teel assignment

- what the work is?

I used Teel assignment to show my word document Teel was an example of my assignment

- what skill it shows?

The skill I have learned is to used word document that help me to format

- what you learned?

documet and correct and grammar spelling