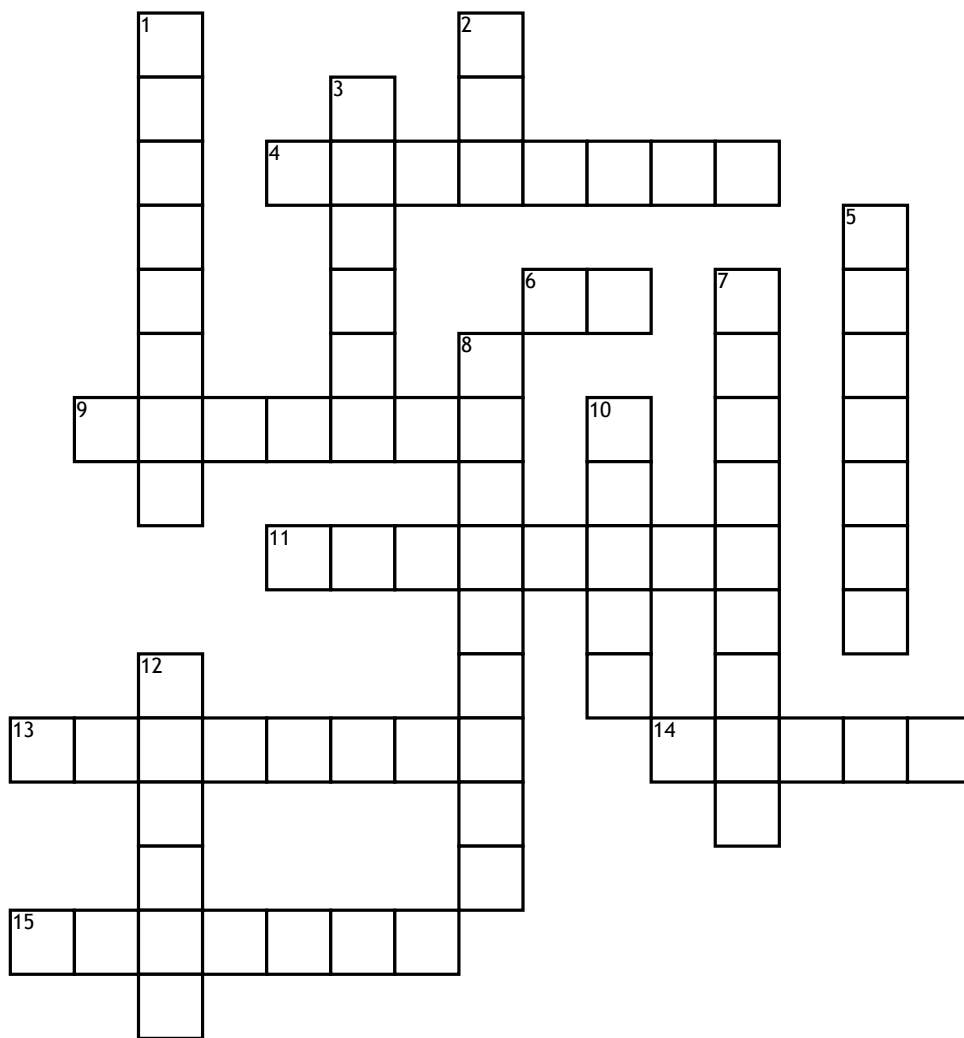


Name: _____

Date: _____

Communication



Across

4. If you work on a public holiday, where would you record this so that you receive your accurate pay?

6. Can we share student's email addresses with tutors?

9. How long is our lunch break

11. What platform would you use to book leave?

13. When can we have an alcoholic beverage during office hours?

14. A platform that we would use to communicate with tutors

15. How do we check a students enrollment status?

Down

1. What is the function on the discussion forum that notifies a certain person that you are trying to contact them?

2. Are all of our calls recorded?

3. Where would you record your priorities for the quarter?

5. Which platform do we use to find a students live invoice?

7. How would you contact your lead if you are not coming into work?

8. What platform do we use to email our students?

10. Where would you report any issues on a live course?

12. Where can I see which Zute's birthday it is this week?

Word Bank

Bamboo

Phonecall

No

Yes

Payspace

Phoenix

Phoenix

@tagging

onehour

Payspace

Freshdesk

Bamboo

Teamtime

Slack

Asana