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**Section B**

**Submitted To Wajeeha Usman**

**Semester 2nd**

**Business English**

**Note: Attempt all questions. Copied answer will not be considered for checking/marking**

**Q 1. Elucidate the important components of Agenda.**

**ANSWER**

**Developing a Meeting Agenda**

 First, identify whether other employees are needed to help you plan the meeting. Then, decide what you hope to accomplish by holding the meeting, and establish doable goals for your meeting. The goals you set will establish the framework for an effective meeting plan. Make certain that you have not planned more than is reasonably achievable within the timeframe of your meeting.

**Decisions to Make**

 After determining your overall goal, you or your team need to make certain decisions. In addition to the purpose or goal of the meeting, also include with your agenda.

A date, time, and location for the meeting

Participants needed in the meeting

Items for discussion.

The amount of time that you anticipate the group will need to discuss each item

Pre-work for the meeting. This will include any reading, documentation, data, meeting minutes from a prior meeting, or any other preparation that will make your actual meeting successful. Relevant documents should be attached to the meeting notice and agenda when you distribute them to invited participants.

**Identifying Participants**

 Once you have decided that a meeting is necessary to accomplish your goal, you need to develop a list of participants. Not every employee can or should participate in every meeting, but inviting the right participants will enhance your likelihood of success. Determine your participants by asking yourself some questions.

Who must own the solution the group develops?

Who owns the process the group is discussing?

Who needs to know the information you are distributing?

Who can provide data and facts to guide decision making?

Who has experience or expertise to share with the group?

Who must support the implementation of any solutions or tasks?

Who must provide permission or resources to accomplish the meeting outcome?

Who might oppose the implementation of any solutions or direction?

**Q 2. List top three factors that are important for successful business meeting. Why do you think they are ‘top 3’?**

**ANS:** Meetings are not only the most important way for employees to communicate within organizations, but also the way teams do their work. Although individual team members work outside of meetings, team meetings bring members together to determine team goals, their plans for achieving those goals, their plans, and who will do what - and when. Provides an opportunity to be.

My point of view there are three main factors of successful business meeting.

**Collaborate**

**Start And End On Time**

**Make The Meeting Actionable**

 These three factors are the most important. One of them is collaborate which essentials for any meeting through collaboration you can ahead your meeting and having understanding with your member. The second one is starting and end of meeting. The time schedule is necessary for any meeting because you if the time is not arrange then there is no need of meeting time is the most important factor of leading any meeting. The third one is starting with action that make action about particular item or service as for as meeting become more actionable. People can read before the meeting so we can use the meeting to focus on agenda that move things forward.

**Q 3. Write a ten lines article on “How to motivate your Team”.**

**ANS** A team is not a group of people who work together. A team is a group of people who trust each other. Average doesn't mean securing of an object. Always believe in your mindset. Never let yourself into awaited list. Always try to do something new. Be bold, smart, and active. Look, wait and attack. Everyone is capable of a creative mind. No one is poor and weak. Always true and positive toward your team. Always think as a whole. Hurdles is the part of your life so u have and u will. Never compromise on your rights. Be sincere to your job. Never ever give up. Live once as u for ever. Don't be a cheater be a creator. Never step back from your true statements. Always be true. Don't be a boss be a leader. Talent win games, but teamwork and intelligence wins championships. Never doubt that a small group of thoughtful, committed people can change the world. Indeed. It is the only thing that ever has. Never lose hope!

**Q 4. What should you do in a job interview?**

 **Be On Time to the Interview**

Make sure to arrive at least 10 minutes early to the Interview. The company will appreciate timeliness and being prompt. It will also give you a chance to go over what your responses to the questions are as well as to make sure you look good and feel good!

**Smile**

* Smiling not only show confidence, but a pleasant nature.
* It invitees others to get to know you.

**Dressing the Part**

In order to impress the company you're interviewing with, you must dress accordingly. Wearing business attire, suites, a nice dress, or a pantsuit if you're a girl, you want to avoid dressing in your normal day clothes, including yoga pants.

**Body Language**

* Your body language says a lot about you.
* Sit up straight and plant your feet firmly.
* Don’t sit with both hands in your lap beneath the table.
* Make eye contact and maintain an open posture.
* Do not fidget in your chair, cross your legs, or wring your hands.

 Do not use too many hand gestures.

**The American Business Handshake**

Begin with your hand parallel to the floor and thumb pointing to the ceiling.

Go all the way into your partner’s hand until the space between thumbs and index fingers touch.

Wrap your thumb and fingers all the way around your partner’s hand and squeeze assertively–not painfully–and shake 3-4 times.

Always stand for a handshake in business.

In a North American business environment, the space between partners is approximately 2 feet.

Never have your left hand in a trouser pocket when shaking hands.

**Business Greetings**

In first time meetings, as you shake hands use an honorific (Mr. Ms., Mrs., Dr., Gen.) and their last name.

This applies to both men and women in business.

When meeting people from other countries, research cultural differences.

**Writing Thank You Letters Immediately After the Interview**

Make sure to thank your interviewers for their time and consideration in reviewing them for the job opportunity. Make sure to follow up with the interviewers and the company as well after you finish your interview.