

## Business English

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

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Q 1. Elucidate the important components of Agenda.

**Leave time for meeting review.** At the end of your agenda, include a space for evaluating the meeting to improve the process in the future

### Developing a Meeting Agenda

- ▶ First, identify whether other employees are needed to help you plan the meeting. Then, 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 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?

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

1. **Have the right people at the table.** Consider the meeting goal and determine who must be there. If you have people in the meeting who really are not essential and are not contributing, then you are not utilizing their time at the highest level. Chances are, this disconnect impedes the progress and efficiency of the meeting.
2. **Have an agenda that reflects the meeting goals.** Let participants know in advance what will be covered and by whom. Let them have time to prepare needed information, as well as their thoughts for major discussion items. Give participants the opportunity to suggest agenda items that may have been overlooked.
3. **Have a definite time limit.** We find that depending on the scope of the project, weekly video, phone or in-person meetings with clients most often fall into two timeframes: A 30-minute meeting or a one-hour meeting. Let people know about the timeframe in advance and refine it as you call the meeting to order. If you need a few minutes of team-building time to keep the participants engaged, build that into the agenda or encourage them to join the meeting early. Don't underestimate the value of connecting, but don't let it interfere with your goals on each call. Begin the meeting on time and conclude it either before or at the scheduled time.  
And way because this is the rule if you apply this three factors your business meeting will be success and if you do not apply this method your business meeting coming under the question surely if your meeting is come under the question your meeting will be unsuccessful

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Q 3. Write a ten lines article on "How to motivate your Team".

## How to motivate your team?

We can only motivate and inspire your team if they know what they are working towards. Make sure your employees are aware of your vision and what your ultimate goals for the business are. This will encourage everyone to work together and cultivate productivity and helps employees to feel valued and motivated.

There should be a constant flow of communication between me and my employees. This way we can not only keep them up-to-date with what needs to be done but we can also listen to their ideas, opinion and feedback.

Working together gives good results. Encouraging and promoting teamwork boosts productivity because it makes employees feel less isolated and helps them to feel more engaged with their tasks.

Our environment has a significant impact on our productivity, contentment and creativity. Healthy and happy employees are more likely to feel motivated and engaged.

The power of positive praise is sometimes overlooked but recognizing and applauding achievement inspires team members as they can see themselves progressing towards the goals of the company. Reward our team for hard work, whether this is the form of monetary reward, gifts, perks or more responsibility and independence.

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

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You've applied for your dream job, and the day of the interview has finally arrived. You've already prepared great answers to all of the likely questions. You've dressed with great care and are looking your most professional. With that preparation done, give yourself the best possible chance of getting the job by making an effective connection with your interviewers.

### Be Polite at All Times

Your behavior counts from the minute you walk into the company's building, not just once you're in the interview room itself. Be polite and warm to the receptionist – she may be asked to give her opinion of the candidates later.

### Project Confidence

Surveys of hiring managers consistently show that your demeanor during an interview is at least as important as the answers you give. Interviewers are looking for a person they can connect with – someone they could see as a future colleague. Projecting confidence will make you seem a much more attractive candidate – one who could deal competently with professional situations as an employee

## Use Good Body Language

Smile as you greet the interviewer and give a firm handshake, making eye contact. Continue to make eye contact periodically as you answer questions. Sit slightly forward in your chair to seem alert and interested.

## Dress Professional

- Avoid wardrobes malfunctions.

Dress up and dress conservatively

## Smile

- Smiling not only show confidence, but a pleasant nature.

It invites others to get to know you

## 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

## Show Enthusiasm

Candidates can forget to demonstrate that they are excited to have the opportunity to interview. It's important to express enthusiasm both for the company's mission overall and for the particular position you are seeking.

## Send a Follow-Up

As soon as you get home from the interview, make a mental summary of the main points that your interviewer was concerned about. Then write a follow-up email that thanks the hiring manager for the opportunity to interview, and summarizes briefly how you believe you best meet the requirements of the position

**Good Luck!!**

