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SUBJECT: BUSINESS ENGLISH

DEPARTMENT: BBA

SUBMITTED TO: WAJEEHA USMAN

Q1. ELUCIDATE THE IMPORTANT COMPONENTS OF AGENDA?

Ans.

* Create your agenda early: better to start well before a meeting will give you time to create a professional document and make any needed changes based on feedback from team members. One shouldn’t wait till the last minute to start writing an agenda.
* Clearly define your meeting objective: this should be stated on the top of agenda, below the meeting title or agenda header. Objective is like a summary of the meeting that will be discussed in the meeting.
* Prioritize agenda items: meetings are always running out of time, and if you don’t want to miss the important topic because of time that ran out, so we should add them to agenda in order of importance.
* Break down agenda topics into key points: create a more detailed outline to break the agenda topics into multiple items to for consideration helps attendees to see key issues. This will allow for focused discussion and can save time.
* Allow adequate time for each agenda item: this is not necessarily easy but very important. some flexibility is always required in meeting and prioritizing agenda items will help ensure that important issues are allowing each time addressed. But allowing enough time for each agenda topic.
* Indicate weather agenda items require a decision: some of the business covered during a meeting may include topics for discussion or issues that needed to be resolved or voted on. make sure this is clear to attendees.
* Inform members on how to prepare for the meeting: sharing an agenda with team members in advance not only lets them know what to expect during the meeting, but can also describe any preparation needed.
* List who is responsible for presenting a topic: the attendees should have clear roles and responsibilities to keep the process running smoothly.
* Leave time for meeting review: at the end, include a space for evaluating the meeting to improve the process in the future, attendees can propose topics for the next meeting and can get clarification raised on any issues during the meeting.

Q2. LIST TOP 3 FACTORS THAT ARE IMPORTANT FOR SUCCESSFUL BUSINESS MEETING.WHY DO YOU THINK THEY ARE ‘TOP 3’?

Ans.

 There are many attributes to consider in meeting dynamics. However, we find these three key factors:

1. HAVE THE RIGHT PEOPLE AT THE TABLE: consider the meeting goal and meeting determine who would 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 AGNEDA THAT REFLECTS THE MEETING GOALS: let attendees know in advance what will be discussed and by whom. Let them have time to be prepared, 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 DIFINITE TIME LIMIT: we find that depending on the scope of the project, weekly vide, phone or in person meeting with clients most often fall into two timeframes: a 30-minute meeting or 1-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 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.

I consider them top three factors because we need to ensure that you have the right people at the table so we don’t waste time of other employees, you have the right agenda to achieve your goals and you guide the meeting to keep the discussion on point and on scheduled time. These factors are basic and important for a successful business meeting.

Q3. WRITE A TEN LINES ARTICLE ON” HOW TO MOTIVATE YOUR TEAM”?

Ans.

Teams are the way that most companies get important work done. When you combine the energy, knowledge, and skills of a motivated group of people, then you and your team can accomplish anything you set your minds to. To motivate the team, we should follow some key points they are as follows:

1.Pay your people what they are worth

2. provide them with a pleasant place of work

3.offer opportunities for self-development

4.foster collaboration within the team.

5.encourage happiness.

6.set clear goals.

7.don't micromanage.

8.avoid useless meetings

9.don't punish failure

10.support new ideas

Q4. WHAT SHOULD YOU DO IN A JOB INTERVIEW?

Ans.

ARRIVING:

* arriving 10 minutes earlier, no earlier.
* Introduce yourself to the receptionist.
* Sit at attention in the waiting area
* Shake hands with whoever comes to escort you

DRESS PROFESSIONAL:

* Avoid wardrobe malfunctions

SMILE:

* Smiling not show only confidence but a pleasant nature.
* It invites other to get to know you

BODY LANGUAGE:

* Your body language says a lot about you
* Make eye contact and maintain an open posture

THE AMERICAN BUSINESS HANDSHAKE:

* Always stand for a handshake in business
* Your hand should be parallel to the floor and thumb finger pointing to the ceiling, wrap your thumb and fingers all the way around your partners hand and shake 3 to 4 times.

BUSINESS GREETINGS:

* As you shake hands use a honorific (Mr. Ms., Dr., Gen.) and their last name
* This applies both to men and women.

WHATS IN THE NAME:

* Use names when you meet and say good-bye to the interviewers.

IN THE ROOM TALK:

* After a hand shake stand behind a chair until you are invited to sit down, or politely ask where they’d like you sit to sit
* Do not place personal items on the table
* If offered beverage, decline politely

CELL PHONES:

* Avoid embarrassing mishaps
* Turn cell phone off

END OF INTERVIEW:

* Reiterate your interest in the position, and thank the individual or group
* You may request the time frame for filling thee position and notifying candidates
* Keep a smile on your face and your cell phone off until you're out of building

AFTER THE INTERVIEW:

* Send a thank you note to each person on the interview panel within 24-28 hours
* Hand written notes are a better choice and shows your good manners.