Name: Mussab Rehman  
Sec: A  
Reg No: 16352  
Subject: Bussiness English  
Department: BBA   
Submitted to: Miss Wajiha Usman

Qno4: What should you do in a job interview?  
Ans: In a job interview we should focus on the following things.

**1)Arriving:**

* Arrive 10 minutes earlier not more than that.
* Introduce yourself to the receptionist.
* Sit attentively in the waiting area –no mobile phones or magazines.
* Stand and shake hands with whoever comes to escort you into the interview.

**2) Dress Professional:**

* Avoid wardrobes malfunctions.
* Dress conservatively

**3) Smile:**

* Smiling not only shows confidence but a pleasant nature and invites others to get to know you.

**4)Body language:**

* Sit up straight and plant your feet firmly.
* Don’t sit both hands in your lap beneath the table.
* Make an eye contact and maintain an open posture.
* Do not use too many hand gestures.

**5) Shake Hands:**

* Always stand to shake hands.
* Squeeze partner’s hand a little bit-not painfully-and shake 3-4 times.
* Never have your left hand in a trouser pocket when shaking hands.

**6) Bussiness Greetings:**

* As you Shake hands use an honorific ( Mr., Mrs.) and their last name.
* When meeting people from other countries research cultural differences.

**7) Use names:**

* Use names when you meet and say good bye to interviewers.
* Use an individual’s name shake hands and say “Good afternoon, Mr. Ali. It’s a pleasure to meet you.
* Use your first and last name when introducing yourself.

**8) In the Room talk:**

* After shaking hands, stand behind a chair until you are invited to sit down, or politely ask where they’d like you to sit.
* Do not place personal items on the table.
* You may place a portfolio or notepad and pen in front of you.
* If offered a beverage, decline politely.
* Sit up straight.

**9) Cell Phones:**

* Avoid embarrassing mishaps.
* Turn Cell Phone Off (not on vibrate).
* No exceptions!

**10) End of Interview:**

* Show your interest in the position, and thank the individual or group.
* Make eye contact, shake hands with everyone, use their names as you shake hands.
* If possible, thank the individual who greeted and escorted you when you arrived.
* Keep a smile on your face and your cell phone off until you’re out of the building.

**11) After the interview:**

* Send a thank you note to each person on the interview panel within 24-48 hrs.

Qno2: List top three factors that are important for successful business meeting. Why do you think they are ‘top 3’?

**Ans:** Following are the top three important factors for successful business meeting according to me.

**1) Assign Pre-Work:**   
 As it states that it is more effective than an agenda alone is assigning pre-work. Assigning pre-work to employees will encourage them more. New solutions and suggestion can be given by employees. Time can be saved.

**2) Right people at the meeting:**  
Limiting the meeting attendees to those who most need to be there will be double time saving for your staff. They don’t have to spend time in a non essential meeting, and they can spend more time on essential work. It also allows you to run more efficient and focused meetings with just the key stakeholders.

**3) Open with a Bang:**  
Start with a focused “attention getter” that will put your meeting in context. Before going over agenda ask a provocative question, quote someone or tell a story. This will make the participants active and attentive and lead them to more engagement. Make sure that the question connect to “why” or bottom line of your meeting and goals.

**Qno3:** Write a ten lines article on “How to motivate your Team”.

**How to motivate your team   
We** can only motivate and inspire our team if they know what they are working towards. Employees should be aware of our vision and what our 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.

**Qno1:** Elucidate the important components of Agenda.  
**Ans:** Important component of meeting agenda are as follows.

**1) Developing a meeting Agenda:**

* Identify the people needed to help us plan the meeting.
* Establish doable goals for our meeting.
* Make sure that the plan is achievable within the timeframe of our meeting.

**2) Decisions to Make:**

* Date time and location for the meeting.
* Participants needed in the meeting.
* Items for discussion. The amount of time should be enough to discuss each item.
* Pre work for the meeting should be done in advance which includes reading, documentation, data etc. Relevant documents should be attached to the meeting notice when you distribute them to invited participants.

**3) Identifying Participants:**

* Develop a list of participants ( right participants will enhance our likelihood of success ).
* Determine our participants by asking oneself some questions:
* Who knows the solution to the problem?
* Who needs to know the information and how much?.