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**BBA 2nd Semester Section A**

**Subject: Business English**

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**Paper: Final term**

**Q1**.Eludicate the important components of Agenda?

**Ans. Agenda:**

The list of items to be discuss in a formal meeting.

Not having a meeting agenda is like starting a journey without any goal. You know where you have started but do not know where to go and how to go at your destination. Some essential components for developing, improving and making an agenda effective. There are 7 essential elements to a meeting agenda that will spell success.

1. Your choice of topic.
2. Select meeting goal.
3. Meeting time when where and how much time it will be taken.
4. Important items and topics should be outline, which are going to be discuss.
5. Non-objectives of meeting so that we do not go off work. Inform who are going to attend the meeting.
6. Inform who are going to attend the meeting.
7. The information that needs to be shared.
8. List of people presenting.
9. Meeting review.

**TOPIC CHOICE**:

What is your meeting about?

**GOAL:**

What is the meeting about is there a new product, item or project that is going to be taken. To check the current situation of your business that how is it going or what you are going to achieve in the future. Is the meeting for the brainstorming of employees.

**TIME:**

When will your meeting going to start, when will it end and how much time will take the meeting. Distribute the presenting of topics to people according to the time.

**OBJECTIVES:**

Actions to be taken at the meeting. Topics of the agendas. Outline the major topics to be discuss, as summary that important should be cover in the meantime. Breakdown the topics into key points that attendees can understood the key issues.

**NON-OBJECTIVES:**

Outline the topics which are irrelevant for the meeting that we do not go off the track the of the meeting and a main agenda of the meeting gets skips.

**People who will Attends:**

List of stakeholders, which are important for the meeting, which makes hands-on contribution for the goal.

**Information to be shared:**

Share the agenda. If there, any other information to be prior then it include it in the invitation. These items will help the attendees prepare for the meeting beforehand and stray on task when they are there.

**List of people presenting:**

Meeting attendees should have clear roles and responsibilities to keep the process running.

**Taking Review:**

At the end of agenda, make decision to improve the progress more efficiently and work hard for the betterment of future. At meeting the attendees, all issues and problem will clarified and they can purpose the topic for other meeting when arranged.

**Q2**.List three factors that are important for successful business meeting. Why do you think they are ‘top 3’?

**Ans.** Successful business meeting have many types and agendas, which help the business to be successful in many different ways in the market with the help of different varieties of factors but the most important of all are only three (3) main as follows:

1. Valid people for the meeting.
2. Time efficiency.
3. Review and taking action on plans.

Some meeting involve the entire organization, some involve only few no of people according to the departmental wise. A meeting can also be one on one between the head and employees or supervisor. No matter who is, sitting on the table it is important to make your meeting a success.

**Appropriate People**:

Only invite people who are necessary for the meeting. Involve all types with balance mix so that different ideas arise. After selecting, the attendees for the meeting distribute, share the information with them in advance and divide the topics with them in appropriate role and expectation.

**Time Efficiency**:

Arranged the meeting in specific limitation of time and divide the topics in key points so that is should be understand by all the attendees. A successful meeting runs smoothly to maximize the time in hand. Give the attendees according to the time limit.

**Review and Close of action Plans**:

A successful meeting closes with taking appropriate action in the making the goal to taken in the near future that extends from original future. Solve all the issues and problems be solved. Outline the actions for the future to be more successful in achieving the goal.

I think these are top three because they are the most essential and most effective way of making a meeting the most successful. These three covers all the basic and essential components to be taken in all the meeting.

**Q3**. Write ten lines articles on ‘’How to motivate your Team’’?

**Ans**. People are the main and important course of every company. Nowadays everyone can achieve great and good results from practices and when motivated by leaders in a team if the leader keeps on motivating his team they will achieve far greater result.

A leader can motivate his own team by different ways. Leader should share experiences with others, keep motivating to achieve the goal. Support new ideas and support each other. Give everyone opportunities to grow individually keep entertaining so they do not get bored. Have challenges each other, which help them, grow stronger. Tell them to celebrate each and single success, do not get the loss in their mind instead, they should learn from it.

**Q4.** What should you do in a job interview?

**Ans**. Arrive 10 mints earlier, no earlier. Introduce yourself to the receptionist. Sit at attention in the waiting room no cell phone magazines. Upon arriving, keep a smile on your face its confidences and makes other to meet you. Our body language tells a lot about ourselves. Sit straight and firmly in the chair do not cross legs and do not put hands under you table. Always begin with handshake squeeze hands assertively but not painfully and shake it about 3-4 times. In first meeting make sure to use honorific (Mr. Mrs. Dr. Gen.) and their last name. Research culture differences when meeting other countries businessperson.

Use person names when meeting and saying good-bye to the interviewers. When talk in the room always stand behind the chair until you are invited to sit down. Do not put your accessories on the table. Avoid embarrassing mishaps. Switch off the phone no exception. Retreat your interest in position and thank the interviewers. Keep a smile on your face and keep your phone until you are out of the building. Send thank you note to each person on interview panel.