

IQRA National University

Department of Business Administration

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Q1: Elucidate the important components of Agenda

• **NEED OF AN AGENDA IN MEETING**

- An effective meeting begins with a carefully conceived agenda. An effective agenda is built around key objectives, has input from all team members, is written in the best format for the objectives and team, provides realistic time goals and is followed closely during the meeting.
- An effective agenda sets clear expectations for what needs to occur before and during a meeting.
- It helps team members prepare, allocates time wisely, quickly gets everyone on the same topic, and identifies when the discussion is complete.
- If problems still occur during the meeting, a well-designed agenda increases the team's ability to effectively and quickly address them.

- **ASSIGN PRE WORK**

The team leaders see the value of assigning some sort of pre-work before a virtual meeting. Design pre-work that is interesting, a real page-turner.

There are two important reasons to design pre-work into your business meeting:

The first is to get your participants ready to take full advantage of the session by thinking ahead about the content, beginning to formulate ideas or getting to know the group. Participants who have completed well thought out pre-work assignments are “primed” for active and open participation in the real-time event.

The second is to get you ready to facilitate the session effectively. By knowing more about your participant’s interest and you are in a position to develop focused questions that will stimulate ideas.

- **INVOLVE EVERYONE:**

It’s difficult for team members to participate effectively if they don’t know whether to simply listen, give their input, or be part of the decision making process. Assign relevant roles, topics or updates that each participant can share with the group. If people think they are involved in making a decision, but you simply want their input, everyone is likely to feel frustrated by the end of the conversation when you give participants more of an active role, they are much more likely to give response and also feel empowered by the new duty. That means that everyone can interact and give their best in the meeting. It’s a professional win-win activity

- **MAKING THE MEETING ACTIONABLE**

Don’t forget to get your team or the other attendees involved in creating the agenda. Send people the agenda so that they can be prepared and focused for the meeting. The team will know items that need to be discussed that you will not know. In this way, you’ll make certain that all essential topics and any issues are addressed. More importantly, it will keep them engaged because they’re involved in the creation of the meeting.

- **INVITE FEWER PEOPLE**

Only invite people who can make a hands-on contribution to the goals and objectives of the meeting you are planning. .Invite fewer people to the meeting it is a good practice to try to limit attendees to those required to reach a decision, or achieve the meeting purpose or objective.by having fewer people in meeting its time saving and the meeting stay focused.

- **REALISTIC AMOUNT OF TIME TO THINK**

It’s difficult for team members to participate effectively if they don’t know whether to simply listen, give their input, or be part of the decision making process.

The purpose of giving time to the attendees is not to stop discussion but by doing this employees can contribute in the meeting. The purpose is to get better at allocating enough time for the team to effectively and efficiently answer the questions within given time.

- **MAKE A REAL TIME AGENDA**

Agenda is the key to success of the meeting. A real-time agenda is a process for co-creating, prioritizing and discussing a list of topics in real time. The group discusses the top-priority topic. Involve everyone in room by asking interesting question regarding success of meeting goal. Then they move on to the next topic, and so on, until they run out of time.

- **Make time for review decision**

It always feels great in the meeting moment that everyone understands the same decision or next step but that is usually not the reality. Setting the last few minutes aside before everyone walks away to the next challenge is the best time to restate and scribe the final decisions as an opportunity to be sure it is captured properly in the recap and everyone is hearing the same thing. so get obvious clarity

- **Start and end on time**

One of the most critical functions of an agenda is making sure that the meeting runs on-time. After all, you want to respect the valuable time of those attending. If you have responsibility for running regular meetings and you have a reputation for being someone who starts and ends promptly, you will be amazed how many of your colleagues will make every effort to attend your meetings. People appreciate it when you understand that their time is valuable. Another note on time: Do not schedule any meeting to last longer than an hour. Sixty minutes is generally the longest time workers can remain truly engaged.

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

A significant amount of time at work is devoted to meetings. Some involve the entire organization, others involve only external stakeholders, and still others are regular staff meetings among department members or project teams. A meeting can also be one on one -- perhaps between collaborating colleagues or a supervisor and employee. No matter who is sitting at the table, it's important to understand what will make your meeting a success. Establishing the appropriate goal, structure and sharing processes is critical. Good planning minimizes wasted time and effort.

Three most important factors for a successful business meeting are as follows:

- Designating a Clear Purpose and Use Time Efficiently
- Inviting the Appropriate People
- Closing with an Action Plan

- **Designating a Clear Purpose and use time efficiently**

A clear agenda reflects the shared purpose for gathering -- such as making decisions, generating ideas, sharing status reports, communicating other information or formulating plans. Organize your agenda as a formal document that lists participants, location, date and time, priorities to be covered in sequence with time per topic and desired results. I think that a successful meeting runs smoothly to maximize the time at hand. It circulate reading materials in advance and encourage discussions beforehand to focus meeting exchanges and avoid sidebars. A facilitator keeps the meeting on track with specific agenda points and the overall schedule.

- **Inviting the Appropriate People**

Only invite people who are essential to the objective. Balance the attendee mix so ideas are expressed in a respectful way and others' perspectives and issues are taken into reasonable account. This not only keeps the meeting on course, it avoids wasting attendees' valuable work time. After you identify all the players, share the agenda in advance and provide added context by communicating distinct roles and expectations. In my opinion inviting fewer people to the meeting saves the double of time and by having few people in the room the meeting stay focused achieve the goal.

- **Closing with an Action Plan**

A successful meeting closes with a plan of action that extends from your original objective. A simple way of arriving at an end goal is by completing the sentence and ask the employees about the success of the meeting. During the 15-minute wrap-up of a meeting with your management team, review any information they presented. Brainstorm with the group about possible solutions and identify any constraints. by Outline an action plan I think it improves the work atmosphere, such as reworking staff schedules to reduce stress. Thank participants for attending and follow up with task assignments- including timelines and required resources-along with detailed meeting minutes.

Q3: Write a ten lines article on "How to motivate your Team".

- **HOW TO MOTIVATE YOUR TEAM:**

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. Everyone wants to work in an environment that is clean and stimulating, and that makes them feel good. So offer them good working environment the members of your team will be more valuable to your organization. When they have opportunities to learn innovative skills. Provide your team with the training they need to advance in their careers and to become knowledgeable about the latest technologies and industry news. Part of clear goal-setting relies on effective communication with your team. This way you can not only keep them up-to-date with what needs to be done but you can also listen to their ideas, opinions and feedback. Encouraging and promoting teamwork boosts productivity because it makes employees feel less isolated and helps them to feel more engaged with their tasks. 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. And reward your team for hard work, whether this in the form of monetary rewards and gifts. Everyone is different, so tailor your motivational approach to each team member. Remember the importance of leadership in motivating your team members and encouraging them to exceed their expectations. By taking steps to become a transformational leader, you can encourage loyalty and trust, and inspire, support and recognize others. More than this, you can inspire them to achieve extraordinary things.

Q4: What should you do in a job interview?

Following are the tips for a job interview:

- **Be on time:**
If you'll be late, show that you are respectful of the interviewer's time. Call to say when you'll be arriving.
- **Dress appropriately to make a great first impression:**
Don't forget the little things—tidy clothes, shine your shoes, make sure your nails are clean. If you arrive dressed too casually or too formally, the situation can be uncomfortable for both you and the person interviewing you.
- **Introduce yourself:**
Introduce yourself to the interviewer.
- **Shake hands:**
With everyone, using a firm—but not forceful—grip, and make strong eye contact.
- **Sit when you are asked to sit, not before.**
- **Place your loose items on the floor next to your seat:**

In your lap, or on the side table, coffee table, or in front of you at a conference table; do not put them on the interviewer's desk unless it is offered to you. Your briefcase or bag should be kept at your feet, not on a chair or table.

- **Bring copies of your resume, a notebook and pen:**
Take at least five copies of your printed resume on clean paper in case of multiple interviewers. Highlight specific accomplishments on your copy that you can easily refer to and discuss.
- **Respond truthfully to the questions asked:**
While it can seem tempting to embellish on your skills and accomplishments, interviewers find honesty refreshing and respectable.
- **Keep your answers concise and focused:**
Your time with each interviewer is limited so be mindful of rambling. Practicing your answers beforehand can help keep you focused
- **Do not ask for refreshments:**
If a refreshment is offered, you may accept. If you are asked to dine out as part of your interview, use good table manners.
- **Keep all of your mobile and other electronic devices turned completely off:**
A phone set to vibrate will interrupt the meeting so make sure to turn off all electronic devices.
- **Keep a positive and friendly attitude.**
- **Thank the interviewer:**
For taking the time to meet with you, both at the beginning of the interview and again at the end.