Name: Mohammad Yar Khan Khattak

ID: 13921

BUSINESS ENGLISH

ANSWER 1)

Here are some of important components of Agenda.

1. Type of meeting/outcome: There will be various types of meetings, it is mandatory to point out the type of meeting, which is being held. And also the indication of what will be achieved by the end.
2. Topics: This will include the list of topics on which the meeting will talk about the during the time.
3. Role/Pre work: In this component the roles are allotted to the participants and are instructed to prepare for the meeting accordingly.
4. Norms: This is a list of rules which has to be taken care during the meeting and people are advised to follow the rules.
5. Date/Location: This part specifies the date, when the meeting will happen as well as the location of the meeting.
6. Start and end time: This section states when the meeting will start and when it will end according to the specified time.

ANSWER 2)

Factors important for successful meeting

1. Invite fewer people
2. Assign Pre-work
3. Collaborate
4. INVITE FEWER PEOPLE: Inviting few people and essential for the objective would lead to success. Balancing the attendee will mix up the ideas and everyone’s perspective will be taken into account. This will keep the meeting on board as well as avoid wasting time of attendees. The lesser the attendees, the more the efficiency. Few people will have more time to think on particular objectives which would lead to a beneficial outcome for any organisation.
5. ASSIGN PRE-WORK: This is important because the people to attend the meeting would be fully invested in the topic, which is to be discussed in the meeting. It is mostly manager’s job to assign the work for meeting. Pre-Work is assigned to different people and are asked to suggest ideas or examples that can be presented in the meeting. So assigning the Pre-work gives an advantage to gather information before the meeting takes place. The decision during the meeting would be easy because of the shared solutions and ideas by the attendees
6. COLLABORATION: This is one of the important factor of successful meeting. Asking the audience to share the ideas would gather a lot ideas in the bucket. Different ideas are heard and are taken into consideration. Even the audience won’t feel left out and will be motivated to have their say. It will make people work towards a set of goal. And the discussion between them would lead to a final decision.

ANSWER 3)

Article: How to get a good job

“On daily basis, thousands of people run after getting a good job. Many people get it while other struggles to find one. The reason of failure to find a good job is missing out important factors. The first of many is to prepare a well presented resume or cover letter. The second and the most important is to research the company before applying. It would give an applicant advantage during the later process. Third and the last is the job search. The job search should be in appropriate and specified area. These important factors could help a lot to get a good job for the struggling masses.”

ASNWER 4)

Important points of interview etiquettes;

1. Arriving: Arriving before the interview time makes a very good impression overall. One should introduce him/herself to receptionist upon arriving and sit at the sitting area attentively.
2. Dress preference: Wearing a proper suit for the interview with a tie is considered ideal. Dress properly. NOT TOO MUCH, NOT TOO LESS.
3. Smile: make a good smile face every time. It shows confidence of a person and makes the other person wants to talk to you
4. Body Language: Most important of all is the body language of a person. It represents you, sitting straight for the interview and making an eye contact is an ideal position. One should avoid crossing legs and using too many hand gestures.
5. Business greeting: Use honorific while meeting for the first time like Mr, Ms, Mrs and their last name. This should be used for both the gender equally.
6. After the Interview: A thank you note should be sent to the interview panel. It is considered to be a very generous gesture. Hand written note is considered preferable.