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SEMESTER: 2

SUBJECT: BUSINESS ENGLISH

DEPARTMENT: BBA

SUBMITTED TO: WAJEEHA USMAN

Q1: Elucidate the important component of agenda?

ANS: Create your agenda early:-

* Create your agenda early mean that you should start work on your agenda early which will help you to think and research about it and discuss it with your team and professional people which can help to create a professional agenda.

 Clearly define your meeting objective:-

* In this part you should give brief summary about agenda which you are going to discuss in the meeting. You should put this on the top of the agenda and below the meeting title or agenda header.

Prioritize agenda items:-

* As you outline item to be discuss add to the agenda in order of importance. Meeting are notorious for running overtime, and you don’t have the most important one topic because of time run out.

Break down agenda topic into key points:-

* You should write or discuss your agenda in point which will help you to save your time and you will easily discuss it in your meeting. It also easy to understand.

Allow adequate time for each agenda item.

* This very important but not necessarily easy. Some flexibility is always required in meetings and prioritizing agenda items will help ensure that important issue are addressed. But allowing enough time for each agenda topic will help attendees effectively deal with the issue at hand. :

Indicate whether agenda items require a decision

* Some of the business covered during meeting may include topic for discussion or issue that need to be resolved or voted on. Make sure this is clear in your agenda so that attendees know whether they will be part of the decision making process.

Inform members on how to prepare for the meeting:-

* Sharing an agenda with team member in advance not only let them know that what to expect during the meeting, but can also describe any preparation needed.

List who is responsible for presenting a topic:-

* Meeting attendees should have the clear role and responsibility to keep the role 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 the topic for the next meeting and can clarification raised on any issue during the meeting.

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

ANS;- Make The Meeting Actionable:-

* Send people the agenda and anything else they can read before the meeting so you can use the meeting to focus on what action and decisions need to be made to move things forward.

Always review decision:-

Meeting include exploratory conversations yet not everyone may know that information or have the responsibility to evaluate

Assess and conclude. Any conclusion made need to be explicit to every one there. Before adjourning each meeting ask what did we decide today? Did we decide anything new today? What is left on the table to decide later? Get obvious clarity.

Start And End On Time:-

No one likes the schedule blown, including you. When you start on time and end on time consistently people what they can expect and it show that you respect their time as well. If there are pressing issues with individuals, arrange additional one on one meeting with those specific individuals. Always start and end on time.

Importance of top three

* Make the meeting actionable is important because if you send the agenda and anything else before the meeting so people which will join the meeting will easy understand your point of view and they as well do homework for the meeting and collect and prepare important thing about meeting and agenda.
* Always review decision is very important if you done your work or meeting should review that. what I did? What is remain? And what will be next?
* Start and End is also very important because you have to do work on a time if you are vesting the time so you will definitely bore the people who will join the meeting they will not take interest in the meeting and agenda.

Q3:- Write a ten line article on how to motivate your team?

ANS:-You can only motivate your team if they know what they are working towards. Share your vision and set clear goals make sure your employees are aware of your vision and your goal for the business. This motivates everyone to work together. Communicate with your staff. Communication is a two way street and you make sure that there is a constant flow of communication between you and your employees. This way you can keep them up to date with what needs to be done. The best kind of companies are those where everyone work together. Encourage and promoting teamwork boosts productivity because it make employee feel less isolated and help them to engage with their tasks. You can do this by regularly holding team. Our environment has a significant impact on our productivity, contentment and creativity. Healthy and happy employees are more likely to feel motivated and engaged. Encourage healthy attitude by offering healthy snacks and access to exercise When employee achieve results, put in extra effort or do outstanding work make sure till them that you are grateful and be specific in your praise. Don’t just say “good job” explain why it was a good job. Give positive feedback and reward your team.

Q4:- What should you do in a job interview?

ANS:- Arriving

* Arrive 10 minutes early no earlier.
* Introduce yourself to the receptionist.
* Sit attention in the waiting room no cell phone or magazines
* Stand and shake hand with whoever comes to escort you into the interview.

Dress professional:-

* Avoid wardrobes malfunctions.
* Dress up and dress conservatively.

 Smile

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

Body Language

* Your body language says a lot about you.
* Sit up straight and plant your feet firmly.
* Don’t sit with both hands in your lap beneath the table.
* Make eye contact and maintain an open posture.
* Don’t fidget in your chair cross your leg wring your hands
* Don’t use too many hand gestures.

BUSINESS Greetings

* In first time meeting as you shake hand use an honorific { MR. MS. MRS. DR. Gen.} and their last name.
* This applies to both men and women in business.
* When meeting people from other countries research culture differences.

Cell Phones

* Avoid embarrassing mishaps.
* Tum Cell phone off {not on vibrate}
* No exception.

After the interview

* Send a thank you notes to each person on the interview panel within 24-48 hours.
* You may send interviewers a quick thank your note will take too long.
* Hand-written notes are a better choice and show your good manners.