***FINAL TERM***

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***BUSINESS ENLIISH* *WAJEEHA USMAN***

***(ALL QUESTION ARE SOVELED)***

***ANS (1)***

***DEF. OF AGENDA***

An agenda is a list of meeting activities in the order in which they are to be taken up, beginning with the call to order and ending with adjournment. It usually includes one or more specific items of business to be acted upon. It may, but is not required to, include specific times for one or more activities

There are essential components to a meeting agenda that will spell success

**Choice of Topic**What is the meeting going to be about?

**The Goals of the Meeting**What is the point of having a meeting about this topic? Is it to introduce a new product or project? Is it to do a progress check on a current project? Or is it a brainstorming session?

**The Duration of the Meeting**How long should the meeting last? It should last long enough to make sure your goal is achieved, but not so long that people are made miserable by being cooped up in a room for hours on end. Thirty minutes to an hour should be enough time. If you think it will be longer than that, either cut back on your goals or plan a comfortable longer meeting with food, drink and breaks.

**The Objectives of the Meeting**Think of these as the actions to be taken at the meeting. Use active verbs like:

*Plan  
 Prepare  
 Decide  
 Develop  
 Design*

Note that you may not accomplish the objectives fully in one meeting, but will need to follow up. Decide which the best format for follow up will be-

More meetings  
 Email with everyone CC’d  
 Shared files  
 A shared workspace

and so on.

**The Non-objectives of the Meeting**  
There is nothing worse than a meeting that goes off task, or worse still, gets hijacked by someone who has their own agenda. Use your agenda as a checklist of what needs to be done to keep everyone on-topic.

**The Stakeholders Who Should Attend**  
Only invite people who can make a hands-on contribution to the goals and objectives of the meeting you are planning.

**The Information that Needs to be Shared**First, share the agenda. If there is any other information they will need prior to the meeting, include it in the invitation. These items will help all attendees prepare for the meeting beforehand and stay on task once they are there.

**ANS(3)**

**As a manager, motivating employees is one of the most important things you do for your company.**

Unfortunately, managers who are truly good at motivating are few and far between. This is partly because it isn’t something you can learn overnight. Rather, research shows that the most engaging leaders have had early stretch experiences that shaped them and have deeply-held beliefs about what it means to be a leader. You can’t go back and change your past but you can focus on doing some very basic things that make a big difference, such as listening, showing respect, and remembering that happiness matters, even at work.

My formula for a motivated team is to get to know them, uncover what they are passionate about, and find out how they like to be recognized. If i can provide my team with proper recognition, tasks that they enjoy and feel they are good at - then they will perform as motivated employees."

**ANS (4)**

**These tips will help me prepare for the big day of my professional interview!**

**Be On Time to the Interivew**

Make sure to arrive at least 10 minutes early to the Interview. The company will appreciate timeliness and being prompt. It will also give you a chance to go over what your responses to the questions are as well as to make sure you look good and feel good!

**Dressing the Part**

in order to impress the company i will interviewing with, i must dress accordingly.

i ll Review the Questions The Interviewers Will Ask me

**Do Enough Research on the Company**

Review the website for the company I will applying for.

**Be Respectful of the Interviewers**

i will Give the utmost respect for interviewers that are conducting the interview and asking me the questions.

**Good Non-Verbal Behavior**

Keep eye contact with the interviewer during the interviewer

Make sure to always sit upright and be open with your body posture

Look interested in all the questions the interviewer is asking me

**Know all the Credentials of the Company and the Job you're Applying For**

Make sure to know all of the aspects and qualifications of the job you're applying for. You want to bring up any qualifications you have regarding what you think you can bring to the table for the company in the interview.

**Bring Extra Resumes**

Make sure to bring extra resumes to the interview just in case the company needs another copy. If you also have a portfolio, you can bring that as well to showcase some of your previous work and achievements.

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**ANS(2)**

**3 Factors For Effective Meetings**

Business meetings can be a real annoyance and are one of the biggest wastes of time throughout a business. They are both long, and mostly unnecessary. People become distracted, time limits are not met, and result in little to no action.

**Great Preparation**

The beginning of an effective meeting should, in most cases, be the end of it. Think about the need for the meeting, what is its goal? Is it really necessary to speak this over in person? Or are other alternatives a better solution, for instance email. When the purpose of a meeting is solely to inform others, not to discuss or make decisions, sending out an email with the same information can be many times more effective. Another alternative is a quick phone call. If you need to share or discuss some information with only a few people, calling them shaves off decision time. When you yourself are invited to attend a meeting, consider your necessity at that meeting, and contemplate the alternative ways you can more easily contribute.

**Effective meetings**

Effective meetings take place in an appropriate setting where technological needs are met. As a presenter, you will have your presentation on USB and email. And other technical requirements, like cables and markers, are available. Good facilities allow for optimal support of effective meetings.

**Thorough Follow-Up**

No matter how effective a business meeting was, the real work has to happen outside of the meeting (and because of that, the time spent in them should be minimal). An effective leader follows up on the tasks that result from the meeting. He is not afraid to confront employees about the progress of tasks. And at the same time employees are not afraid to ask for help, and are willing to help each other where needed. When the next meeting is due, you should have a good overview of the progress beforehand. And during the meeting, make sure that everyone will be accounted for. Following up on tasks allows for a well-prepared leader, that facilitates the progress of the company.