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**Paper = Business English**

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**Q NO 4 ANSWER BELOW ?**

**Ans/**

**1/ Arriving:·**

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

**2 / Dress professional :·**

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

**3 / smile :·**

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

**4 / Body language :·**

* Sit up straight and plant your feet firmly.
* Don’t sit with both hands in your lap beneath the table.
* Make an eye contact and maintain an open posture.
* Do not use too many hand gestures.

**5 / Hand shake :·**

* squeeze assertively–not painfully–and shake 3-4 times.
* Always stand for a handshake in business.
* Never have your left hand in a trouser pocket when shaking hands.

**6 / Business greetings :·**

* As you Shake hands use an honorific ( Mr., Mrs.) and their last name.
* When meeting people from other countries research cultural differences.

1. **/ Use name**:·

* Use names when you meet and say good bye to interviewers.
* Use an individual’s name shake hands and say “Good afternoon, Mr. Ali. It’s a pleasure to meet
* you.
* Use your first and last name when introducing yourself.

**8 / in the room talk :·**

* After shaking hands, stand behind a chair until you are invited to sit down, or politely ask where
* they’d like you to sit.
* Do not place personal items on the table.
* You may place a portfolio or notepad and pen in front of you.
* If offered a beverage, decline politely.
* Sit up straight.

**9 / Cell phones :·**

* Avoid embarrassing mishaps.
* Turn Cell Phone Off (not on vibrate).
* No exceptions!

**10 / End of interview :·**

* Show your interest in the position, and thank the individual or group.
* Make eye contact, shake hands with everyone, use their names as you shake hands.
* If possible, thank the individual who greeted and escorted you when you arrived.
* Keep a smile on your face and your cell phone off until you’re out of the building.

**11 / After the interview :·**

* . Send a thank you note to each person on the interview panel within 24-48 hrs.

**Q NO 3 answer below ?**

**Ans /**

**“ How to motivate your team ,,**

You can only motivate and inspire your team if they know what they are working toward. Make sure your employees are aware of your vision and what ultimate goal for the business are. Part of clear goal setting relies on effective communication with your team. Communication is a two-way street and you should make sure that there is a constant flow of communication between you and your employees.

Encouraging and promoting team work boosts productivity because it makes employees feel less isolated and helps them to feel more engage with their tasks.

Healthy and happy employees are more likely to feel motivated and engaged .

When your employees achieve results. Put in extra efforts or do outstanding work make sure to tell them that you are grateful and be specific in your praise. Reward your team for hard work whether this in the form of monetary, rewards, gifts , perks etc.

**Q NO** **2 answer below ?**

**Ans /**

Ans: Following are the top three important factors for successful business meeting

according to me.

**1 ) Assign pre-work** **:·**

As it states that it is more effective than an agenda alone is assigning pre-work.

Assigning pre-work to employees will encourage them more. New solutions and

suggestion can be given by employees. Time can be saved.

**2 ) Right people at the meeting :·**

Limiting the meeting attendees to those who most need to be there will be double time

saving for your staff. They don’t have to spend time in a non essential meeting, and they

can spend more time on essential work. It also allows you to run more efficient and

focused meetings with just the key stakeholders.

**3 ) open with bang :·**

Start with a focused “attention getter” that will put your meeting in context. Before

going over agenda ask a provocative question, quote someone or tell a story. This will

make the participants active and attentive and lead them to more engagement. Make

sure that the question connect to “why” or bottom line of your meeting and goals.

**Q NO 1 Answer below ?**

**Ans /**

Ans: Important component of meeting agenda are as follows.

**1 / Developing the meeting agenda :·**

 Identify the people needed to help us plan the meeting.

 Establish doable goals for our meeting.

 Make sure that the plan is achievable within the timeframe of our meeting.

**2)**  **Decision to make :·**

 Date time and location for the meeting.

 Participants needed in the meeting.

 Items for discussion. The amount of time should be enough to discuss each item.

 Pre work for the meeting should be done in advance which includes reading,

documentation, data etc. Relevant documents should be attached to the meeting notice

when you distribute them to invited participants.

**3 ) Identifying participants :·**

Develop a list of participants ( right participants will enhance our likelihood of success ).

Determine our participants by asking oneself some questions:

 Who knows the solution to the problem?

 Who needs to know the information and how much?.