

Name; **Maghaz Ahmad**

Id no ; **16241**

Section; **B**

Paper; **Business ENGLISH**

**Q1 important component of agenda……**

They are:

1. Your Choice of Topic  
2. The Goals of the Meeting  
3. The Duration of the Meeting  
4. The Objectives of the Meeting  
5. The Non-objectives of the Meeting, so you do not go off-task  
6. The Stakeholders who Should Attend the Meeting  
7. The Information that Needs to be Shared in Order to have a Successful Meeting

Once you have planned these aspects, every participant can literally be on the same page and your meeting will have momentum.

**Let’s look at each of these 7 elements briefly:**

**Your 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

\* 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…

**Q2.**

1. **Cater To Different Learning Styles For A Winning Meeting.**

A successful team is made up of individuals with different strengths, talents and learning styles. When you lead a team meeting, taking those different learning styles into consideration can create an inclusive and participative environment. So don't just talk and hit auditory styles, but instead also supply visuals, opportunities to interact and contribute, and ways for participants to stretch.

**2.Collaborate.**

* Whenever I run a meeting, the first thing I do is get everyone involved. Before I even create the structure for my meetings, I will reach out to my audience and ask for suggestions of topics they want to cover. This gets everyone prepared for the meeting and provides me with valuable ideas for my material. You will experience higher engagement and even head off potential issues before they arise. - Brett Baughman, The Brett Baughman Companies, Inc**.**

**3.Start And End On Time.**

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

**Q3. How to Motivate Your TEAM in 10 lines.**

**1.Share the Organizational Vision With Each Member**.

If everyone is aware of the collective vision, which will lead to prosperity and success of each team member, motivation and enthusiasm become the indivisible parts of all activities. Make sure that you continuously concentrate the attention of your staff on the glory of reaching that powerful vision.

**2. Communicate With Your Staff .**  
You can’t learn about ideas, attitude or concerns of your team members without constant communication. Use each opportunity to interact with them and you will discover hundreds of new ways of organizing your activities more successfully.

**3. Make People Feel Appreciated.**  
One of the greatest needs of each person is the need of being appreciated. Very often appreciation is a greater reward than money. Show your sincere gratitude for the unique contribution every one makes to the organization.

**4. Support New Ideas.**  
Each team member will feel empowered by the opportunity to not only implement day to day tasks, but as well as suggest new ideas and make them a reality. Give people a chance to take initiative and you will be amazed by their ability to create brilliant ideas.

**5. Give Challenging Tasks.**  
People can’t grow if they are constantly doing what they have always done. Let them develop new skills by giving challenging tasks. At the same time make sure the tasks are reachable and in the frames of the person’s interests.

**6. Encourage Creativity.**  
Supervising doesn’t mean controlling each and every step. It means making sure that all the organizational activities are being implemented at the highest level. Give people the freedom to find their own unique ways of solving issues. Challenge them to think out of the box.

**7. Give Each One Opportunities to Grow .**  
If people know that everything is going to be the same way all the time, they will definitely lose the motivation to put their maximum efforts in work. They should be sure that the devotion and hard work will lead to new personal and professional achievements.

**8. Empower Each Individual** .  
Very often people need just a little encouragement to believe in themselves and to realize that they have a greater potential within. Always show your confidence in the unique abilities and potential of your team members.

**9. Give as Much Support as You Can.**  
Even if people in your organization are self-disciplined and creative enough for finding solutions to various problems, anyway they are always in need of your guidance. Support them as much as you can, and they will be inspired to do the same for you and for the organization.

**10. Manage Each One Individually** .  
Every person has their strengths and weaknesses. Someone may be amazing at public speaking, while the other one has great writing skills. Give people a chance to operate in the frames of their strengths, and they will be more confident and motivated in their activities.

**Q4.What should you do in job interview.**

I have to be on time and bring the supplies that I have prepared the night before interview I need to be considered and polite to all staff member and turnoff mobile device and also avoid jewelry and other thing while be enthusiastic and smile while during interview listen carefully to the interview and make sure my self about answer the question while interview is asking show your skill accomplishment and objective that the company need .focus on the positive aspect of your training and experience .