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**Section: A**

**Subject: English**

**Program: BBA**

**Final Examination**

**Q 1. Elucidate the important components of Agenda.**

**Develop A Meeting Agenda:**

Identify whether you need other staff to help you schedule the meeting. Then, decide what you want to accomplish by holding a meeting, and establish goals that you can make for your meeting. The goals you set will establish the framework for an effective meeting plan. Make sure you don't plan too much beyond what is reasonably achievable within the deadline of your appointment.

**Developing A Meeting Agenda**:

First, identify whether other employees are needed to help you plan the meeting. Then, decide what you hope to accomplish by holding the meeting, and establish doable goals for your meeting. The goals you set will establish the framework for an effective meeting plan. Make certain that you have not planned more than is reasonably achievable within the timeframe of your meeting.Then, consider how much time you expect to need for each agenda item. If the meeting is to last one hour and you have five agenda items, that gives you a general idea of the timeframe you're working with. It doesn't mean every agenda item must be precisely 12 minutes, but the five combined obviously cannot average more time than that.

**Decisions to Make**:

After determining your overall goal, you or your team need to make certain decisions. In addition to the purpose or goal of the meeting, also include with your agenda:

A date, time, and location for the meeting

Participants needed in the meeting

Items for discussion

The amount of time that you anticipate the group will need to discuss each item

Pre-work for the meeting. This will include any reading, documentation, data, meeting minutes from a prior meeting, or any other preparation that will make your actual meeting successful. Relevant documents should be attached to the meeting notice and agenda when you distribute them to invited participants.

**Identifying Participants**:

Once you have decided that a meeting is necessary to accomplish your goal, you need to develop a list of participants. Not every employee can or should participate in every meeting, but inviting the right participants will enhance your likelihood of success. Determine your participants by asking yourself some questions:

Who must own the solution the group develops?

Who owns the process the group is discussing?

Who needs to know the information you are distributing?

Who can provide data and facts to guide decision making?

Who has experience or expertise to share with the group?

Who must support the implementation of any solutions or tasks?

Who must provide permission or resources to accomplish the meeting outcome?

Who might oppose the implementation of any solutions or direction?

Regularly Scheduled Meetings

Not every meeting needs a custom developed agenda. Most employees have regularly scheduled meetings for their departments or workgroups. You also have teams and projects in which you participate.

An ongoing project may not require a newly developed agenda for every meeting, but your team will be well served by adopting a standard approach to your meeting.

The regularly scheduled employee meeting is divided into three segments for which each has standard agenda items:

**Informational items:** Write out any agenda items that are informational for every meeting. For example, the manager updates the group on the outcomes of the senior management meeting.

**Action items**: Place on the agenda any items that you expect the group will want to review at every regularly scheduled meeting. For example, performance to budget for the time period and the identification of cost savings and continuous improvements the group plans to achieve.

**Forward planning:** Place on the agenda any items that the group wants to plan for or prepare for in advance. For example, the short-term goals for the next month or the need for coworker assistance on upcoming assignments.

If you follow these guidelines when you develop your meeting agenda, you enhance the probability that your meeting will be more productive.

**What to Include**:

An agenda for a regularly scheduled meeting can help produce the results you seek by including some basic items:

Warm-up and greetings. Consider a brief ice breaker depending on how frequently the group meets.

Review the meeting’s purpose, agenda, and expected outcomes and product.

Review, correct (if necessary), and approve the minutes of the prior meeting.

Provide appropriate departmental and company information that the team needs.

Review progress on action items, action plans, and commitments. Review group progress on goals.

Discuss and make decisions about the agenda items for this meeting.

Identify next steps.

Identify the purpose, outcome, and agenda for the next meeting.

At the end of the meeting, the note taker should review the commitments made by people during the meeting.

Identify any assistance needed from people not in the group and assign participants to make contact.

Determine who outside of the meeting participants needs to know what and decide how you will accomplish the communication.

Distribute minutes within 24 hours of the meeting or immediately if the note taker took them electronically.

Then, consider how much time you need for each agenda. The meeting lasts an hour and if you have five agenda items, it gives you a general idea of ​​the timeframe you are working on. This does not mean that each agenda should be precisely 12 minutes, but it cannot be longer than the average of five combined.

**Decisions to make:**

After deciding on your overall goal, you or your team must make some decisions. In addition to the purpose or objective of the meeting, add to your agenda:

Date, time and venue for the meeting

Meeting attendees needed

Materials for Discussion

The amount of time you expect the team to discuss each item

Work before the meeting. This includes any readings, documents, data, meeting minutes from the previous meeting, or any other product that will make your actual appointment a success. Relevant documents must be attached to the meeting notice and agenda when you distribute them to invited participants.

Identify the participants

Once you have decided that a meeting is necessary to reach your goal, you need to create a list of attendees. Not every employee can attend or participate in every meeting, but inviting the right attendees will improve your chances of success. Determine your participants by asking yourself some questions:

Who should have the team creating solution?

Who holds the panel discussion process?

Who needs to know the information you are distributing?

Who can provide data and facts to guide decision making?

Who has the experience or expertise to share with the team?

Who needs support to implement any solutions or tasks?

Who should provide permission or resources to accomplish the outcome of the meeting?

Who can resist the implementation of any solution or direction?

Usually scheduled meetings

Not every meeting requires a custom-developed agenda. Most employees schedule meetings regularly for their departments or workgroups. You have the teams and projects you participate in.

An ongoing project does not require a new agenda for each meeting, but it will serve your team better by adopting a consistent approach to your meeting.

The usually scheduled employee meeting is divided into three sections, each with standard agenda items:

**Informational materials:** Write down any agenda for each meeting. For example, the manager updates the team on the results of the senior management meeting.

**Action Items:** Attend any items that the group wishes to review at each meeting, usually scheduled. For example, the team plans to achieve performance and cost savings and continuous improvements to the budget over time.

**Planning Forward:** Put any items that the team wants to plan or prepare in advance. For example, you may need help from colleagues on short-term goals or upcoming tasks for the next month.

If you follow these guidelines when you create your meeting agenda, you improve the probability that your appointment will be most effective.

**What to include**:

The agenda for a regularly scheduled meeting will help you produce the results you're looking for by adding some basic items:

Warm and congratulations. Consider a brief ice breaker depending on how often the group meets.

**Q 2. List top three factors that are important for successful business meeting. Why do you think they are ‘top 3’?**

Meetings are important to employees where team efforts are used for project and other business functions. Brainstorming at meetings is often helpful in decision-making. Meetings are also essential for getting to know customers and vendors.

Three factors:-

* **An Innovative Idea:**
* **Network:**
* **Sales:**

**An innovative idea:** Innovative ideas are important for successful business because if you have innovative ideas you can achieve your goals in the end.

For Example: Paying attention to trends. If you pay attention on trends in the meeting then you can come up with a better plan and strategy to the market and challenge all the famous brands and make your position strong in the market.

**Network:** In for abetterand outstanding meeting it is necessary to talk about your business network if it is nationally or globally spread. Having a good network with your staff and employees you can achieve more in the end of the day. For that you need competent and hardworking staff who can set the network flexible and comfortable with customers.

**Sales:** It is important to discuss about sales. Like, the selling vision and prospective customer.

Prospective customers are those who are interested in making purchase.

Current customers are those who are interested in purchase for the current period.

In the meeting it is also necessary to work on sales. For attracting more customers you have to build a good strategy for sales. Every big firm has a sales and operations department which deals with sales to attract customers and gain a good amount of money and a reliable customer for the firm.

**Q 3. Write a ten lines article on “How to motivate your Team”.**

Motivation is the purpose that initiates, guides and maintains goal-oriented behaviors. Motivation arouses a person to act towards a desired goal. Motivation is the purpose or psychological cause of an action so develop a positive environment and be the change you want to inspire. Share the organizational vision with every member and support new ideas, set some clear goals and encourage happiness. Encourage the teamwork and give them challenging tasks and make them feel appreciated. Give them opportunities to grow, recognize and reward.

**Q 4. What should you do in a job interview?**

Whether you have a mock interview, or are just getting ready for your career, practice these tips to properly prepare for the big day!

**1: Dressing the part:**

To attract the company you are interviewing with, you need to dress accordingly. Avoid dressing in your formal day wear, including business clothes, dresses, a good dress or a pantsuit, yoga pants.

Always wear appropriate attire, make sure to wear professional business attire and maintain good hygiene and present yourself as you would like the company to look at you.

**2: Review the questions that interviewers ask you:**

Be sure to prepare a list of questions that can be asked by the interviewer. You can practice your interviewing skills with a friend or sign up for an interview with the Interview Stream through Pomerantz Career Center. The interview stream will ask you questions with real professional interviewers and you will see the feedback of your interview. All you need is a camera, or you can even schedule an interview in the Interview Stream Room at the Pomerantz Career Center!

**3: Do sufficient research on the company:**

Be sure to review the website for the company you are applying to, and write down the facts that you find interesting and the questions the interviewer wants to answer.

**4: Respect the interviewer:**

Give great respect to the interviewers who will conduct the interview and ask you questions. People always write notes about your answers and your behavior. This is their first impression of you, other than your resume, and you want to make sure you leave a lasting positive impression on the company!

**5: Good non-verbal behavior:**

Make eye contact with the interviewer during the interview

- Always sit upright and make sure your body is open with the posture

Be interested in all the questions the interviewer asks you

**6: Be timely for the interim:**

Make sure to arrive at least 10 minutes before the interview. The company will appreciate the timing and be prompt. This will give you a chance to see what your answers to the questions are and make sure you look good and beautiful!

**7: Know all the credentials of the company and the job you are applying for:**

Learn all the features and qualifications of the job you are applying for. You want to bring any qualifications you have that you think you can bring to the table for the company in the interview.

**8: Bring additional applications:**

If the company needs another copy, be sure to bring in additional applications for the interview. If you have a portfolio, you can bring it to showcase some of your previous work and accomplishments.

**9: Speak with energy and provide real details:**

Always make sure you have a lot of positive energy and only provide realistic information about your previous employment or accomplishments. Don't lie about anything in your interview. A company does not want to hire a person with false information.

**10: Writing thank you letters immediately after the interview:**

Be sure to thank your interviewers for their time and consideration in reviewing for a job offer. After completing your interview, make sure to follow up with the interviewer and the company.

By following these tips, you can shake up your interview and make sure the company is amazing, seal the deal and get the job done!