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Business English

**Q1) Elucidate the important components of the agenda?**

There are several key elements of agenda, if things are done accordingly, it will lead to positive outcomes.

**Basic Information**-

The basic information is the part of an agenda, in which information about the start time, end time, place, and location of the meeting is provided. If there are several points to be discussed in the meeting then the time should be managed accordingly, depending on the significance of the issue, the time should be allocated.

**Prework-**

Furthermore, the instructions should be given to the attendants about what to wear, what accessories to bring along, and what the meeting is going to be about. Is it to start a new project? Or launch a new product? This is called prework and it is necessary before every formal meeting for things to be organized.

**Norms-**

Some ground rules are set before the meeting which informs people about the theme of the meeting and how they should act during the meeting. Every individual is given his/her role which they have to follow. It will inform you about what assignments to prepare before the meeting. This action is called norms.

The desired outcomes are discussed before or at the start of a meeting in which all the participants get the idea about what they want to achieve by the time the meeting reaches its climax. The topics itself is a major part of an agenda and the person who is asked to prepare for it. If someone sees their name in writing with the topic, they are well expected to speak about it. It is very important to come prepared for a meeting. The objectives are not achieved through just talk but there is a process which we have to follow to get desirable results, i.e., Plan, Prepare, Decide, Develop, Design.

This is the process that must be followed to get good results, and this is all part of the agenda. Sometimes it might not be possible to accomplish the objectives completely in a single meeting but will need to follow up so you have to decide which is the best way to follow up, for example, you can follow up with further meetings, or through email, or shared files, etc.

Use your agenda as a checklist on the attendees to keep the meeting on the right track because there is nothing worse when a meeting goes off task or gets hijacked. The time is wasted collectively for all the attendees. Only the people who can contribute something in the cause of the objective should be invited to the meeting. First, share the agenda of the meeting if there is some information that is prior to the meeting include it in the invitation. This will help the attendees prepare for the meeting beforehand and stay on task once they are here.

**Q2) list the top three factors that are important in the successful business meetings. What do you think that is the top "3"?**

1. **AGENDA**

You may decide that a meeting is not necessary after considering the cost of lost employee productivity and revenue. However, if a meeting is necessary, then drafting a simple agenda will provide a solid foundation. having an Agenda is the key to have a productive meeting. If you want the meeting to go well you should have an agenda beforehand and inform all the participants about it so they can all come well prepared. Agenda is a very important factor to have a successful business meeting. It includes the duration of the meeting the start time and end time, the place where the meeting will be held, what the dress code would be and it also tells you how to act during the meeting whether it's a formal or an informal meeting. There are a few rules which every individual has to follow during the meeting. We discuss the objective and the purpose of the meeting and why the meeting is held. And also assign you the topic for which you've to prepare yourself and if your name is seen next to a topic you should be well prepared to speak about it. Speaking needs confidence and confidence is also a key factor to attend a meeting.

1. **Limit the number of attendees**

Executives and start-up owners are usually enticed to invite every single employee, especially in smaller companies. However, this can derail the efficiency of the meeting, generally it is best to limit the numbers of attendees so the meetings do not go off the track or discussed on unimportant stuff. It is difficult to share your opinions with a lot of people and many questions may arise which makes it difficult to answer in the allocated time. People who are required should be called for the meeting in order to manage time and make the meeting more efficient.

1. **Environment**

A meeting should be held in a closed hall and there should be pin-drop silence so that the speaker voice could reach everyone loud and clear. A person should set the tone for the meeting, not all meetings are the same though, If it is a high-stake evaluation of a critical issue then everyone should be all ears and well attentive so that they do not miss out on important information that is shared but if it's an idea-sharing for a new product the tone of the environment can be light toned. Sometimes snacks and cold drinks bring people to the right frame of mind but sometimes it is also a distraction from an important issue. If you want to bring out the best in everyone order a few pizzas, they need to feel relaxed and not under pressure so that they can think with their creative best mind. The boss should encourage his employees so they can have the urge to improve. Keeping a friendly environment helps everyone because no one likes a dull environment.

**Q3) write a ten lines article on "how to improve your team"?**

There is no need to worry about giving out responsibilities to your team members if you have a busy schedule let them utilize their talents and let them do it the way they want. You should communicate effectively with your employees and appreciate them for how they carry on their duties. Be friendly with them and don't make them feel degraded. Know the strength and weaknesses of your team members. If you do so it will be easier to assign tasks to the person who matches best for it. Everyone works to their full will if there are incentives involved, it might not be a part of your role but it is nice to receive rewards for a job well done. It encourages a person to do well in the future.

**Q4) what should I do in a job interview?**

To get the job that you are interviewing for; you should dress according to the customs of the company. Most of the time it is better to wear a nice ironed suit. Always wear the appropriate clothing as well as to practice good hygiene and present yourself like you want the company to see you. Be there on time or maybe 10 mins before the starting time because the company will appreciate you for being punctual. It is very important to prepare the questions that could be asked during the interview. You can practice beforehand with a friend or a colleague. You should have enough information about the company so that if they ask you a question you are confident about it. You should act like a gentleman in front of the interviewer and show utmost respect because these people are always writing down notes and this is their first impression about you besides what is on your resume. Confidence is a very important aspect during an interview. You always need to keep eye contact with the interviewer and not stutter while talking. Make sure to always sit straight and take interest in the question they are asking you. Make sure to bring up all the qualifications you have regarding what could bring to the table for the company in the interview. Make sure that you give out positive vibes in the interview and provide them with true information about your past or previous experience. After the interview is done make sure to thank your interviewers for giving you time and the opportunity.