***NAME :- AYAZ ALI SHAH***

***ID:- 15756***

***PAPER OF BUSINESS ENGLISH***

***BBA 2nd SEMSESTER***

ANSWER NO 1:-

**Important components of Agenda**:-

**1. Why are we meeting?**

The pillar of an agenda is the meeting purpose, goal, or desired outcome. No matter what you wish to call it, it is the reason for the meeting. A carefully crafted purpose is critical for guests to know what they are being asked to participate in, to understand if it is a good use of their time, as well as how they can contribute. The goal or purpose should go beyond the meeting title to clearly articulate what is the desired outcome of the meeting.

### 2. What are we talking about?

* **Welcome and Summary** Start with a welcome and quick review of the goal. Never assume everyone is as prepared as you are to jump into the topics at hand. For those guests bouncing from one meeting to another, taking a few minutes, in the beginning, can help set everyone’s mind on the same page like a reset button.
* **Topics to Cover**Convey the topics that need to be covered in brief, succinct titles and descriptions that share the challenge at hand. For multiple topics, set them in a logical order.
* **How Much**It can be defeating to attendees before they even join the meeting if they do not feel a meeting goal is achievable with the time they are given so try to keep the number of topics to a minimum.
* **Consider the Audience**If you have topics that not everyone is needed for, consider breaking up topics accordingly and scheduling smaller sessions with the appropriate guest list.

### 3. What tools or information will I need to show or share?

* **Showing**Most meetings have documents or visuals that need to be displayed during the session. Locating these documents and resources prior to the meeting and attaching them to your meeting can help enable you to quickly locate and use them during the session reducing disruption and flow of the meeting.
* **Sharing**If you attach pre-reads or work that needs to be done prior to the meeting, set this expectation on the agenda and provide as much lead time as possible.

### 4. How much time do we have?

When the agenda items are in place, review the topics and estimate how much time you can assign to each. If you are unsure, recruit advice from those familiar with the topics and save time in the end for decisions. Save 5 minutes at the end of a 30+ minute meeting or 10 minutes at the end of a 30+ minute meeting.

ANSWER NO 2:-

**Three factors that are important for successful business meeting:-**

1. **Have the right people at the table.** Consider the meeting goal and determine who must be there. If you have people in the meeting who really are not essential and are not contributing then you are not utilizing their time at the highest level. Chances are, this disconnect impedes the progress and efficiency of the meeting.
2. **Have an agenda that reflects the meeting goals.** Let participants know in advance what will be covered and by whom. Let them have time to prepare needed information, as well as their thoughts for major discussion items. Give participants the opportunity to suggest agenda items that may have been overlooked.
3. **Have a definite time limit.** We find that depending on the scope of the project, weekly video, phone or in-person meetings with clients most often fall into two timeframes: A 30-minute meeting or a one-hour meeting. Let people know about the timeframe in advance and refine it as you call the meeting to order. If you need a few minutes of team-building time to keep the participants engaged, build that into the agenda or encourage them to join the meeting early. Don’t underestimate the value of connecting, but don’t let it interfere with your goals on each call. Begin the meeting on time and conclude it either before or at the scheduled time.

**WHY the above ?**

The above three factors are very important for a successful business meeting because the meetings you hold are needed. If so, take a few steps to ensure that you have the right people at the table, you have the right agenda to achieve your goals and you guide the meeting to keep the discussion on point and on schedule and on definite time that you are gave for a meeting.

ANSWER NO 3:-

**ARTICLE**  “How to motivate your Team”.

A team in a working place is just like a family. So you have to come with your team with good habit. Showing gratitude to your employees show them that they are not just a wheel in a cog but a real important member of a team. Make sure you actually say “**thank you**” to your employees once in a while or after a big project. Just because you are the boss or manager a manager , it does’t mean you know everything. Asking our team and employees **for their own opinion** matters.

If you are in a meeting and an employee of your comes up with a great idea, actually telling them that its **great** the word great not only motivate a single person but also motivate a whole team.

When it comes to your team , if you are a good leader you will **naturally think of yourself as a member of the same team** as them. You should always remember that its not good to drive employees through fear or leadership. Your employees should get on with you and be inspired by you**. Inclusive language** should be used to create the feeling that everyone is in the same boat together.

The Bold words show u to how motivate your team.

ANSWER NO 4:-

**What should you do in a job interview?**

**1) Dressing the Part :-**

In order to impress the company you're interviewing with, you must dress accordingly. Wearing business attire, suites, a nice dress, or a pantsuit if you're a girl, you want to avoid dressing in your normal day clothes, including yoga pants.

Always wear the appropriate attire, and make sure to wear professional business attire as well as to practice good hygiene and present yourself like you want the company to see you.

**2) Review the Questions:-**

The Interviewers Will Ask You Make sure to prepare a list of questions that could possibly be asked by the interviewer. You can practice your interviewing skills with a friend, or you could sign up for an interview with Interviewstream through the Pomerantz Career Center.

**3) Do Enough Research on the Company:-**

Review the website for the company you're applying for and make sure to write down facts you find interesting and questions you want answered by the interviewer in the company.

**4) Be Respectful of the Interviewers :-**

Give the utmost respect for interviewers that are conducting the interview and asking you the questions. The people are always writing notes about your answers and your behavior.

**5) 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 you.

There are also more thing which we have to do for interview but the above are the most common.

 THE END