***NAME: - MUDASSIR AFRIDI***

***ROLL NO: - 15893***

***PROGRAM: - BBA***

***SUBJECT: - BUSINESS ENGLISH***

***FINAL ASSIGNMENT***

(Q)1:- Elucidate the important components of agenda.

ANS:- There are some few important component of agenda they are.

* Your choice of topic
* The goals of the meeting
* The duration of the meeting
* The objectives of the meeting
* The non-objectives of the meeting
* The stakeholders who should attend the meeting
* The information that need to be shared in order to have a successful meeting.

***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 progress check on a current project?

***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.

***The object of the meeting***

 Think of these as the actions to be taken at the meeting. Use active verbs like:

* Plan
* Prepare
* Decide
* Develop
* Design

Note. That you may not accomplish the objectives fully in one meeting, but will need to follow up. Decide which the best format for follow up will be-

* More meeting
* Email with everyone
* 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 stall, 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 stakeholder who should attend***

Only invite people who can make a hand-on contribution to the goals and objectives of the meeting you are planning.

***The information that need to be shared***

First’ share the agenda. If there is any other information they will need prior to the meeting.

(Q) 2:- List top three factors that are important for successful business meeting. Why do you think they are top 3?

ANS: - There are 3 factors which is necessary for successful meeting:-

1. Have the right people at the table.
2. Have an agenda that reflects the meeting goals.
3. Have a definite time limit.

 ***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.

***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.

***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.

Be sure that 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.

(Q) 3:- Write a ten lines article on “how to motivate your team”.

ANS: - 1) ***Clearly define your vision.***

Make sure that your vision is provided as a roadmap for your employees, and that they know each twist and turn.

***2)Give employees what they want and need.***

Don't just assume that each and every one of your employees has all the tools, training, and support from supervisors they need -check in with them personally and find out.

 3) ***Communicate well and often.***

Training sessions, memos, newsletters, FAQs, and regular meetings can all be used to present your vision to your employees. Make sure to ask questions, and if they are confused, redesign the way the information reaches them.

***4) Get everyone engaged.***

 Figure out a way to get all of your employees engaged in planning and decision-making. That way the project becomes their baby: something they're willing to fight for.

***5) Coach for success, and practice random acts of kindness.***

 Feedback is another great motivator. Don't wait for the periodic reviews; instead, offer feedback as often as possible. Positive feedback should be given right away, to encourage more of the same performance. Negative feedback should also be given a.s.a.p. so that workers have the opportunity to self-correct. If you can, schedule weekly meetings with individual employees, to provide an opportunity to discuss ongoing projects and issues. These meetings don't have to take a lot of time.

***6) Act fairly, respect, and create trust (don't be a jerk).***

 Use your judgment, wisdom, and experience to create a Supportive environment. When problems arise, examine the circumstances, understand the context, and only then pass judgment. Respect and trust your team and you will get the same in return. If you make a mistake, apologize and admit you were wrong. This will allow your employees to relate to you better, and they will appreciate your honesty.

 ***7) Trust and verify, but also try to make work fun.***

 Good bosses pay attention to the big picture and the details, and care about both the product and the employees. A good way to show that is be involved in the creation process, and to pay attention to what is going on. And remember to do this with a smile on your face. Lighten up! Making work fun really pays off since people often get a lot more done when they enjoy themselves.

***8)Give special attention to high-potential employees.***

 "Even in a tough economy, high-potential employees have other opportunities, To keep them engaged, consider putting more resources into career development and training. Or perhaps you can give them new projects that will help the company adapt to the changing market, grow, and develop.

***9)Be creative to avoid downsizing.***

 "An employer that treats its employees as true partners makes every effort to avoid layoffs," according to Klein. The key is for employees to trust that management is doing everything possible to retain them. Voluntary steps to reduce costs, which Klein calls "rings of defense" can be employed to avert disaster.

***10) be friendly to them.***

Avoid misconception between them.

(Q)4:- what should you do in job interview?

ANS:- ***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.

***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.

***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. This is their first impression of you besides what's on your resume, you want to make sure leave a lasting positive impression to the company!

***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

***6) Be On Time to the Interview***

Make sure to arrive at least 10 minutes early to the Interview. The company will appreciate timeliness and being prompt.

***7) Know all the Credentials of the Company and the Job you're Applying For***

Make sure to know all of the aspects and qualifications of the job you're applying for. You want to bring up any qualifications you have regarding.

***8) Bring Extra Resumes***

Make sure to bring extra resumes to the interview just in case the company needs another copy.