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- **QUESTION 1:**

ELUCIDATE THE IMPORTANT COMPONENTS OF AGENDA?

ANSWER :

TOPIC SELECTION

In this section of agenda you will inform the members about the main topic of a meeting tell them specifically, or give them idea what is the meeting going to be about? And give brief information about the purpose of meeting.

AIM

In this section you will make clear why this meeting is held? What purpose this meeting holds or may be this is a session where team members are asked to brainstorm, or you are introducing a new product or a project which requires suggestions and feedbacks or is it a progress on a current project.

DURABILITY

How long should the meeting last? It should last long enough in which to make sure your goal is accomplished but not so long that it comes out boring and people lose interest in the meeting. Be specific about your goal.

OBJECTIVES

You may not achieve the objectives fully in one meeting you will have to follow up and decide best format.

NON OBJECTIVES

You should be using your agenda as a checklist that what should be done to achieve the goal of the meeting.

STAKEHOLDERS SUPPOSED TO ATTEND THE MEETING

You should clearly know which team member you are going to invite for the meeting of an upcoming project

INFORMATION SHARING

Firstly you should share agenda with your team members and if there's other information that need to be shared with them prior the meeting. Add it in the invitation. So the attenders of the meeting comes prepared for the meeting and they know what actually meeting is about.

- **QUESTION 2 :**

LIST THE THREE FACTORS THAT ARE IMPORTANT FOR SUCCESSFUL BUSINESS MEETING. WHY DO YOU THINK THEY ARE TOP 3?

ANSWER :

Meeting agenda let the spectator know that there are some issues that should be discussed and that there are some specific outcomes to be achieved. Most important factors are

1. Objectives of meeting.
2. Prepare an agenda.
3. Communicate your expectations clearly.

Objectives of meeting

Participants must know the objectives when you are calling a meeting, because agendas provide informational items which makes the plan easy to proceed. Purpose of preparing an agenda is who you want to participate in meeting, date, time, place of the meeting . One possible objective of meeting can be, to assign the desired project to the team member who you think are in merit and you can make a team and team leaders to handle this project.

Prepare an agenda :

Agenda plays an important role in calling a business meeting. Which completely shows which team members should participate, what time is the meeting is about to start, what the location of meeting is. Agenda is based on few points which are: priorities, results, participants, sequence, time, date, and location.

Priorities :

priorities of a meeting are discussed in agenda, which are objectives of a project that is soon going to start, select team members and set a proper time.

Results:

by discussing priorities, results of a project should also be made clear to the whole team that participate in meeting.

Sequence :

The order of sequencing requires careful and logical planning. The approach you take also depends upon selecting the competitive team leaders and members and if your role is to make them work together and write them and build their morale and support high and motivate your

members then it may be better to begin with the items that will foster teamwork, then move to potentially devise items.

Participants

You have a whole team but in agenda you have to specifically choose team members that you think should participate.

Time and date:

time and date of a meeting is always mentioned, so if a members receives agenda they should know when and what time is meeting going to start.

Location :

As date and time are mentioned the location is also mentioned so that members should know where the meeting will take place

Communicate your expectations :

As the meeting starts, team leaders are selected, objectives are made clear, team is made an at the last the meeting is adjourned by communicating your expectations about project.

• **QUESTION 3:**

WRITE A TEN LINE ARTICLE ON “HOW TO MOTIVATE YOUR TEAM”?

ANSWER :

As to motivate your team members for a given project you would always ask for the feedback of each member of your team. Asking for a feedback from each member would boost up their motivation for work recognition and feedback are the easiest and perhaps the least utilized way to motivate your team. Secondly promotions and pay increase can definitely keep employees satisfied, especially when its done in conjunction with recognition. Adding some responsibility perhaps in preparation for a promotion can be just what an employee needs to feel like they are going somewhere in you company. Another important thing is to make clear that you are looking for a responsible team. Responsible team gets their work done properly. The most important task is to show them how competitive this project should be. Address your team about the rewards for a hard working team member. Competition with oneself, competition among others and goal setting. All these factors will motivate your team.

QUESTION 4:

- ***WHAT SHOULD YOU DO IN A JOB INTERVIEW?***

ANSWER :

The factors that are important for a job interview are

1. Dress accordingly
2. Review the questions, the interviewer will ask.

3. Research on the company.
4. Respectful to the interviewer.
5. Good non-verbal behaviour.
6. Be on time.
7. Know all the credentials of the company and job you are applying for.
8. Bring extra resumes.
9. Speak with confidence and provide true details.
10. Writing thank-you letters immediately after the interview.

DRESS ACCORDINGLY

In order to impress the company you are interviewing with you must dress accordingly. Always wear appropriate attire and make sure to wear formal business suits, which also shows practice to a good hygiene you should be presentable.

REVIEW THE QUESTIONS THE INTERVIEWER ASK:

Before going for a job interview, make a list of questions that could possibly be asked by interviewer.

You can sign up for an interview with different sites that can ask you actual professional interview questions, and at the end you get to see the feedback from interview.

RESEARCH ON THE COMPANY :

Before going for an interview, do enough research on the company by checking their website online. You can write down the facts that you find interesting about the company.

RESPECTFUL TO THE INTERVIEWER :

You should be given the utmost respect to the interviewer that are asking you questions and conducting you interview because this is your first impression on them besides what's on your resume. You shouldn't be over confidently answering because they keeps track of your answers by writing it with themselves.

GOOD NON-VERBAL BEHAVIOUR :

You should be paying much attention to your body posture, which should be upright and be open. You should make an eye contact with interviewer while he ask questions, this shows you are quite confident about your answers. And at last indulge yourself in questions that has been asked by the interviewer, that shows you are interested in questions.

BE ON TIME:

Make sure to arrive 10-15 minutes before your interviewer, this shows how responsible you are and they appreciate your timeliness.

KNOW ALL THE CREDENTIALS OF THE COMPANY AND JOB YOU ARE APPLYING FOR:

You should know all the qualifications of the job you are applying for that would show you are capable of this job.

BRING EXTRA RESUMES:

You should bring extra resumes copies in case the company wants it. And if you have a portfolio that works too. Because that can portray your previous work, skills, achieve, achievements.

SPEAK WITH ENERGY AND PROVIDE TRUE DETAILS:

Make sure you always speaks with positive energy and the details that you provide must be authentic and real. A company wont want to hire someone who provides false information.

WRITING THANK-YOU LETTERS IMMEDIATELY AFTER THE INTERVIEW:

Thank your interviewer for their time and consideration in reviewing them for job opportunities.