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 **Answer Sheet of Business English.**

**Answer # 1).Meeting Agendas:**

Meeting agendas are optional, right? Business meetings can be held for many reasons: to discuss a topic, find a plan of action or update team members on the status of project. After you have established the purpose and need for your meeting, then the next step is to create an agenda. A meeting without a clear agenda can be compared to a ship that's sailing without a map: your are on the sea and going somewhere, but no one knows where. In order to ensure your ship is on the right course, send a copy of well written 24 hours in advance and have copies ready for the participants at the start of the meeting.

**Three Reasons Meeting Agendas are Necessary:**

**1).** If none of the topics are relevant for one person, they can skip the meeting and focus on the tasks they are responsible for.

**2).**A numbered agendas is a powerful organizational tool. If you refer to the agenda often, you can stay in control of your meeting and the amount of time spent on a topic.

**3).**Agendas can be used as a feedback mechanism for whether or not your meetings are successful.

**Three Elements of Meeting Agendas:**

**1).** Basic informationlike the location, names of expected participants, date, start time and end time of the meeting. Even better, estimate the amount of time necessary for each agenda item and stick to it. If something unimportant comes up, add it to your topics parking lot, or create an agenda item called AOB (any other business) that can be discussed if there is time at the end of the meeting. The AOB item can also be added to the agenda of the next meeting.

**2).**The topic and the person responsible for it. If someone sees their name in writing next to a topic, they will know they are expected to speak and can prepare for the meeting.

**3).**An objective for each item, or for the meeting in general. If you are searching for a reason for the meeting and you cannot find one easily, perhaps this meeting is not necessary.

**Three Positive Outcomes of Creating and Distributing Meeting Agendas:**

1).Attending unnecessary meetings results in lost productivity, which means lost revenue for the company.

2).A clear agenda saves time, as it keeps the discussion on track.

3).The agenda can be used as a checklist to track what has been accomplished in the meeting.

**Answer # 2).Three Factors that are important for successful Business meeting:**

 Business meetings can be a real annoyance and are one of the biggest wastes of time throughout a business. They are both long, and mostly unnecessary. People become distracted, time limits are not met, and result in little to no action. This article will target to counter all of these negative aspects of business meetings. They can be productive, fulfilling, short, effective and fun! Great preparation, effective meetings and a thorough follow up are the central topics discussed in this article.

**1).Great Preparation:**

 The beginning of an effective meeting should, in most cases, be the end of it. Think about the need for the meeting, what is its goal? Is it necessary to speak this over in person? Or are other alternatives a better solution, for instance email. When the purpose of a meeting is solely out an email with the same information can be many times more effective. Another alternative is a quick phone call. if you need to share or discuss some information with only a few people, calling them shaves off decision time. When you yourself are invited to attend a meeting, consider your necessity at that meeting and contemplate the alternative ways you can more easily contribute.

 When you have decided to call a meeting, make sure that only the people who need to be there, are there. They will mostly likely be most invested in the topic you are discussing. A small engaged group also allows for more effective decision making during the meeting. The select group that you have invited should have had the proper preparation. This means that you have sent the agenda in advance, and have attached all the relevant documents. This easily shaves off 30 min of every meeting concerned with getting everyone up to speed. Do also share your PowerPoint (if there is one), this will allow for people to get a general view of the presentation and will focus their attention on you, instead of the screen, when presenting.

**2).Effective Meetings:**

 Effective meetings start with the right facilities. Without a beamer, the presentation will not be possible. And without the presentation itself, you are dead in the water. Effective meetings take place in an appropriate setting where technological needs are met. As a presenter, you will have your presentation on USB and email. And other technical requirements, like cables and makers are available. Good facilities allow for optimal support of effective meetings.

The goals of a meeting should be the guiding star during the meeting. Misunderstanding the goal of a meeting could result in a large clash between coworkers. When some think about discussing a point, other ready to make decisions, and still others only to inform, your meeting will go smoothly. Making clear what the goal of meeting is can prevent these troubles. And when the meeting requires multiple steps, (e.g. informing and making a decision) the clearly indicate at which step you are. A clear goal during a meeting will result in streamlined cooperation, in which each goal can be pursued effectively.

In support of the goal of your meeting is the agenda. Without an agenda, there will be no direction to the meeting and it will end without direction or goal. An agenda serves multiple goals. the first is to define the parameters of what you will discuss and what not! It will also give structure, preferably with important points at the beginning. And when your agenda is really complete, it will also indicate the amount of time the meeting will take. With an agenda you will define the meeting, give it direction, structure and also help with preparations.

As the chairman of a meeting you care responsibility over the time. Set a starting time and set an end time. Make sure that everyone gets to say their word. Even encourage shy people to participate. But refrain from repetition, once something is said, it has no purpose of being repeated.

All participants of a meeting share responsibility for the direction of their attention. Distracted participants ensure an ineffective meeting in which people will not give each other the attention they deserve. This can be a result of multitasking, having your head in the clouds, or being distracted by something. Making it a rule not to bring cell phones, only inviting the people who need to be there, letting go of unrelated thoughts, and eliminating distractions will counter these processes. In effect this will lead to attentive participants who have a continuous focus on an effective meeting.

**3).Thorough Follow-Up:**

No matter how effective a business meeting was, the real work has to happen outside of the meeting and because of that, the time spent in them should be minimal. An effective leader follows up on the tasks that result from the meeting. He is not afraid to confront employees about the progress of tasks. And at the same time employees are not afraid to ask for the help, and are willing to help each other where needed. When the next meeting is due, you should have a good overview of the progress beforehand. And during the meeting, make sure that everyone will be accounted for. Following up on tasks allows for a well prepared leader, that facilities the progress of the company.

**Answer # 3)."How To Motivate Your Team":**

"Teams are the way that most companies get important work down. When you combine the energy, knowledge, and skills of motivated groups of people, then you and your team can accomplish anything you set your mind. These powerful ways to keep the members of your team motivated and giving their very best on the job. Pay your people what they are worth, when you set your employees salaries, be sure that their pay is constant with what other companies in your industry and graphic area are paying. Provide them a pleasant place to work, everyone wants to work in an office environment that is clean which makes them feel good and instead of bad. Offer opportunities for self development, the member of your team will be more valuable to your organization, and to them self. Foster collaboration within the team, Encourage the members of the your team to fully participate inviting their input and suggestions on how to do things better. Encourage happiness, happy employees are enthusiastic and positive members of the team and their attitude is infectious'. Don't punish failure, Set clear goals, don't micromanage, and avoid useless meetings for your employees".

**Answer # 4).Job Interview:**

 You have a mock interview, or are starting to prepare for your professional career, practice these tips to properly prepare for the big day.

**1).Dressing the part:** In order to impress the company you are interviewing with you must dress accordingly. Wearing attire, suites, a nice dress, or a pantsuit if you're a girl, you want to avoid dressing in your normal day clothes.

**2).Review the Question the interviewers will ask you:** Make sureto 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 interview stream. The interview stream will ask questions assimilated with actual professional interview and you will get to see the feedback from your interview. All you need is a camera, or you even schedule an interview in the interview stream room.

**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 question you wants answered by the interviewer in the company.

**4).Be Respectful of the Interviewers:** Give the utmost respect for the 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 interview.

Make sure to always sit upright and be open with your body posture.

**6).Be on Time to the Interview:** Make sure to arrive least 10 min early to the interview. the company will appreciate timeliness and being prompt. It will also give you a chance to go over what your responses to the question are as well as to make sure you look good and feel good.

**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 ip any qualifications you have regarding what you think you can bring to the table for the company in the interview.

**8).Bring Extra Resumes:** Make sure to bring extra resumes to the interview just in case the company needs another copy. If you also have portfolio you can bring that as well showcase some of your previous work and achievements.

**9).Speak with Energy and Provide true Details:** Make sure to always have a lot of positive energy and only provide true details about your previous employment and don't lie about anything in your interview. A company won't want to hire someone on false information.

**10).Writing thank you letter's Immediately After the interview:** Make sure to thank you interviewers for their time and consideration in reviewing them for the job opportunity. Make sure to follow up with the interviewers and the company as well after you finish your interview.

 **( The End)**