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 **SUBMITTED TO Wajeeha usman**

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**Question -1**

 **Elucidate the important components of Agend?**

**Answer,**

**Your choice of topic:**

What is the meeting going to be about?

**Purpose of agenda:**

The purpose of the meeting must be determined. It is impossible to determine which subjects are to be covered without a clear purpose. The purpose is to clarify the reason for the meeting.  Why does this happen?

**The Goals of the Agenda:**

Take the objective of the meeting into consideration.This explains what the organizer expects themeeting to do.Taking into account the specific objectives or objectives of the meeting, the  organizer determines the function(s) of the meeting.

**Developing a Meeting Agenda:**

First, determine if other staff are required to help you organize the meeting. Then, decide what  the meeting is intended to accomplish and set doable objectives. The objectives you have set wil set the basis for an effective meeting plan. Make sure that within the period of your meeting you did not plan for more than was reasonably possible.

**Decisions to Make:**

You or your team must make certain decisions after determining your overall goal.In addition to the objective or purpose of the meeting, also include with your agenda:

* A meeting date, time and place
* Participants needed in meeting
* Items for discussion

Plan which topics should be addressed and in what order an effective flow should be addressed.

Allow sufficient communication time.The amount of time that you anticipate the group will needto discusseach item.All reading, documentation, data and minutes from a previous meeting will  be included.

**Identifying the participants:**

You have to develop a list of participants once you have decided that a meeting is necessary to  achieve your aim. Not all employees can or should attend every meeting, but it increases the  chance of success when you invite the right participants.

Determine your participants with some questions:

1. Who should have the solution developed by the group?
2. Who is the owner of the group process?
3. Who can guide decision-making by providing data and information?
4. Who has the group's experience or expertise?

**The Information that Needs to be Shared**

Share your schedule first. Include it in the invitation if you have any other information they  require before the meeting. These items will help all participants prepare for the meeting

beforehand and stay on task once they are there.

**Arrange online sources for meeting:**

Don’t forget the options that allow for online collaboration or teleconferencing.

**The Duration of the Meeting:**

How long is it supposed to last? It should last long enough to ensure that your goal is met,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. If you think it will be longer than that, either cut back on your goals or plan a comfortable longer meeting with food, drink and breaks.

**Question-2**

 **List top three factors that are important for successful business meeting. Why do you think they are top 3 ?**

**Answer.**

Whether you’re trying to win some new clients, negotiating with international partners, or leading the weekly staff meeting, here are some important factors that should to be followed.

**1.AssignPreWork:**

There are far more specific and efficient prework assignments than anageda alone. Managers willmotivate the preparation and engagement of employees through their regular prework. Pre-work can be simple: Asking participants to provide key solutions, recommendations or examples to be added and presented live before the meeting.

**Collaborate:**

Whenever I start a meeting, the first thing I do is to involve everyone. I will reach my  audience and ask for suggestions on topics that I want to cover before I even create thestructure for my  meetings. This prepares everyone for the meeting and gives me valuable insights into my material. You will be more involved and you will even deal with  potential problems before they arise.

**Start And End On Time:**

No one, including you, likes to blown their schedule. If you always start and end on time,you  know what you can expect and show that you respect your time too.seIf there are urgent issues  with people, arrange additional one-on-one meetings with them. always start and end on time

**Reasons why these factors are more important among all**:

1. Giving a pre-work to attendees before the meeting will make them able to practice well on the task so they will be fully prepared when attending the meeting.
2. As we know all know a famous quote “practice makes a man perfect” so this can apply here. When employees are given task to do practice on that and prepared it well. So they will be obviously come with awesome preparation to the meeting. And no such issues will be arise to them.
3. These factors are top three because collaboration in the meeting play vital role. Involving everyone to give suggestions on my topic is a good technique to find solution of the problems. Due to the audience’s suggestions and ideas may be I find the a best solution that I faced right now and for which the meeting is arranged.
4. Also involving others in discussion will make the meeting more pleasure and no one will feel bored.
5. The third factor which considered be the most important is because the effective meeting needs punctuality. If the boss are not punctual then the participants will obviously not. The first priority of the meeting is to start the meeting on the exact time and also end on the exact time.

**Question-3**

 **Write a ten lines article on"How to motivate your team "?**

**Answer.**

Human behavior is goal-directed. Motivation cause goal directed behavior.It is through motivation that needs can be handled and tackled purposely. The motivation of the team depends on how well the needs and requirementsof theteam membersare met. My perception about motivation is that every human being has a need of something in life. Some requires basic needs, some requires middle level needs and some have a desire for upper level as Maslow describe in his model.So motivating my team I will offer every memebers a reward as per his/her performance. Some will be motivated with basic needs. Employees who have a good financial background will need titles or recognition instead of bonuses for motivation. Most people can be motivated through emotions.e.g,in the current situation of covid-19 people are joining tiger force without any reward or stiped because of their voluntary emotions. So I will use this technique as well.

**Question-4**

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

**Answer.**

A knowledge of an appropriate job interview etiquette is an important part of successful

interviews. The way you dress and conduct yourself, how you greet the interviewer and how youcan both connect will make a major difference to the outcome of the conduct. There are some etiquette which should be keep in mind before going to a job interview.

## Do Your Research:

At minimum, review the company’s website and Google its key players. Find out who you’ll be interviewing with and learn something about them, such as when they were last quoted in a publication or if they’ve recently received an award.

## Rehearse:

There are several questions that you’re pretty much guaranteed to be asked during an interview: [“Why do you want to work for this company?”](https://www.themuse.com/advice/4-better-ways-to-answer-why-do-you-want-to-work-at-this-company) [“What are your strengths and weaknesses?”](https://www.themuse.com/advice/strengths-and-weaknesses-interview-question-answer-examples) and [“Where do you see yourself in five years?”](https://www.themuse.com/advice/the-right-and-wrong-way-to-answer-where-do-you-see-yourself-in-5-years)—to name a few.So,be prepared with insightful answers for these classics, plus be familiar withother [interviewquestions](https://www.themuse.com/advice/interview-questions-and-answers) typically asked in your field, too.

**Arriving:**

Obviously you never want to be late for an interview, but youshould knew that it would be annoy-ing for employers to come too early.so

* Come ten minutes early, no sooner
* introduce yourself to the receptionist
* Pay attention – no cell phone or magazines in the waiting area.
* Stand up and shake hands with anyone to accompany you into the interview.

**Dress Professional:**

* The only shot to impress the decision maker personally is an interview so make sure that you are impeccably dressed. In most cases it is perfect to have a dark suit (jackets and pants or skirts)  and a clean and simple, white shirt, manicured nails, simple makeup and  clean business shoes.
* Avoid wardrobes malfunctions.
* Dress up and dress conservatively.

**The American Business Handshake:**

* Begin with your hand parallel to the floor and thumb pointing to the ceiling. Go through the hand of your partner until you touch the room between thumbs$ finger. Wrap the thumb and fingers in the entire hand of your partner and press it firmly – not  painfully – and shake it three to four times.
Always stand for a handshake in business.
* The space between partners is approximately 2 feet in a business environment in North  America.
* When shaking hands, never have your left hand in a pant pocket.

**Business Greetings:**

* In first time meetings, as you shake hands use an honorific (Mr. Ms., Mrs., Dr., Gen.) and their last name.
* This applies to both men and women in business.
* When meeting people from other countries, research cultural differences.

**Smile:**

Yes, an interview is high pressure, but you'll lose points in a few critical moments when you freeze and look nervous. Naturally smiling (without tightly cleansing your lips) makes you feel confident, friendly and accessible. Also, fake it if you don't feel it. A smile translates that you can get along with colleagues, wow the boss and impress the customers.

**Body Language:**

Be aware of what you’re [communicating through your posture and stance](https://www.themuse.com/advice/the-subtle-body-language-mistakes-that-you-need-to-fix-now)—and make sure it’s good so

* Sit up straight and plant your feet firmly.
* Don’t sit with both hands in your lap beneath the table.
* Make eye contact and maintain an open posture.
* Do not fidget in your chair, cross your legs, or wring your hands.
* Do not use too many hand gestures.

**What’s in the name?**

* Use the names of the interviewees and say farewell to them.
* Take the name of a person and say, 'Mr. Peterson, Good morning. It's a pleasure to meet you.
* Use your first and last name when you introduce yourself in person or on the telephone.
* In the Room Talk
* Just stand behind a chair, after shaking hands, until you are invited to sit or politely  ask where you want to sit.                                                             Do not place personal items on the table.
* A wallet or notepad and pen can be placed in front of you.
* Sit up straight.

**Take the Water:**

Take a glass of water from your interviewer even if you don't have a thirst. This little  time  can help you buy time to answer a question or just give you a moment to focus on yourself.

**Cell Phone:**

* Make sure your mobile phone is off.
* The last thing you need is a distraction in one of your life's most important meetings.
* In vibrating mode you can still hear your cell ring. Better to just leave your cell
* phone in the car.

**End of Interview:**

Reiterate your interest in the position, and thank the individual or group.You may request the time frame for filling the position and notifying candidates.

Make eye contact, shake hands with everyone, use their name as you shake hands.

If possible, thank the individual who greeted and escorted you when you arrived.

Keep a smile on your face and your cell phone off until you’re out of the building.

**After the Interview:**

Yes, a handwritten note is still compulsory today. Sending a letter of thanks by email is OK  when you have to make a decision quickly but always follow up on the writing. Say  thank you  for the time you spent interviewing the company and for the opportunity to  learn about the comp-any. (A voice message does not take place of a written note.)