

English solved paper

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Section: B

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Subject: English

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Q no:1 Ans...

- Agenda:A temporary organized plan or a list of matter to be discussed...
- Components of Agenda:
- 1:Your choice of Topic
- For what reason and for what outcome or for what goals we are here?
- 2)The Goals of the meeting:
- Here. We'll discuss wheather our agenda is to introduce a new product or new project.

Cont....

III: The Duration of the meeting:

How long our meeting will last? like should last long whether we achieve our goals?

IV: The objective of the meeting:

We must think about the action to be taken at our agenda:

- *Plan

- *prepare

- *Decide

- *Develop

- *Design

Cont...

V: The body of Agenda:

This is the meat of the meeting what needs to be accomplished during the meeting. listing the most time-sensitive first and then the most controversial or time consuming next and then the less sensitive items.

Vi: Format:

Agenda can be written in several formats. Common order is the format most often seen. it begins with a call to order officer reports, old business, new business.

Vii: Stakeholders:

Cont....

We should invite those people who should be capable for to make a hands-on contribution to the goal and objectives.

Q No:2 Ans...

: These 3 points are mentioned below:

i: Having Right people at the Table:

We must do consider here the meeting goals and we must to know who must be there? Suppose we having the people who are not appropriate and are not essential and they can't contribute then we can't utilize their time ahead at the highest level.

Cont....

ii: Having an agenda that reflects the meeting Goals:

We must do care here that the people who are attending the meeting must to know that what will covered and through Whom?we should give them time to them to prepare for needed information.

iii:Time and Focus:

These two factors are most important for successful business meeting to ensure that wheather we allocate the adequate time to each agenda item.Deviation from these two factors results in meeting where all the participants get frustrated.we ll also focus the main Goals of our business meeting for what we call this meeting for?

Cont...

- Why they are Important?

The above factors are so important for a successful business meeting because without right people for right job looks like the wastage of Time and definitely without them our Meeting will never be Creative. The goals of our meeting must be crystal clear so that we can discuss with the participants with clear mind before or in the meeting. Time factor is most important among them because if we consuming lot of time, the participants will feel bored and they'll lose their interest. This may lead to spoil our meeting's goals. With the help of all factors, we definitely can achieve our Goals.

Q no:3 Ans....

We must to pay our people for what they are worth. we ll responsible to provide them with good and pleasant work place where they all have pleasant environment to do their work. For team members, we must give them opportunities to learn new skills. For this we must provide them good training. We will encourage our team members to fully participate by inviting their input and suggestions on how to do things better. We ll ask them questions and will Listern to their aswers. We ll keep eye on wheather or not our people are happy with their work, their employers. We must to give them Clear goals to get better inputs from them.

Q:4 Ans...

Here we will discuss the several points:

i: Dressing the part:

In order to impress the company where you are going for interview, You must dressed according. you must avoid dressing in your Normal day.

ii: Review the Questions:

Make sure that we prepare the list of questions that could be asked possibly in interview.

iii: Research:

Review and visit the website of that particular company we are applying for and we do care about to write down facts we having interest in.

Cont...

Iv: Show Respect:

Give the appropriate Respect for interviewers who are conducting the interview. They will check and observe about your behavior.

V: Arrive On Time:

Make sure to arrive about 10 minutes early to the interview. By this, Company will appreciate timelines and being prompt.

vi: Know all the Credentials:

Make sure to know all of the aspects and qualifications of the job you are applying for.

Cont...

Viii: Speaking skills:

We must have positive energy to speak about our correct Qualifications.

The Interviewer will check our skills of Speaking, To see how much bold we are in Speaking?