Lesson 2: Meeting Documents

Q1: Using the following information, prepare the notice and agenda of the meeting:

The Headmaster of the school is planning for the Monthly Teachers' Meeting to hold on 21st May 20-- at 9:00 am in the Main Hall of the school. The secretary wrote the following points: apologies, minutes of the last meeting, reports of middle management, the educational conference, motivating students for final exam, the students' grades, the end term exams, any other business and date and time of the next meeting. But the Headmaster decided to discuss requirements of the educational conference in the next meeting.

Note: use today's date

Notice of Meeting and Agenda

A meeting of ……

will be held on ……

on …….. at ……..

The agenda will be as follows:

1. Apologies for the absence.
2. ……
3. ……
4. ……
5. ……
6. ……
7. ……
8. Any other business.
9. ……

Mariam Jassim **Date:** ……

General Manager

Q2: Compare between the agenda and the minutes of the meeting according to the following:

Points of Difference	Agenda	Minutes
Definition		
Prepared by		
Send before or after meeting		
Length (brief or in details)		

Q3: Answer the following questions by referring to the above notice:

Notice of Meeting

The second meeting of Aradous Company Board of Directors for the year 2019/2020 will take place in the company main branch, president conference room on Monday 11th February 2019 at 4:00 p.m. Items to be included on the agenda should be sent to the secretary to arrive no later than 5:00 p.m. on Wednesday 30th January 2019.

Sameera Ahmed
Secretary

Enc.: Minutes of meeting of 11th December 2018.

1) Who is the sender of the above notice? ……
2) Who are the meeting's participants? ……
3) When the above notice was sent? ……
4) What is the above notice about? ……
5) Is there any enclosure attached with the notice? If any mention it? ……

……

6) When and where the meeting was planned to be conducted?

Place: …… Date: ……

Q4: Using the following information, prepare the notice and agenda of the meeting:

The Headmaster of the school is planning for the Monthly Teachers' Meeting to hold on 21st May 2017 at 9:00 am in the Main Hall of the school. The secretary wrote the following points: apologies, minutes of the last meeting, reports of middle management, the educational conference, motivating students for final exam, the students' grades, the end term exams, any other business and date and time of the next meeting. But the Headmaster decided to discuss requirements of the educational conference in the next meeting.

Note: use today's date

Notice of Meeting and Agenda

A meeting of ……

will be held on ……

on …….. at ……..

The agenda will be as follows:

1. Apologies for the absence.
2. ……
3. ……
4. ……
5. ……
6. ……
7. ……
8. Any other business.
9. ……

Mariam Jassim
Sectary

Date: ……

Q5: Read the following document and answer the questions below:

Notice of Meeting & Agenda

Please join us for a meeting, Monday, 21st May 20 - -.

The topics will be discusses as follow:-

- [5] Report form recreational fund treasurer.
- [ ] Date of next meeting.
- [ ] Any other business (AOB).
- [6] Staff medical insurance scheme.
- [ ] Minutes of the last meeting.
- [ ] Correspondence.
- [ ] Matters arising from the last meeting.
- [ ] Apologies for absence.

Mariam Jassim 23/2/20--
General Manager

1) Is the pointed part of the document legal or not? Why?

I think this notice is ☐ legal ☐ not legal for the following reasons:

1. .....
2. .....
3. .....

2) Write 3 errors you can find (figure) in this document other than that you mentioned in Q1.

1. .....
2. .....
3. .....

3) Reorder the agenda topics for meeting in the box next to it, as shown in the example given in 5 & 6.