Lesson 3: Stages of Conducting a Meeting

Q1: There are several things to be prepared when planning a meeting. Mention them.

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Q2: What are the factors that should be considered when selecting the place of a meeting? (only 2 points)

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Q3: What are the jobs of the chair during the meeting?

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Q4: The participants can run a productive and successful meeting if:

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Q5: Tick (✓) to decide whether the following actions are occur (before / during / after) the meeting?

No.	Situation	Before	During	After
1	Writing the minute.			
2	Greeting participants.			
3	Selecting place.			
4	Sending a Notice.			
5	Follow up.			
6	Close the meeting.			
7	Preparing Agenda.			
8	Evaluate the meeting.			
9	Choosing the time.			
10	Selecting participants.			
11	Check the notes made by secretary.			
12	Presenting final comments.			
13	Direct the meeting.			