Lesson 1: Types of Meeting

Read the following passage carefully and then answer the questions given below:

"*Every business, whether it has 2 employees or 2,000, has meetings as a regular part of getting things done. Although employees can communicate with one another in an organization in many ways, business meetings can be incredibly effective and efficient*".

(a) What is Quorum?

.....

.....

(b) List two purposes of attending a meeting.

1. .....
2. .....

(c) List two benefits of attending a meeting.

1. .....
2. .....

(d) Differentiate between formal and informal meeting in the following table:

Elements of Difference	Formal Meeting	Informal Meeting
When conducted		
President (chair)		
Minutes		
Agenda		
Examples		