 Date: .....

Q8: Tick (✓) to decide whether the following actions are occur (before / during / after) the meeting:

No.	Situation	Before	During	After
1	Writing the minutes.			
2	Greeting participants.			
3	Selecting the venue.			
4	Sending a notice.			
5	Follow up.			
6	Closing the meeting.			
7	Preparing Agenda.			
8	Evaluating the meeting.			
9	Choosing the time.			
10	Selecting participants.			
11	Checking the notes made by secretary.			
12	Presenting final comments.			
13	Directing the meeting.			

LIVEWORKSHEETS