

Name:	ID:
Class:	Date:

BUS803- Participate in Meeting
(Standard BUS01012)

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Q1: Classify the following statements into Formal and Informal Meetings

Statement	Formal/ Informal
1. Required by the law.	Formal Informal
2. No need to record the meeting incidents unless they are important.	Formal Informal
3. Conducted in an informal and very flexible manner.	Formal Informal
4. Held on specified dates	Formal Informal
5. Secretary should record meeting minutes.	Formal Informal

Q2: Select T for True statement and F for false one.

Statement	T or F
1. You can call a person for a meeting using a telephone call.	
2. Meeting Minutes is a part of meeting Notice.	
3. You can never conduct a meeting to Stop rumors or anxiety.	
4. A Meeting Notice is two or more people come together to have discussions.	
5. Date of the meeting should not be mentioned in the Meeting Notice.	