4.1 Types of Meetings

Q1: Why do people conduct meetings.

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

Q2: Complete the table with the right term and definition:

No.	Term	Definition
1		Minimum number of participants.
2		Any way of communication to call someone to attend a meeting.
3	Meeting	
4		A person who is responsible for managing, directing & controlling the meeting.
5		A list of the topics to be discussed in the meeting.

Q3: Sort the following Characteristics to formal or informal meeting:

Characteristics	Formal Meeting	Informal Meeting
► It can be called at any time.		
► It is held according to the rules of the company.		
► An Agenda must be kept.		
► An example of this type is working party.		
► Minutes may not be kept.		

LIVEWORKSHEETS