Q4: What are the conditions of availed meeting?

1. _____
2. _____
3. _____

Q5: Two people leave a meeting part-way through and it becomes inquorate (there is no longer a quorum). Explain what this means, what action the chairperson must take and why.

_____

_____

_____

Q6: State THREE types of formal meetings.

1. _____
2. _____
3.

LIVEWORKSHEETS