

Activity

Communication Skills

الدراسات ٢١٣

Chapter 4: Types of Meeting

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.		