

LESSON: 10
WEEK: 10
TOPIC: MEETING (cont'd)
AIM: TO ALLOW STUDENTS TO EXPERIENCE A PRACTICAL ATMOSPHERE OF A MEETING.

Learning outcomes:

- Students learn to organize and document a meeting

NOTES

1. Present a situation to the students

1. **Situation**

Note: the situation may change according to the class.



A meeting of the Social Committee of Auburn Sdn Bhd is to be held on 17 May. It is to deal with the following issues. Prepare all necessary details and the documents needed.

- Our funds are diminishing
- Mr Chee See Ng is retiring and we must arrange a farewell party
- Swimming lessons
- Monthly subscriptions are to be revised
- Proposals for other activities

Reference

Communication for Business by Shirley Taylor, III edition, page number 161 to 164.

Typescript component checklist

Letter references	= commonly author, typist, filing ref
Date	= day, month, year
Recipient of letter	= company, institution or individual
Recipient's address	= Name, street, town, country, post-code
Attention reference	= Identifying specified recipient
Salutation	= Greeting prefacing letter message
Subject heading	
Or	= Brief summary of letter's theme
Reference	
Letter message (main body)	= Letter message or content
Complimentary close	= Closing assurance e.g. yours faithfully
Signature space	= Location of Author's signature
Author's identity	= Typescript of Author's name
Author's official designation	= Author's title or job designation
Enclosure reference	= Indication of accompanying material
Letter copy (IES) reference	= Indication of recipient's of copy
Continuation sheet details	= Page number, date and recipient's name

The letter reference

'Our ref' - Reference given to the letter being dated. The outgoing letter
'Your ref' - Indicates the reference given to an incoming letter which is being
Acknowledged.

But commonly both references have the following components:

1. The letter – writer 's initials
2. The letter – typist's initials
3. A coded file reference

The first and second parts of the reference are separated by a solid us:

Our ref HT/JN

Sometimes the typist's initials are typed in lower-case

Yours ref LMK/pb

And the following filing reference perhaps indicates an account file:

Our ref HT /JN WA 151

The Date

The date on business of public service letters is displayed in the order:

DAY	MONTH	YEAR
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E.g. 16th July 19.

16 July 19. (Commonly used)

United States
July 16th 19. (American Style)

16/7/84 - Should be reserved for sales slip or invoices etc

Do not abbreviate either **Jan** or **84**.



Styles of Address

The following are the principal styles of address currently in use:

Male recipient = Mr, Esq., Dr, Sir, Lord

Female recipient = Miss, Mrs, Ms, Lady

Male partnership = Messrs

Sometimes 'Messrs' is used as a country style to address companies where a personal name forms the basic of the trading name:

Messrs H G Cartwright &Co

Some women in business prefer to use 'Ms' as their style, since it indicates neither single nor married status. Therefore, they preserve a personal matter for a private life.

Note that men with letters after name are usually addressed as 'Esq'. Mr is rarely used in this case. Ladies with letters to their names are styled 'Ms' which may be used in either case.

E.g. Miss P Singletor, M A,

Mrs H Grantharm, B Mus, Dip Ed,

or the style 'Ms' may be used in either case.