

**LESSON:** 9  
**WEEK:** 9  
**TOPIC:** MEETINGS (cont'd)  
**AIM:** TO INTRODUCE THE DOCUMENTATION OF A MEETING.

**Learning outcomes:**

- Use of a Notice and agenda
- Format of minutes

**NOTES**

1. Standard items of an agenda

**1. Standard Items of an Agenda**

- |                                    |   |
|------------------------------------|---|
| 1. Apologies for absence           | Name of people absent                       |
| 2. Minutes of the previous meeting | Typographical error                         |
| 3. Matters arising                 | Continued discussions from previous meeting |

**MAIN ITEMS**

- |                            |                                     |
|----------------------------|-------------------------------------|
| ? Correspondences          | Interesting material from the media |
| ? Any other Business       | Social activities in the office     |
| ? Date of the next meeting | Suggest a date                      |

(Name)  
Designation  
Reference No

## **Assignment**

1. What are the constant items of an agenda?
2. List the types of minute writing techniques used in business.

## **Reference**

Communication for Business by Shirley Taylor III edition, page number 149 to 159.

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