

JOB SKILLS

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- **WEEKS: 13 & 14** **HOURS: 6**
 - Preparation of business letter writing
 - Writing of minutes of meeting
 - Press releases
 - Presentations
 - Curriculum vitae, interviews

JOB SKILLS

Preparation of business letter writing:

Business letters convey an impression of the company in many different ways:

Stationery and printing
of letterhead paper.


Language and
tone used.

**BUSINESS
LETTER**

Presentation.

Structure of the letter.

LETTER (FULLY-BLOCKED LAYOUT)

<p>Logo: A special logo can help to identify a company. Letterhead, company's name, address & telephone and fax number.</p>		 <p>STAMFORD COLLEGE Kuala Lumpur www.stamford.edu.my</p>
Reference number		ST/CFB
Date- day, month and year		2 August 2007
Inside address, full postal address.		To address
Salutation		Dear Dennis,
Heading		SUBJECT:
Body of letter		-----

Complementary close		Yours sincerely
Sender's name Designation		Signature Name Position
Enclosure		Enc

JOB SKILLS

- Meetings in Business
- ~~Types of Meeting~~ — — — — —
- Notice & Agenda
- Minutes of Meeting

MEETINGS IN BUSINESS:

Meetings provide a useful opportunity for sharing information, making suggestions and proposals, taking decision and obtaining instant feedback. *Meetings are used for a variety of purposes:*

- To co-ordinate or arrange activities
- To report on some activity or experience
- To put forward ideas or grievances for discussion
- To give information to a group of people
- To obtain assistance
- To create involvement and interest

Types of Meetings

- **Formal meetings**

- Annual General Meetings
- Statutory Meetings
- Board Meetings

- **Informal meetings**

- Management Meetings
- Departmental Meetings
- Working Parties

Informal meetings

They take the form of brainstorming or discussion sessions.

- Management meetings: These meetings are attended by a group of managers who may need to discuss a specific matter, report on progress or receive progress reports
- Departmental meetings: These meetings are called by the HOD or manager of a certain section. All staff will be invited to attend so that information can be passed on or reports received from some members of staff regarding a specific project.
- Working parties: Working parties may be set up to work together on a specific project or problem.

NOTICE & AGENDA

- The notice and agenda are usually combined in one document. The portion at the top is known as the Notice. This gives details of the type, place, day, date and time of the meeting.
- The Agenda is the middle portion of the document. This is the list of topics to be discussed at the meeting.

Notice & Agenda

Example

AURORA HOLDINGS Plc
SOCIAL CLUB

A meeting of the Sports and Social Club will be held in the Conference Suite A on Friday, 14 August 2007 at 1600.

- **AGENDA**

- Apologies for absence
- Minutes of last meeting
- Matters arising
- Chairman's report
- Football results and matches
- New Keep Fit classes
- Purchase of tennis equipment
- Annual dinner and dance
- Any other business
- Date of next meeting

JOB SKILLS

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- **Writing of minutes of meetings:**
 - Minutes are very brief statements of the items of business transacted at a Meeting. Minutes should be drawn up in the order in which the items of the Agenda were considered, and should as far as possible be in a simpler form.

JOB SKILLS

- Press releases:
- Press releases are brief news items or information important to journalists for dissemination to their audience. Releases can also be achieved orally (in a press conference, telephone briefing or via audio-or-video-recorded reports or features) but are most commonly written.
- Written releases are convenient for journalists, who can deal with them at their 'leisure'.
- Written releases are helpful for the journalist when it comes to quoting and attributing information; the details are readily accessible and sources are correctly given. Written releases are file-able.