

# CHAPTER 16 CONCEPT REVIEW WORKSHEET

Your Name \_\_\_\_\_

## PREPARING MEETING COMMUNICATIONS

1. What is the set of rules for conducting meetings called?

\_\_\_\_\_

2. What is the name of the book that has these rules?

\_\_\_\_\_

3. Define the term *agenda*.

\_\_\_\_\_

4. Indicate whether the following reports are prepared before or after a meeting. Circle the correct choice.

- |                    |        |       |
|--------------------|--------|-------|
| a. Minutes         | before | after |
| b. Meeting notices | before | after |
| c. Agendas         | before | after |

5. Define the term *minutes*.

\_\_\_\_\_

6. Minutes have what three major parts?

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

7. Minutes should be written in what verb tense?

\_\_\_\_\_

8. Minutes should be written in what order?

\_\_\_\_\_

9. Each item of business covered in the minutes should be in a separate \_\_\_\_\_ .

10. To help readers locate items quickly in minutes, use \_\_\_\_\_ to separate paragraphs.

11. Minutes should clearly indicate:

- a. what
- b. who
- c. when

12. What are the steps (in order) for transacting business at a meeting?

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_