## 13934 Formative Assessments workbook

Formative assessment SO1 AC3 group activity

Look at the list below and, in a group, identify what you think the purpose of the meeting would be:

* Training meetings
* Sales Meetings
* Executive Meetings
* Seminars
* Committee/Team meetings
* Departmental meetings

Formative assessment SO1 AC4 individual activity

Draft the notice for the following meeting:

Business Training College: Training Committee meeting to be held in the Boardroom on 15 June 20… at 9.30.

Your are the Training Manager’s secretary.

Formative assessment SO1 AC1-4 group activity

In a group, draw up the agenda for the Business Training College’s: Training committee meeting to be held in the Boardroom on 15 June 20… at 9.30. You have received the following items for discussion:

* updating of course material
* new unit standards
* feedback from learners re current courses
* pricing of courses for next year
* discipline amongst learners.

Discuss the advantages of developing a well-constructed agenda

Formative assessment SO1 AC1-4; SO2 AC1-2; SO3 AC1-5 group activity

1. What is a chairman’s agenda?
2. Explain the purpose of minutes
3. Discuss the different types of minutes and where each type would be used
4. Why is it important to record and produce minutes accurately?
5. You are the secretary to the Chief Editor of Writers Publications Ltd. The head office is situated at 123 ABC Avenue, Wordsville. You are required to prepare the necessary documents and take minutes at the Annual General Meeting, which will be held at 14.00 on 14 November 20…Draft the notice of the meeting
6. Draft the agenda. For the purpose of this exercise, refer to number 8 below in order to devise a suitable list of agenda items.
7. Prepare an attendance register
8. Why and to whom will you send copies of the notice of meeting and the agenda?
9. Prepare the minutes. The following are the notes you took at the meeting.

AGM 14 November 20…

Present: A Book (Chairman), B Page (Chief Editor), M Publish (Assistant Editor), C Words (Financial Editor), L Proof (Publications Editor), S Read (Human Relations Director), Y Letter (Secretary)

Apologies: W Press (in hospital)

Absent: None

Items

1. New premises: contractors appointed, construction to start early January, estimated time of completion end March; interior decorators not yet appointed, Financial Editor to select contractor and appoint before 1 March. Occupation to take place at end of March. Secretary to coordinate same with Office Removals Company. During second week of March, she must advise all staff to prepare to move.
2. Financial: Financial Editor presented Publications Budget, approved by all.
3. .Proposed Publications: Publications Editor submitted list of five major works and twenty lesser titles for publication. Meeting felt there were too many lesser titles, should be no more than ten. List was discussed – five titles removed for possible publication the following year. Chairman suggested fifteen would be manageable. All agreed.
4. Staff Appointments: Human Relations Director advised that staff in certain departments are overworked, additional staff to be recruited. General discussion followed. Number of new appointments to include: HR – two, Publishing Dept – four, Admin – three, Maintenance – two, Finance – two, total -10. Secretary to investigate suitable employment agencies – liaise with HR Director – set up interviews for first week of December – new staff start work on 3 January. All agreed.
5. Date of next meeting: second week of November 20…; final date to be confirmed by end September.
6. Any other business: Chief Editor requested company should close for annual leave on 20 December, not 15th, due to unexpected high volume of work to be completed. Perhaps new work year could start two days later. General discussion followed. M Publish proposed annual closure on 19 December, restart 12 January, seconded – HR Director

Formative assessment SO2 AC3-6 group activity

Refer to the previous assessment and prepare a distribution list for this meeting.

* Distribute the minutes to members of other groups.
* Discuss the different ways that minutes could be distributed
* What is the purpose of a distribution list?
* Why should minutes be distributed quickly?

Formative assessment SO3 AC 1- meeting resources group activity

* What resources are typically required for a meeting?
* What resources are required to take minutes of a meeting?
* Who should typically attend a meeting?