

Vauxhall High School

Office Administration

Grade 10

Classwork Sheet

Date: March 30, 2020

Objective:

Students should be able

- 1. create an agenda for meeting*

Questions

Instructions: Answer all the following questions.

Assume that you are the secretary of your Sports Club. The President has called a meeting of all club members for 13th March 2020 at 9:30 a.m. in the Marigold Meeting Room at Shelbourne Conference Centre, St. Catherine, to discuss the upcoming Bingo Night.

1. Prepare the Notice for the meeting. (10 marks)
2. List five (5) items which **MUST** appear on the agenda for the meeting. (5 marks)

