

# [Dated: to carry out decisions and actions.](https://assignbuster.com/dated-to-carry-out-decisions-and-actions/)

[](https://assignbuster.com/)[Business](https://assignbuster.com/essay-subjects/business/)

Dated: January 30, 2018 Circular  Opening a New Branch Dear Customers, Take our good wishes. We always try our best to reach our products to yourdestination. To materialize this objective, we have been opening new branchthroughout the month. This time, we pleased to inform you that a new branch isto be open at Allama Iqbal Town, Lahore.

This new branch will offer some new and rarecollections along with the products available to other branches. In our newbranch, you will get one percent discount for initial first week. The officialopening of our new branch will take place on Sunday, February 11, 2018. Hope you will provide us complete support tooffer you more convenience. With best wishes Sales DirectorSapphire & Co.        Q2.

Matchthe special terms for meetings in column A with their definitions in column B andwrite the correct definitions in column C.                             Special terms for Meetings and Committee: Sr. No. Column A Column B Column C 1 Advisory The person appointed to represent someone who cannot attend  Submitting suggestions or advice to a person or body entitled to carry out decisions and actions.

2 Agenda The proposal on any matter of business requiring a decision. The list of items to be dealt with at a meeting. 3 Apologies In their absence If any member can’t attend a committee meeting they should formally apologise in advance. 4  Ex officio   Submitting suggestions or advice to a person or body entitled to carry out decisions and actions. Someone who sits on a committee or attends a meeting because of their office or role – e. g. the senior employee.

5 Motion To pass on a task or responsibility. To pass on a task or responsibility. 6 Nem con Someone who sits on a committee or attends a meeting because of their office or role – e. g. the senior employee.

The proposal on any matter of business requiring a decision. 7 Proxy The list of items to be dealt with at a meeting. The person appointed to represent someone who cannot attend  8 Convene If any member can’t attend a committee meeting they should formally apologise in advance. To call a meeting 9 Delegate To call a meeting To pass on a task or responsibility. 10 In Absentia The person appointed to represent someone who cannot attend  In their absence