

Dated: to carry out  
decisions and  
actions.

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 your destination. To materialize this objective, we have been opening new branch throughout the month. This time, we pleased to inform you that a new branch is to be open at Allama Iqbal Town, Lahore.

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

Match the special terms for meetings in column A with their definitions in column B and write 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