

**Notice, Agenda and Minutes of Meeting: Significant Tools in Writing Skills**

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**Abstract:**

*In the vast expanse of the modern world, it is almost impossible to perform all business related activities through personal contacts through oral communication. Therefore business or official correspondence is very essential. It is primarily asserted that the quest for excellence is the landmark of business ethics. Considering this, notices, agenda and minutes of meeting are the major aspects in business writing. These forms of communication have certain established conventions and it is necessary to know them to be able to discharge ones responsibility effectively. Industry employers are in search of such employees who have great skill to communicate their ideas in an effective manner through writing skills. Customers are being continuously taken follow up and persuaded to buy their products or invest in their companies through emails, posts and well designed and well written documents.*

*The prime concern of the current research is to acquaint the readers about the significance of writing skills and how to improve writing skills. The researcher also wants to explore the comprehensive view of role of notices, agendas and minutes of meetings in business transactions and to inculcate the ability of how to write the notices and call a meeting, how to conduct and participate in a meeting, how to record the minutes and the ideas to cope up with basic content writing.*

- **Key Words:** Notice, agenda, minutes of meeting, significance of writing skills etc.

**Writing Skills:**

**W**riting is especially an art of expressing our ideas, opinions, beliefs, thoughts and views. An Effective writing requires usage of correct grammar, knowledge about sentence structure, vocabulary etc.

Writing skills permit us to communicate evidently with others and generate constructive resources for the place of work. Writing skills include all the acquaintance and capabilities related to express our ideas through the written word. Good writing is the foundation upon which others evaluate your knowledge, ethics, thoughts and your involvement to humanity. Good quality writing skills are indispensable for accomplishment in the place of work.

- **Importance of Writing Skills:**

1. With effective writing skills, your message can be comprehended by your colleague's in a better way.
2. It makes easier for others to understand your ideas and thoughts.
3. It proves your ability at the workplace. Your grammatical errors and spelling mistakes in your writing shows that you are less capable at the workplace.
4. Good writing boosts your professional confidence. For example, a well-written business proposal attracts the investors and credible cohorts.
5. Your well crafted and designed messages can fascinate your manager. Written communication or writing is a life skill, not only a crucial job-related skill.
6. Your writing skills establish if you obtain the preferred response from your reader. The efficacy of your communication can influence your everyday life.
7. Writing symbolizes us when we are missing in space and in time. Writing expresses who we are and it makes our understanding, our

individual ambitions and our efforts for the prospect noticeable to others.

• **How to improve your Writing Skills?**

Here are the few hints through which writing skills can be improved.

**a. Wide sided reading:**

When you read a variety of material, it will help to grow your vocabulary. It gives us new insight about the reading material.

**b. Continuous Practice:**

If you go on writing, your writing skill will be developed. Practice will make your writing creative, innovative, easier and effective.

**c. Arrest your ideas in writing:**

Capturing your ideas in writing requires strategic thinking. It will sharp your focus to make ideas clearly recognizable.

**d. Target your communication:**

Knowing the audience is the major concern in improving your writing skills. Use proper and careful diction and selection of right amount of communication. This will help you to systematize your writing.

**e. Examine examples:**

After reading the resumes of others, you will come to know how to showcase your own skills and job experiences.

There are different kinds of correspondence and communication that take place in an office and organization. Notices, agenda, minutes of meeting and content writing are important forms of communication commonly used in all kinds of organizations.

**NOTICE**

• **What is Notice?**

Notice is a formal announcement and a written intimation made known to the public. The contents of the notice is displayed on the notice boards in public places such as educational institutions, offices, law courts, airports and libraries where people work together for a common purpose or to avail some service. They convey information, make announcements, state regulations and issue warnings, offer services and give directions etc. The notice is sent by the secretary of the association.

Heading, body, date of issue and signature are the main parts of notice.

• **Features of Notice:**

1. Notice is always accompanied by the agenda and minutes of previous meeting
2. It is always displayed at public place
3. Notice is usually short and to the point
4. Content or message stated briefly and clearly to allow the readers to easily understand what is conveyed.
5. It should be sent at least two weeks in advance, according to the requirement laid down in the organization's rule.
6. It should be issued by the competent authority
7. It must be sent to all the members who are under the rules entitled to attend the meeting

• **Contents of Notice:**

The name of the body or group, the type of meeting, the day, date, time and place of the meeting, the business to be transacted at the meeting (agenda), specific resolutions and other announcements, explanatory statements etc. are the prominent contents of the notice.

**Specimen Notices:**

1. **Draft a notice as the Head of the Department informing the Second Year B.Sc students about an industrial visit arranged by the college.**

Mahatma Gandhi Vidyamandir's  
Samajshree Prashantdada Hiray Arts, Science  
and Commerce College,  
Nampur, Tal-Baglan, Dist-Nashik

14<sup>th</sup> Jan 2021

**NOTICE**

All the students of Second Year B.Sc are hereby informed that an industrial visit is arranged for them on 21<sup>st</sup> Jan 2021 to Supernova Industries, Ahmednagar. The visit is arranged as it is prescribed in the Second year curriculum laid down by SPPU, Pune. This industrial visit will definitely help the students to observe and study various industrial functions.

It is a one day visit on 21<sup>st</sup> Jan 2021. The fees for the industrial visit is Rs. 500/- per person. Buses for the visit will leave from the college at 6.00 a.m. All the students are informed to register their willingness before 18<sup>th</sup> January 2021.

XYZ

Head of the Dept.  
SPH College, Nampur.

**Copy to:**

1. The Principal,
2. Notice Board
3. The Coordinator, SYB.Sc

2. **As Sam Thomas, Secretary of the Press Club of India, write a notice informing the club's members about its annual meeting scheduled to be held in Room No.3, M.G.Road, New Delhi, on 6<sup>th</sup> December 2020 from 10.00 a.m. to 1.00 p.m. Also invite the members to lunch in the clubs reception hall.**

**Press Club of India  
27/9, Adarsh Nagar, New Delhi.**

10<sup>th</sup> November 2020

**NOTICE**

All the members of Press Club of India are hereby informed that the annual body meeting will be held in Room No.3, M.G.Road, New Delhi, on 6<sup>th</sup> December 2020 from 10.00 a.m. to 1.00 p.m. I request all the members to attend the said meeting.

All the members are invited for the lunch after the end of the meeting in the clubs reception hall.

**Agenda:**

1. Confirmation of the previous meeting
2. Establishment of a new gymnasium at Safdarjung Road, New Delhi
3. Enquiry and purchasing of new equipments for new gymnasium
4. Advertisement for the appointment of new instructor
5. Arranging a summer camp for the promotion of sports
6. Any other business with the consent of the chair
7. Vote of thanks

**Secretary**

**Sam Thomas**

Press Club of India

**AGENDA:**

**What is Agenda?**

- An agenda is the planned programme or an outline of the business that will be conducted during the meeting.

**Features of Agenda:**

1. Agenda is usually sent with the notice of the meeting.
2. The secretary prepares the agenda in consultation with the chairperson and sees that it is sent along with the notification of the meeting to all the members well in advance of the meeting to enable them to prepare for it.
3. In the meeting, the business is normally carried out as per the sequence of the agenda. The order of items in an agenda is usually decided according to the order of importance and urgency.
4. It helps the chairperson control it and ensures continuity between meetings coming before and after.
5. An agenda should be realistically drafted so that it is possible to achieve what is planned within the time available.
6. Generally, the first item on every agenda is: Confirmation of the minutes of previous meeting and the last item: Any other matter or discussion with the permission of the Chairman.

**Elements of Agenda:**

1. Name of the organization and date of circulation
2. Day, date, time and venue of meeting
3. The business to be transacted
4. The background or information
5. Signature of the Secretary

**The format of an Agenda:**

**AGENDA**

**Name of Organization with address**

**Date:                      Time:                      Venue:**  
**Names of Attendees, in descending order of rank:**  
1.  
2.

**Time: Issues / points to be discussed:**

- 1.
- 2.

**• Resolutions / Decisions taken at the meeting:**

- 1.
- 2.

**• Specimen of Agenda:**

**AGENDA**

**(Meeting of Board of Studies)**

**Dept. of English, SPPU, Pune.**

**Date: 22 Nov. 2020 Time: 11.00 a.m**

**Venue: Conference Room**

**Name of Attendees:**

1. Dr. Santosh Shinde (Hon. Vice Chancellor)
2. Dr. Guru Dutt (Chairperson)
3. Dr. Snehal Singh
4. Prof. Rajlaxmi
5. Prof. Lata Jadhav
6. Prof. Geeta Devi

**Time Issues to be discussed**

- |            |  |
|------------|--|
| 11.00 a.m. | Call to order  |
| 11.15 a.m. | Review of Minutes of the meeting held on Nov 2020            |
| 11.30 a.m. | Chairperson's report on recommended syllabus for semester II |
| 12.15 p.m. | Other Board members suggestions and comments                 |
| 12.45 p.m. | Vice Chancellor's suggestions and comments                   |
| 1.00 p.m.  | Adjournment  |

making decisions and follow up action. It is noted that agendas and minutes usually go together.

**• The Details of Minutes of Meeting:**

1. Name of the organization
2. The day, date, time and venue
3. The names of chairperson, secretary, special invitees if any
4. The members present and absent
5. An accurate record of each item discussed
6. Recommendations and decisions made
7. The sign of the secretary and the chairperson.

**• Hints for writing Minutes of Meeting:**

1. Use impersonal and formal style.
2. Use the agenda as a framework
3. Use abbreviations
4. Clearly state the purpose of the meeting
5. Record names of members present by taking signatures (attendance of members)
6. Record names of speakers to use as reference points, if necessary
7. Record decisions taken
8. Note numbers, quantities and names of those designated to act
9. Note resolutions
10. Give a heading for items raised under any other
11. Verify details with the chairperson if in doubt
12. Write the minutes immediately after the meeting to avoid forgetting details.
13. Minutes must record of date, time and venue
14. Name of the person recording minutes
15. Important highlights such as when the meeting began, who raised what issues and how they were resolved, what issues were deferred to the next meeting and what important decisions were taken.
16. It should be written in an The items in minutes must follow their order in the agenda and bear the same numbers.

**MINUTES OF THE MEETING:**

**• What are the Minutes of Meeting?**

Minutes of a meeting are a complete record of a meeting. During a meeting a secretary takes notes on the business transacted at the meeting, namely the discussions held and the decisions taken. Based on the notes, the secretary prepares a formal report known as minutes of the meeting. The minutes of meeting are a statement of the work done during its course and serve as an official record that can be referred to. Minutes are often the basis for

**MINUTES**

**(Meeting of Board of Studies)**

**Dept. of English, SPPU, Pune.**

**Date: 22 Nov. 2020**

**Time: 11.00 a.m**

**Venue: Conference Room**

**Name of Attendees:**

1. Dr. Santosh Shinde  
(Hon. Vice Chancellor)
2. Dr. Guru Dutt  
(Chairperson)
3. Mr. Rajesh Kumar  
(Director of Examinations)
4. Ms. Santosh Singhal  
(Director of Administration)
5. Dr. Ashutosh Ahluwalia  
(HOD, School of Humanities)
6. Dr. Naman Nalawade  
(HOD, School of Sciences and Humanities)
7. Dr. Snehal Singh
8. Prof. Rajlaxmi
9. Prof. Lata Jadhav
10. Prof. Geeta Devi
11. Ms. Sakshi Gaikwad (Secretary to the Board)

**Call to Order:**

<b>Time</b>	<b>Issues to be discussed</b>
11.00 a.m.	Call to order
11.15 a.m.	Review of Minutes of the meeting held on Nov 2020
11.30 a.m.	Chairperson's report on recommended syllabus for semester II
12.15 p.m.	Other Board members suggestions and comments
12.45 p.m.	Vice Chancellor's suggestions and comments

**Conclusion:**

Thus we can conclude that writing is the media to clarify our ideas to ourselves and to others while safeguarding our personal experiences and

reminders. Writing is the link which connects you with yourself. It also connects the transformative control of the written word to develop your life and to revolutionize the world around you. Writing is a record of what you wished to communicate at a point in time. If we plan writing in a judicious manner, write with thoughtfully and design for the anticipated readers, it leaves an impression on the minds of the readers. In order to write well, you should systematize your opinions, explain your urgings, present your sustaining substantiation and lead your reader to a collective conclusion.

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