

7 Lecture - MGT211

Important Mcqs

1. **What is a meeting?**

- a) A gathering of people who come together to discuss a specific topic or agenda.
- b) A casual conversation among friends.
- c) A public event.

Answer: a

2. **What is the purpose of a meeting?**

- a) Decision-making, problem-solving, brainstorming, planning, or providing updates.
- b) Entertainment.
- c) Sleep.

Answer: a

3. **How can meetings be conducted?**

- a) In person or virtually through video conferencing or other digital platforms.
- b) Over the phone only.
- c) Through social media.

Answer: a

4. **What is necessary for effective meetings?**

- a) Proper planning, organization, communication, and follow-up actions.
- b) No preparation.
- c) Only communication.

Answer: a

5. **What is the importance of an agenda in a meeting?**

- a) To keep the meeting on track and ensure that all important topics are discussed.
- b) It has no importance.
- c) To waste time.

Answer: a

6. **Who is responsible for leading a meeting?**

- a) The person who called the meeting or designated leader.
- b) Any random person attending the meeting.
- c) No one.

Answer: a

7. **What is the purpose of taking minutes in a meeting?**

- a) To document the discussion and decisions made during the meeting.
- b) It has no purpose.
- c) To forget what was discussed in the meeting.

Answer: a

8. **What is the recommended length of a meeting?**

- a) 30 minutes to 1 hour.

- b) 3 to 4 hours.
- c) No limit.

Answer: a

9. How can participants prepare for a meeting?

- a) Review the agenda, gather necessary information, and be on time.
- b) Ignore the agenda and show up late.
- c) Show up with no preparation.

Answer: a

10. What is the recommended follow-up action after a meeting?

- a) Distribute minutes, assign action items, and set a date for the next meeting.
- b) Do nothing.
- c) Cancel the next meeting.

Answer: a