

**UNIVERSITI TEKNOLOGI MARA
AKADEMI PENGAJIAN BAHASA
MINUTES OF MEETING
ENGLISH FOR WORKPLACE
COMMUNICATION (LCC500)**

SAMPLE ANSWER KEY

MINUTES OF MEETING

FORMAT	:	3
CONTENT	:	3
LANGUAGE	:	4
TOTAL MARKS	:	10

FORMAT: 3 MARKS

1. Heading
 - a. Name of the company
 - b. Type of minutes
 - c. Date, Time and Venue.
2. Attendees with salutations
3. Apologies for absence
4. Agenda
 - a. Agenda
 - b. Action
 - c. Person in charge
 - d. Date of completion
5. Closing of minutes
 - a. Include chairperson's name, do not sign, and do not provide the date.
 - b. Include secretary's name, provide signature and date the minutes was written.

Deduct ½ mark for each missing/incorrect item, maximum of 3 marks under Format

Refer to Rubric

CONTENT: 3 MARKS

2 key decisions and supporting details from Special business (2 Marks)
 1 key decision and supporting details from Any Other Business (1 mark)

Refer to Rubric

LANGUAGE: 4 MARKS

Refer to Rubric

Harmonious Music		
Minutes of departmental meeting		
Date: 19.2.2024	Time: 10am	Venue: Rafflesia Hall

Present

Ms. Aliah Bakar
 Mr. Abu Bakri
 Mr. Syamsudin Rahman
 Ms. Shamsiah Rahmun
 Ms. Amrita Bach Ann

Absence

Mr. Ramli Ja'paa was on medical leave.

Agenda	<u>Special Business</u> 1. Suitable activities 2. Selection of sponsors <u>Any other business</u> 1. The request from Mok Cun School regarding a talk on Music in Education
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Agenda item no	Action	Person/s in charge	Date of completion	Content (3 marks)
1.	Decisions were made regarding suitable activities for the Jazz Festival: a) Organising jazz instrument competitions across all categories, including a 2-minute trombone solo for various proficiency levels such as beginner, intermediate, and advanced.	Ms. Amrita Bach Ann	15.3.2024	a)½ mark

	b) Arrangement of jazz instrument classes focusing on selected instruments such as the bass guitar and drums.	Mr. Abu Bakri	15.3.2024	b) ½ mark
2.	Sponsors for the Jazz Festival were finalised: a) Yamaha agreed to sponsor speakers and instrument sets for the jazz instrument classes during the event. b) Eat is Right Sdn. Bhd. volunteered to sponsor a variety of food trucks for the event, to be positioned in the front parking area.	Mr. Syamsudin Rahman Ms. Aliah Bakar	15.3.2024 15.3.2024	a) ½ mark b) ½ mark
3.	Mok Cun School's request was addressed: a) Preparation of presentation slides and content for the talk to students. b) Coordination for banners to be brought to the school and for cameramen to capture highlights of the talk.	Ms. Shamsiah Rahmun Mr. Ramli Ja'paa	20.3.2024 20.3.2024	a) ½ mark b) ½ mark

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Signed by
Name
Chairperson

.....
Date

Signature
Amrita
Prepared by
Amrita Bach Ann

21.2.2024
Date

Secretary

(Accept any date after the meeting.)