



مرکز آموزش علمی-کاربردی فرهنگ و هنر واحد ۴۹

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رشته: کارشناسی حرفه ای روابط عمومی - الکترونیک

کارشناسی

مقطع تحصیلی: کاردانی

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Session 5

جلسه پنجم

CHAPTER ONE

LESSON 3

TOPIC: Two ways to maximize results from your meeting

دو راهکار برای به حداکثر رساندن نتایج جلسه تان

Rest of the lesson 3

2. Follow up on Commitments

Follow up is crucial if you want results. Repeated and regular follow – ups are a necessary part of project leadership.

During the meeting, agree on a person who will take responsibility for working on each follow-up task. Get them to undertake responsibility in front of the other attendees for completing the agreed work by a due date. People again align with their clear commitments. Even a small commitment can have a powerful effect on people's future actions. A commitment made verbally or written down in front of others is significantly stronger than an unspoken commitment.



Actions for you to take

- ❁ **Don't include agenda items just for information. If they are just for information the items can be distributed separately from meetings.**
- ❁ **When discussion on each meeting topic is completed, agree on the next steps to be taken, who will be responsible for them? and again their commitment to meet an agreed deadline, which they can negotiate at the meeting in front of the other attendees.**
- ❁ **Reach manageable, specific dates for deadlines, not just by the next meeting.**
- ❁ **Explain that the people who have responsibility for follow-up actions need to deliver as agreed. If a problem gets in the way of meeting their deadline, they need to consult you about it beforehand.**
- ❁ **Appoint a person to contact the individuals who are responsible for taking actions to ensure they will complete their commitments as undertaken or discuss any problems before the deadline. Recording commitments made and ensuring due progress with follow up actions will also help make future meetings more constructive.**

By Kim Harrison



Reading Comprehension

Please read the following texts and then, answer the required questions.

Comprehension exercises based on the whole passage.

Read the following statements and decide whether they are true or false. Write "T" before true statements and "F" before false statements.

1. Specific dates for deadlines, not just by the next meeting.....
2. Recording commitments made and ensuring WITHOUT any progress with follow up actions.....
3. Follow up is NOT crucial if you want results.....
4. People again align with their clear commitments.....
5. Future meetings are not more constructive.....

Match the Synonym of each Word from the Right Column.

- | | |
|-------------------|--------------------|
| 6. crucial | a. useful |
| 7. necessary | b. development |
| 8. leadership | c. controllable |
| 9. responsibility | d. debate |
| 10. follow-up | e. give out |
| 11. undertake | f. obligation |
| 12. align | g. put in order |
| 13. commitment | h. responsible for |
| 14. distribute | i. subjection |
| 15. negotiate | j. important |
| 16. manageable | k. required |
| 17. agree | l. lead |
| 18. progress | m. liability |
| 19. constructive | |



Please print the files and write your exercise and then forward them to me

If you have any further questions please contact me

Thanks

SALEH

Good luck