## Worksheet Four: Writing Agendas

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| **AGENDA** **MEETING ON BUSINESS WRITING WORKSHOP****ORGANIZATION NAME** |
| Date: Estimated Start Time: Place: Estimated Ending Time:  |
| Purpose of the Meeting: |
| Invited (or Confirmed) Attendees: 1. 4. 2. 5.3. 6. |
| Advanced Preparation Reminders:  |
| Item | Person–in-Charge | Estimated Duration |
| 1.  |  |  |
| 2.  |  |  |
| 3.  |  |  |
| 4. |  |  |
| 5. |  |  |