

Minutes of the last Meeting.
date 17/11/2022.

Present: Ana,Rachel,Sue,Dale and Yannick
Apologies: Lian

Business Arising:
Manager
Admin officer
Language coordinator

Correspondence In & out

In : We have a letter from AA education Australia regarding some funded courses
Rackell spoke in detail regarding the funded courses and the Chairman asked if there are people interested about it.

Out No

General Business The Chairman asked what do we want to learn till the end of Year?
We had few propositions from the members

- 1) How to write letters
- 2) How to write Resume
- 3) How to Prepare for an interview
- 4) How to fill out an Application
- 5) How to Write Recipes
- 6) How to Write Speeches
- 7) How to Write Cover letters

Proposal 2

- 1) Vocabulary
- 2) Creative writing
- 3) Writing for further Studies
- 4) Vocabulary for Employment .

The chair man asked the member for a vote regarding the proposal,4 members were for proposal 1 and 3
members were for proposal 2

General Business

The chair Man asked the members what do they want to do for Christmas party.

The members had a choice between bringing some food or going out for a coffee.
The members opted for going out for some coffee, the 8 of December was the chosen date for this event.

The Next meeting is on the 24th of November .

The Meeting ended at 15:30 PM.