

Unitatea IV: Lecția 2.	PROCEDUL DE A OBȚINE UN LOC DE MUNCĂ
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EVALUARE

1. Vorbiți despre bunele maniere în afaceri și argumentați importanța cunoașterii și aplicării bunelor maniere în afaceri.

2. Traduceți următoarele enunțuri în limba română:

1. If you want to achieve success, you need to have knowledge of business communication ethics.
2. Proper conduct begins with a neat appearance.
3. Politeness and friendliness are essential in conversation, as well as in personal and professional relationships.
4. If a person always keeps their promises, they can be relied upon.
5. Treat others as you would like to be treated.
6. Internalizing wise advice and cultivating proper conduct requires consistent self-discipline.
7. A well-mannered person always feels confident and at ease in any social setting.
8. The culture of proper conduct should be nurtured from childhood and maintained throughout life.