

Questions and Answers

instructions

solution

A.

What do you study at university?

F.

How do you prepare for presentations at school or work?

B.

How do you organize your tasks in a team project?

G.

How do you handle feedback from your manager?

C.

What do you enjoy most about working in an office?

H.

What is your main responsibility in your current role?

D.

How do you stay focused during your workday?

I.

How do you support your teammates when they need help?

E.

What do you do if there's a conflict in your team?

J.

What do you do to stay updated in your field?

I read articles and attend online workshops regularly.

01

I listen carefully and look for ways to improve.

10

I study Business Administration.

02

I offer my assistance and share any resources I have.

09

I usually make a list and prioritize each task.

03

I manage communication between team members.

08

I practice my presentation several times.

04

I enjoy collaborating with my colleagues.

07

I try to listen to everyone's point of view.

05

I take short breaks to recharge and stay focused.

06