a)

Nick had a day of disaster and boring tasks. Mr.Cameron gives him a long list of jobs, like sweeping the floors, taking old cardboard boxes down to the basement and putting shoelaces in trainers and sorting the running shirts by size. He feel like he's been sweeping that storeroom and sorting running shirts he's whole life.

Caroline had a great time she learned so much about printing. She is been doing a lot of things at this week: designed plans for architects, designed T-shirts and birthday invitations. Caroline had finally something interesting to do.

c)

- 1. You need to be polite and friendly.
- 2.Always smile.
- 3. You need to be attentive.
- 4. You need to listen.
- 5.If you don't understand something ask immediately.