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a)

1. $c = 3$
2. $b = 3$
3. $c = 1$
4. $a = 3$
5. $b = 3$
6. $a = 3$

b)

16

c)

Organisational skills:

You need to be tidy

You need to be always on time

Ability to work in a team:

You need good team work

You need communication skills

Politeness:

You have to be friendly

You have to be kind

Being on time:

You have to organise your self

Always include time buffers

Listening skills:

Always be concentrated

Be patient

Taking initiative:

Not be shy

Be open-minded

d)

I need to work on my independence. I could practice it in the corona situation.

