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a)

1.=c)

2.=b)

3.=b)

4.=a)

5.=a)

6.=a)

b) 16 points

c)

1. being on time

2. ability to work in a team

3. politeness

4. listening skills

5. taking initiative

6. organizational

d) I need to work on languages. I could learn vocabulary to improve the languages.

I need to work on don't forget things. I could do the things immediately to don't forget them.

I need to work on lectures from presentations. I could learn the text with my group.

I need to work on to be tidy in my room. I could get rid of what I no longer need.