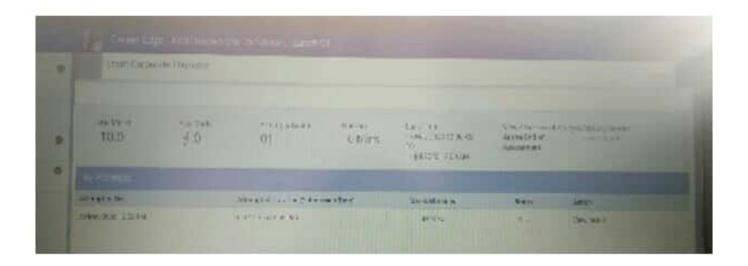
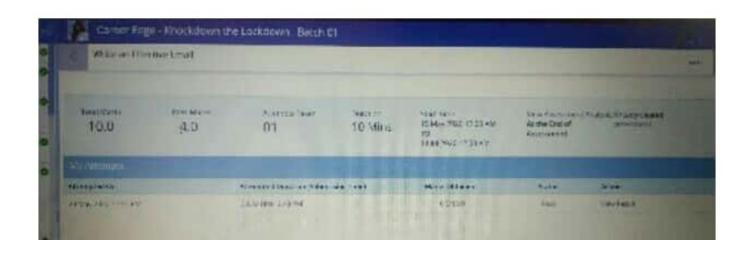
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auc corpstati Poperviero, harn colpolate délquitte.

i) Ace cosposate interview.

- 1) Identify your "Hook" most hiring managers Intrividue a lot of people.
- 2. Know the essence of the job yourie applying for.
- 3. Know the company.
- 4. Prepare a list of follow-on questions.
- &. Practice.
- 6. Druss appropriately.
- F. Be thoroughy prepared.
- 8. Opdate you resume.
- 9. Be awar of body language.

2) Learn Corpolate Miguitte

Business étiquethe can be defined as all the suls that one has to follow where is a suriners envisonment.

- · Business codes are used to built combact list
- · Using fait language es not appropriale.
- 3) Drite effective resume.
- . Important to maintain business communication.
- Structure of ornail should contain.

 Address field subject, body of the email,

 Complimentary.
- 1. Dribe a maningful subject line.
- 2- Keep the message focused.
- 3. Avoid altachment.
- 4. Identity yourself clearly.
- 5. Be kind, dont flame.
 - 6. Proofued.
 - 7. Dont assume phivacy.
- 8 Dérbinguish b/ne formal and informal situation
- 9. Respond promptly.
- 10. Show respect and restraint.

Ghoup discussion.

- 1) Points to remember in group discussion.
- S) Clarity.
- 5) Body language.
- P) histening.
- 5) Hone Tone of noise.
- s) Appropriale Cenquese.
- 4) Courtesy.
 - 8) Confidence.