

Answer the following questions:

- Q: 1:** What is a professional handshake? Describe the factors that determine the message which is communicated by handshake. (7)
- Q: 2:** How to dress up appropriately for every business occasion? (8)
- Q: 3:** Discuss some dining etiquettes tips for business meal. (7)
- Q: 4:** Outline some tips for dealing with the E-mails appropriately. (8)