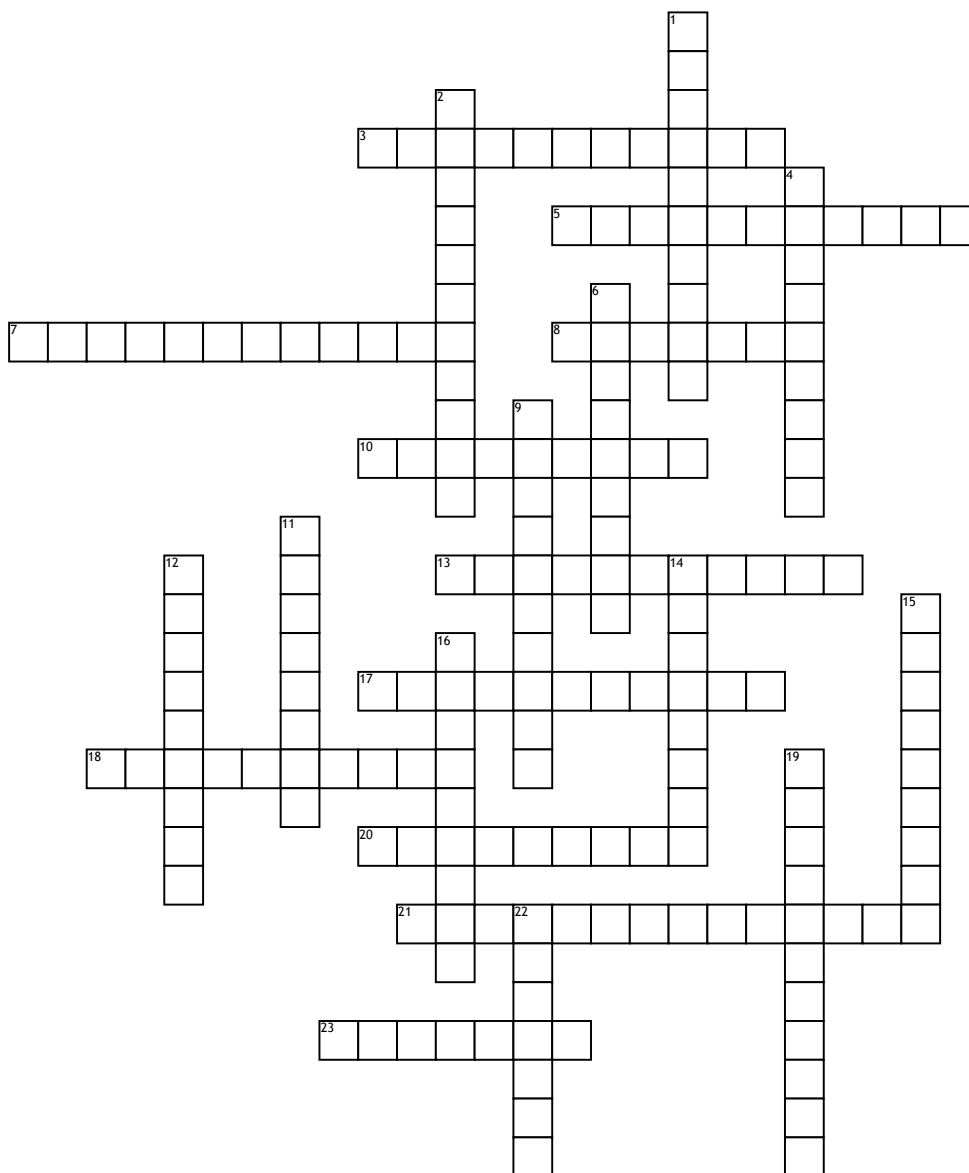


# Topic 1



## Across

3. those who are in a lower position than you  
 5. the principle that people can rely on the business to deliver what has been promised  
 7. the outward expression of your inward feelings  
 8. the way in which you hold your body  
 10. people leaving particular places or situations with permission  
 13. always being on time and completing tasks when needed  
 17. proper breathing environment where there is fresh air

18. to trouble or torment another person

20. rules that indicate what type of social behavior is correct

21. taken by a pregnant worker before the expected date of birth

23. it is mainly passive because you do not listen to what you hear

## Down

1. the condition of not being able to perform a task or function due to lack of physical or mental means

2. pretending to be sick

4. restless or uneasy movements

6. the act of expressing unfriendliness and a sense of conflict

9. the relationship between workers and their environment

11. an example of a clammy handshake not to be used in the professional world

12. the principle of being honest always

14. a feeling that you show about something or towards someone

15. A guideline concerned with how employees should dress in the workplace

16. not morally correct or honorable

19. a person who is responsible for a crime

22. financial management of a country