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**How to enjoy your life and your job :
selections from how to win friends
and influence people and how to
stop worrying and start living**

Author : Dale Carnegie

I'm going to introduce this book *How to Enjoy Your Life and Your job*. This book is about some inspiring stories of people. We can learn some skills to help us on our jobs.

There are 6 points. First, we should make people feel they are important. Then, always smile and be friendly. Also, you can give some opinions to get people to agree with your opinion. Moreover, avoid having enemies. You can turn routine tasks into stimulating opportunities and it will make you more powerful and careful. Finally, you should save your energy for important duties. If we care about these 6 points, we will have a good job and can enjoy our life.

I think this book is an interesting and inspiring book. It can help me to start my goal. I think among the 21 headings, my favorite part is heading 12. It is "How to make people like you instantly". It is about 2 people who chat in letters. One day, they go outside to eat lunch. Then, the girl wants to make friends with the boy, so she talks to him nicely. Then, they become friends. From this, I have learnt more about communication with each other. This isn't very difficult for me but I have come across words that I don't know. There are conversations. I think it is easy to read. Although I'm not working, I think communication with each other is really important.

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MILLIONS
OF DALE
CARNEGIE
BOOKS SOLD!

Selections from the Bestselling *HOW TO WIN
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