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2 P17	<b>Business Meeting</b>	Reason for a Meeting Informing Attendees	Minutes Taking Preparation for a Meeting	Preparing for a Meeting Taking Meeting Minutes	Making Presentations Meeting Discussion	Coffee Break Meeting Summary	Having a Meeting Discussion Summarizing a Meeting	Holding a Meeting
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8 P115	<b>Business Start-up</b>	Making Decisions Choosing a Business	Structure of a Start-up Naming the Company	Comparing Different Businesses Talking About Company Forms	Funding Choosing a Location	Recruiting Employees Company Launch	Preparing for a Start-up Making a Thank-you Speech	A Start-up Plan
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