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	McDonald's Corporate Careers	Motorola Limited Warranty	FedEx International Air Waybill	NaturaJam Sales Confirmation	iPod Safety Manual	Friendship Lunch Menu	SWAP Industries Newsletter	TAF Profile	Reading B
	Job Hunting	Handling Complaints	Dealing with Delivery	Negotiating Price	Talking About Products	Dining Out	Making Arrangements	Meeting People	Listening & Speaking
	Résumé	Letter of Adjustment	Letter of Complaint	Memo	Catalog	Invitation	Agenda	Envelope	Writing
	Job Interview	Customer Satisfaction Survey	Delivery by Mail	Selling a Product	Describing a Process	Table Settings	Travel Plan	Profile	Mini-project
	Exercises	Exercises	Exercises	Exercises	Exercises	Exercises	Exercises	Exercises	Language Lab
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