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<b>3 Visitor Reception</b> p34	Give guests a warm welcome	Prepare a welcome speech	Going the extra mile
<b>4 Corporate Meeting</b> p50	Make full preparations for a meeting	Write meeting minutes	A meeting with constant danger
<b>5 Office Work</b> p66	Take action to fix a mistake at work	Write an apology email	Bouncing back from a mistake
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Section I		Section II	
Interaction	Culture	Reading & Writing	Project
Talking about internship choices	You can't have it both ways	Resume	Write a resume for your internship position
Talking about time management	A daily schedule	Daily work log	Write a work log of your daily tasks
Talking about receiving visitors	Hospitality of Beijing Winter Olympics	Welcome speech	Prepare a welcome speech for your manager
Talking about meeting preparations	Hope for the best and prepare for the worst	Meeting minutes	Write meeting minutes for a monthly meeting
Talking about fixing a mistake	Better late than never	Apology email	Write an apology email to a colleague
Talking about preparing for a business trip	Zhang Qian and the Silk Road	Business trip presentation	Prepare a presentation on a business trip