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3		Around the company	<ul style="list-style-type: none">• greet visitors• name things in the office• say where things are
4		Colleagues and companies	<ul style="list-style-type: none">• talk about yourself• talk about your company• exchange information
5		Work schedules	<ul style="list-style-type: none">• talk about work• talk about free time
6		Reviews and reports	<ul style="list-style-type: none">• say dates• talk about the past• give a report• write emails
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