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6: Offering Recommendations, Making Suggestions, and Giving Advice

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7: Interacting with Colleagues

ACTIVITIES
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3: Informational Notes
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5: Memo Writing
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7: Email Message
8: Listening: Status of Work
9: Confirming Information: Role-Play Situations
10: Information Gap

Appendix A: Materials for Student B
Appendix B: Grammar and Useful Structures