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	Vocabulary	Reading	Writing	Pronunciation
	—	—	—	—
	Adjectives to describe people Adjectives and nouns related to work relations	Article about job interview tips	Letter of recommendation	Intonation in tag questions Stress in short answers
	Crime	Hotel safety instructions	Letter of reimbursement for stolen goods	Contrasting /æ/ and /e/
	Phrasal verbs	Article about corporate apologies	Letter of apology to client	Stress in phrasal verbs The prefix <i>dis-</i>
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	Sleep and travel	Article about sleep habits	Letter of travel confirmation	Intonation in complex sentences containing adverb clauses Stress in the future continuous
	Adjectives and nouns related to networking and new business	Quiz about networking	Referral thank you note	Elision of <i>t</i> in <i>must</i> Long and short /u/
	Words related to college, study abroad and further education	Brochure about MBA programs	Letter requesting more information	Hesitation

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