

SOFT BUSINESS SKILLS:

- **My job profile** (I can describe my job responsibilities)
- **My company profile** (I can say a few things about my company and recent projects, future plans etc.)
- **Making arrangements** (I can fix a meeting, change a time, confirm the change, cancel a meeting etc.)
- **Company visits** (I can look after a visitor in a company, offer drinks etc.)
- **Calls and e-mails** (I can communicate with a client on the phone and by e-mail)
- others... (students can say for themselves)

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