

### Basic business skills:

- **My current job** (I can describe my job position and responsibilities)
- **My work history** (I can give details about my current and past employment, my qualifications, knowledge and skills acquired, including other relevant information)
- **My company profile** (I can give a brief profile about my company, incl. history, recent projects, future plans etc.)
- **Arranging a meeting** (I can fix and reschedule a meeting, confirm my attendance/excuse myself from a planned meeting etc.)
- **Company visits and tours** (I can manage visitors in the company)
- **Calls and e-mails** (I can communicate with a client on the phone and by e-mail)  
..... (optional)

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