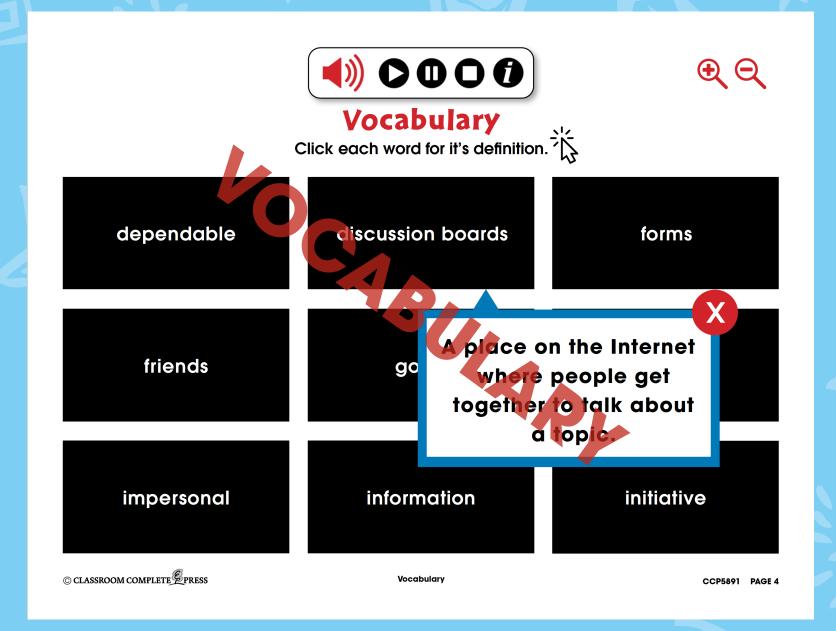


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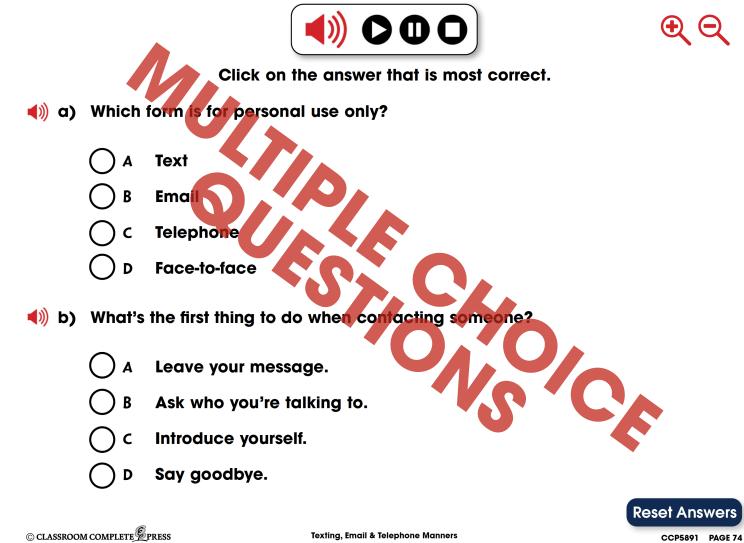




Daily routines are important. They can help make sure you get everything done in time. To help you with your daily routines, it's important to set some goals for yourself. Goals can be either short or long term. Shortterm goals are things you want to do soon. Long-term goals are things you want to do later.

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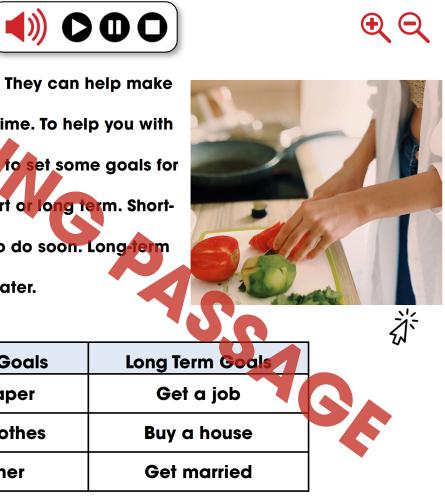




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Friendships, Communication & Problem Solving





Daily Routines & Time Manage

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Daily routines are important. They can help make sure you get everything done in time. To help you with your daily routines, it's important to set some goals for yourself. Goals can be either short or long term. Shortterm goals are things you want to do soon. Long-term goals are things you want to do later.

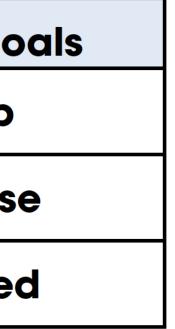
Short Term Goals	Long Term Go
Write a paper	Get a job
Buy new clothes	Buy a hous
Plan dinner	Get marrie













Click on the answer that is most correct.

- a) Which form is for personal use only?
 - **Text**
 - B Email
 - Telephone С
 - Face-to-face D
- b) What's the first thing to do when contacting someone? ((ا
 - Leave your message.
 - B Ask who you're talking to.
 - Introduce yourself. С
 - Say goodbye. D

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