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How to Write a Résumé	Understanding and Writing Application Letters	Career Choices
Reaction in the Face of a Disaster	Understanding and Writing Résumés	Disaster Response
Owning Books	Understanding and Writing Product Ads	Reading Books
How to Control Workplace Stress	Understanding and Writing Instructions for a Product	Facing Stress
The Benefits of Family Dinners for Kids	Understanding and Writing Instructions for a Service	Family and Love
My Road to Happiness	Understanding and Writing Contracts	Pursuit of Happiness
The Importance of Adequate Sleep	Understanding and Writing Agreements	Healthy China



本册思政补充阅读主题为“职业理想”，
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