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| **Introductions** |  |
| body language | Körpersprache |
| How are you? | Wie geht es Ihnen? |
| How do you do? | Guten Tag |
| I've been looking forward to meeting you | Es freut mich Sie kennenzulernen. |
| joint venture | Kooperation |
| light-hearted | leichtherzig |
| manners | Manieren / Auftreten |
| personnel | Personal |
| to found | gründen |
| trade fair | Handelsmesse |