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detailed explanations on how to determine important steps and find key points that lead the way to standardized work a new section on making a balanced breakdown has also been added with new examples of job instruction breakdowns the book also features a new conclusion that compares the historical role of twi with what companies today are experiencing using the twi methodology for students preparing to sit their common entrance examinations structured to follow each chapter of grammar by diagram second edition this workbook includes practice exercises including cumulative exercises through which students can check their progress at key points and a final exam to test knowledge of the entire text a summary of concepts for each chapter and a complete answer key are also included new texts topics and activities such as comics songs and stories english across the curriculum page clil in every unit of every level culture dvd includes documentary style material showing aspects of life in britain and other english speaking countries revision pages in every unit help to check the class progress regularly workbook contains new can do statements which monitor your students progress graded exercises in the workbook and projects in the student s book to suit mixed ability students speakout is a comprehensive english course that helps adult learners gain confidence in all skills areas using authentic materials from the bbc with its wide range of support material it meets the diverse needs of learners in a variety of teaching situations and helps bridge the gap between the classroom and the real world nnnnn nnnnn nn speakout is a comprehensive english course that helps adult learners gain confidence in all skills areas using authentic materials from the bbc with its wide range of support material it meets the diverse needs of learners in a variety of teaching situations and helps bridge the gap between the classroom and the real world intermediate plus global scale of english 51 60 the workbook contains a wide variety of review and practice exercises and covers all of the language areas in the corresponding students book unit it also contains regular review sections to help learners consolidate what they have learned additional grammar vocabulary and pronunciation exercises to complement material in the students book additional functional language practice exercises additional reading listening and writing practice regular review and check sections audio material to practise listening pronunciation and functional language available online this version is without the key we are working with cambridge assessment international education to gain endorsement for this forthcoming series reinforce learning and deepen understanding of the key concepts covered in the latest syllabus an ideal course companion or homework book for use throughout the course develop and strengthen skills and knowledge with a wealth of additional exercises that perfectly supplement the 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