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this is a short pacy course which is practical flexible and easily accessible to both students and teachers it has a distinctive task centred approach with the aim of developing key business related skills and language the language syllabus is selective language is addressed on a need to know basis in the student s book with a more systematic review of grammar in the workbook each of the five units covers key areas such as dealing with people participating in meetings exchanging information and problem solving the principal focus is on developing students speaking and listening skills each unit is divided into five or six sub sections which all end with a practical work related output task there is a more substantial output activity at the end of the unit learners are encouraged to draw on their existing skills knowledge and experience of the workplace to carry out these tasks contexts are introduced by up to date material from a variety of authentic sources the content has an international feel and does not present specifically british or american cultural or linguistic models there is a strong emphasis on vocabulary development with key vocabulary lists in each unit

no other description available

this resource is written for teachers of adult and young adult students studying english in australia and new zealand presents 15 units designed to provide skills in reading writing speaking and listening supports and extends the international headway series by using the same themes with an australasian content a student s book and an audio cassette are also available

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