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Createspace Independent Publishing Platform, United States, 2016. Paperback. Condition: New. Language: English. Brand new Book. English for Better Jobs is the third book in a three-volume textbook/workbook series designed for adult English-as-Second-Language (ESL) learners who plan to enter the workforce. It presents the grammar, vocabulary, and language skills necessary for entry-level employment as well as getting along in an English-speaking environment. While students are learning basic English language skills in a mostly work-related context, they practice all four language skills: listening, speaking, reading, and writing. This series does not focus on academic goals and interests. This is an excellent supplement to an already existing ESL textbook/curriculum or for individual tutoring. For a quick look at the content of all three workbooks, go to At a Glance at the end of the General Teaching Notes. Workbook 3 has been designed for ESL high beginning and low intermediate students who have mastered basic literacy skills in reading and writing. The workbooks are divided into chapters and units with common themes: a classroom, a work shop, a store, a party, and the like. Within each chapter, each unit carefully integrates grammatical structures with practical vocabulary and everyday expressions in useful situations. The series aims at simplicity. The simple, clear page design is in black and white with large type and simple cartoon illustrations that allow students to concentrate on the lesson rather than be overwhelmed with crowded and complicated page layouts that may distract. The illustrations are timeless and help minimize the use of outdated photos, fashions, and current events. Each page measures 8 1/2 by 11 inches and is ideal for making photo copies or when using an overhead. Teaching notes provide step-by-step explanations on how to present the lessons. The workbook is designed to be used in tutoring situations or in small...

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