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Bob Dignen, Steve Flinders and Simon Sweeney
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Professional English

for work and life

English 365

Personal Study Book 3

with Audio CD

Bob Dignen Steve Flinders Simon Sweeney



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English365

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Introduction

Welcome to the *English365* Personal Study Book 3. This book and Audio CD are to help you to practise and learn the English you need for work and for your free time. There are two parts to the book:

Personal Study Book

This **Introduction** tells you about the organisation of the book and CD.

Better language learning gives you ideas about what good learners do to learn more English.

Language for language learning gives you words you must understand for your work in the classroom and for homework.

The **Practice exercises** give you one page of self-study exercises for each unit (1–30) in the *English365* Student's Book 3. You can do one page of exercises after each classroom lesson:

- exercises for type 1 units (Units 1, 4, 7, 10, 13, 16, 19, 22, 25 and 28) practise grammar
- exercises for type 2 units (Units 2, 5, 8, 11, 14, 17, 20, 23, 26 and 29) practise vocabulary and skills you need for your work
- exercises for type 3 units (Units 3, 6, 9, 12, 15, 18, 21, 24, 27 and 30) practise the social skills phrases you need for your work and for your personal life, and general vocabulary.

The **Learning diaries** are to help you keep a record of your own learning experiences and progress.

Personal Study Book Audio CD

The **Listening exercises** are to give you practice in some important areas of social and professional communication. You can listen to the exercises on the CD, write your answers in the book and then check your answers in the Answer key.

The Audio CD also contains **pronunciation** work from the *English365* Student's Book 3 (type 1 units) which you can practise on your own.

The Tapescript for these is at the back of this book. See page 62 for the contents of the CD.

Better language learning

This book and the Audio CD are to help you work between lessons and to remember the work you do with your teacher. You can also help yourself to improve your English using the following ten-point action plan to improve your own learning style.

- 1 Think about **why** you want to learn.
- 2 Think about **how important** it is to learn English. If it is important for you and your job, you will give it a lot of time. But remember: it is difficult to learn a language well without classroom lessons and practice outside the classroom.
- 3 Decide **how much time** you can give to your English. You can learn a lot in five or ten minutes per day. Little and often is best.
- 4 Think about **what** you want to learn. Plan achievable objectives for each day, each week and each month.
- 5 Think about **how** you learn. For example, do you like to hear new language or to write it down or to see it on the page? What personal approaches work best for you?
- 6 **Plan** your work and set targets for the day, the week and the month to come.
- 7 **Reward** yourself. Give yourself a present when you reach a goal.
- 8 **Think about yourself learning and speaking** English **well**. Adopt a positive attitude. This 'mental modelling' is good for your learning.
- 9 Keep a **diary** (see pages 12 and 88). Good learners think about their learning. Write about:
 - what you study
 - when you study
 - how you feel about your study.
- 10 **Review** your work. We often don't learn something the first time we do it. Instead, we often have to do something three or more times before we can do it well.

Use pages 8–11 to write your own learning plan. You may also discuss some of these questions with your teacher and with other people in your class. Thinking about the questions before you talk about them also helps your learning.

6 Better language learning