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**English**  
**365**

Student's Book 3

Bob Dignen Steve Flinders Simon Sweeney



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You can access revision exercises for Units 1–15, a worksheet for every unit, and ten Better learning activities on the website: [www.cambridge.org/elt/english365](http://www.cambridge.org/elt/english365).

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# To the student

### Who is *English365* for?

Welcome to *English365* Book 3. You may already know *English365* from Books 1 and 2, but, if not, this short introduction presents some key features of the series. *English365* is for people who need English for their jobs and for their free time. If you use English at work and also when you travel and meet people, *English365* is for you. The book is for and about real working people and every unit gives you English which you can use straightaway at work or in your personal life.

### What is *English365*?

There are two main parts to this course:

The **Student's Book**, which you are reading now. There are also two audio CDs or classroom cassettes for the listening exercises. These are for the work you do in class with your teacher.

The **Personal Study Book with Audio CD** is for the work you do on your own. It provides important support, consolidation and extra practice material to help you remember the English which you learn in the classroom. The more you work outside the classroom, the better your English will become.

- The **Personal Study Book** has important information about the language, and exercises for you to practise.
- The **Audio CD** gives you extra listening practice. You can also practise the pronunciation exercises from the **Student's Book** on your own.

### What's in the **Student's Book**?

With the **Student's Book**, you can work on:

- the **grammar** you need to make English work for you
- the **vocabulary** you need for your **job and for your free time**
- the **phrases** you need for your **work** – for meetings, presentations, writing, etc.
- the **social skills** phrases you need for your work and for your personal life – to complain, to deal with a difficult person, to persuade someone to do something, etc.
- **pronunciation** rules to help you speak better and understand better.

There are 30 units in the book and two revision units on the website. There are three types of unit:

Type 1 units (Units 1, 4, 7, etc. – the **purple** units)

Type 2 units (Units 2, 5, 8, etc. – the **blue** units)

Type 3 units (Units 3, 6, 9, etc. – the **green** units)

In **type 1** units, you work mainly on:

- **Listening**
- **Grammar**
- **Pronunciation.**

In **type 2** units, you work mainly on:

- **Listening**
- **Vocabulary for work**
- **Communication skills for work** – for presenting, taking part in meetings, writing and negotiating.

In **type 3** units, you work mainly on:

- **Social skills**
- **Reading**
- **Vocabulary for your free time.**

And, just as in the other two books, you practise speaking in every unit.

At the back of the book, there are also:

- File cards for pairwork exercises (page 99)
- Grammar notes (page 107)
- The tapescripts for the audio CDs / classroom cassettes (page 117)
- Answers to all the exercises (page 134).

You will find a worksheet for every unit in the book, as well as the two revision units and ten Better learning activities, on the **website**.

### *English365* Book 3

*English365* Book 3 is for learners who have already completed Books 1 and 2 or who are at a good intermediate level of English. Book 3 consolidates what you already know and takes you forward to upper-intermediate level.

The vocabulary and grammar, the listening and reading tasks are all more challenging in Book 3. They will help you to develop a better all-round level of confidence and competence in understanding English as well as, of course, in speaking the language. Book 3 also introduces you to a wider range of communication skills, including negotiating and taking part in more complex discussions; and to social skills which are useful for your working life as well as for your personal life.

We hope you enjoy learning with *English365* Book 3. Good luck with your English.

Bob Dignen      Steve Flinders  
Simon Sweeney