

Tapescripts of headway Manual

tapescripts of headway: An In-Depth Guide for Learners and Educators

Understanding the tapescripts of Headway is essential for both students and teachers aiming to maximize their language learning experience. Headway, a popular English language course developed by Oxford University Press, offers comprehensive listening and speaking practice through its audio materials, which are transcribed into detailed tapescripts. These transcripts serve as invaluable tools for improving pronunciation, vocabulary, listening comprehension, and overall fluency. In this article, we will explore what tapescripts of Headway are, their importance, how to effectively utilize them, and where to find authentic resources.

What Are Tapescripts of Headway?

Tapescripts of Headway refer to the written transcripts of the audio recordings included within the Headway course materials. These transcripts capture dialogues, monologues, interviews, and various listening exercises designed to mimic real-life communication scenarios.

Components of Headway Tapescripts

- Dialogues: Conversations between two or more speakers, often illustrating everyday situations.
- Monologues: Single-speaker recordings such as presentations or personal stories.
- Listening Exercises: Comprehension tasks accompanied by scripts for reference.
- Vocabulary and Phrases: Key expressions and idioms used in context.
- Pronunciation Notes: Clarifications on pronunciation, intonation, and stress.

Format and Accessibility

- Usually provided in printed textbooks, digital PDFs, or online platforms.
- Organized according to lesson units, making it easy for learners to follow.
- May include phonetic transcriptions for advanced pronunciation practice.

The Importance of Tapescripts in Language Learning

Using tapescripts of Headway offers numerous benefits that enhance the learning process:

1. Improving Listening Skills

- Learners can listen and follow along with the transcripts to better understand spoken English.
- Helps catch words or phrases that are difficult to discern audibly.

2. Enhancing Pronunciation and Intonation

- Allows learners to analyze how words are pronounced and stressed.
- Facilitates practice of intonation patterns for natural speech.

3. Expanding Vocabulary

- Exposure to new words and idiomatic expressions within context.
- Reinforces understanding through reading and listening simultaneously.

4. Supporting Reading and Comprehension

- Encourages detailed reading of dialogues, improving overall comprehension.
- Assists in recognizing sentence structures and grammatical patterns.

5. Self-Study and Review

- Enables learners to independently review lessons.
- Useful for preparing for exams or improving conversational skills.

How to Effectively Use Headway Tapescripts

Maximizing the benefits of tapescripts involves strategic practices:

Step-by-Step Guide

- Pre-Listening Preparation
 - Review vocabulary and expressions in the upcoming lesson.
 - Predict possible themes or dialogues.

- Active Listening
 - Play the audio recording without looking at the transcript.
 - Focus on understanding the conversation or monologue.

- Follow Along with the Tapescript
 - Read the transcript while listening to confirm comprehension.
 - Pause and replay sections as needed.

- Pronunciation Practice
 - Mimic the pronunciation and intonation patterns.
 - Record yourself to compare with the original.

- Vocabulary and Grammar Focus
 - Highlight new words and structures.
 - Use the transcript to create flashcards or notes.

- Post-Listening Review
 - Read the entire transcript to reinforce understanding.
 - Practice retelling the dialogues aloud.

- Use for Writing and Speaking
 - Rewrite dialogues in your own words.
 - Role-play conversations with a partner or language buddy.

Tips for Effective Study with Tapescripts

- Use tapescripts as a supplementary resource, not a primary one.
- Regularly revisit transcripts to maintain retention.
- Combine listening and speaking exercises for holistic improvement.
- Record your own voice while practicing to track progress.

Where to Find Authentic Tapescripts of Headway

Access to reliable and accurate tapescripts is crucial for effective learning. Here are some recommended sources:

Official Resources

- Headway Student Book and Teacher's Book: Contain official tapescripts aligned with the lessons.
- Oxford University Press Website: Offers supplementary materials and downloadable resources.
- Digital Platforms: Access to e-books and audio files with integrated transcripts.

Online Educational Platforms

- Language Learning Websites: Some platforms provide free or subscription-based access to Headway tapescripts.
- YouTube Channels: Authentic practice videos often include transcripts in the description.

Community and Study Groups

- Learner forums and social media groups may share tapescripts and practice exercises.
- Engaging with peers can help clarify doubts and exchange resources.

Tips for Finding Accurate Tapescripts

- **Always verify the source to ensure the transcript matches the audio.**
- **Prefer official or well-reviewed materials to avoid errors.**

Additional Tips for Maximizing Headway Tapescripts

- Combine with Listening Practice: Use tapescripts after listening to reinforce understanding.
- Use for Exam Preparation: Tapescripts are useful for IELTS, TOEFL, or other English proficiency exams.
- Create Personalized Exercises: Adapt dialogues for role-playing or writing assignments.
- Integrate with Other Resources: Combine with vocabulary apps, grammar exercises, and speaking clubs.

Conclusion

The tapescripts of Headway are invaluable tools for learners aiming to develop their English language skills comprehensively. They bridge the gap between listening and reading, providing clarity and context for spoken language. By strategically utilizing these transcripts through active listening, pronunciation practice, vocabulary building, and self-review, learners can accelerate their progress and gain confidence in real-world communication. Whether accessed through official publications or trusted online sources, tapescripts are essential components of a well-rounded language learning journey.

Remember, consistency and active engagement are key. Incorporate tapescripts into your daily study routine, and you'll find yourself mastering English more effectively and enjoying the process along the way.

Tapescripts of Headway: Unlocking the Power of Authentic Language Practice

In the realm of language learning, especially for English as a Second Language (ESL) students, exposure to authentic spoken language is vital. **tapescripts of Headway** have emerged as a crucial resource in this context, bridging the gap between classroom instruction and real-world communication. These transcripts serve as detailed written records of audio lessons, dialogues, and conversations from the Headway series, a globally recognized ESL curriculum. They offer learners a window into natural speech patterns, idiomatic expressions, pronunciation nuances, and contextual vocabulary elements that are often challenging to grasp through textbooks alone. As digital education continues to evolve, the importance of accessible, accurate, and comprehensive tapescripts becomes even more evident, empowering learners to develop both their receptive and productive language skills.

The Significance of Tapescripts in Language Acquisition

Enhancing Listening Skills

Listening comprehension is a foundational skill in language learning. It requires learners to decipher speech in real-time, often under noisy or unpredictable conditions. Tapescripts of Headway provide learners with the opportunity to:

- Follow along with audio recordings: By reading the transcript concurrently with listening, learners can better understand unfamiliar words or phrases.
- Identify pronunciation and intonation patterns: Access to the transcript allows students to see how words are pronounced, including stress and rhythm, which are vital for sounding natural.
- Clarify misunderstandings: When learners encounter difficulties, they can revisit specific sections, improving overall comprehension.

Developing Reading and Vocabulary

Tapescripts are not merely transcriptions; they are rich sources for vocabulary building and contextual understanding. They enable learners to:

- Discover new words in context: Seeing words used in authentic conversations helps grasp their nuances and appropriate usage.
- Improve reading speed and fluency: Regular exposure to well-structured transcripts enhances overall reading skills.
- Reinforce grammar and sentence structures: Analyzing sentence patterns within dialogues helps to internalize grammatical rules naturally.

Supporting Speaking and Pronunciation

For speaking practice, tapescripts serve as a reference point. Learners can:

- Practice shadowing: Mimic the pronunciation, intonation, and rhythm of native speakers by reading aloud along with the transcript.
- Identify common phrases and idioms: Recognize phrases that are frequently used in everyday conversations.
- Build confidence: Familiarity with dialogues reduces anxiety during real-life interactions.

The Structure and Content of Headway Tapescripts

Typical Components of a Tapescript

A well-crafted Headway tapescript usually includes:

- Dialogue sections: Conversations between two or more speakers, covering various topics such as travel, work, social issues, and daily routines.
- Instructions and cues: Notes on pronunciation, stress, or pauses to guide learners.

- Vocabulary annotations: Definitions or explanations for challenging words or idioms.
- Speaker identifiers: Clarification of who is speaking to aid comprehension.

Thematic and Level-Based Progression

Headway's tapescripts are organized according to the course's level structure, from beginner to advanced. This ensures that:

- Learners encounter language appropriate to their proficiency.
- Topics become progressively more complex, introducing academic and professional vocabulary.
- Grammar points are revisited and reinforced through contextual dialogues.

Accessing and Using Headway Tapescripts Effectively

Availability of Tapescripts

In the digital age, Headway tapescripts are readily accessible through various channels:

- Official textbooks and workbooks: Many Headway editions include printed or downloadable transcripts.
- Online platforms: Websites and educational apps often host audio files synchronized with the transcripts.
- Teacher resources: Educators can access comprehensive scripts for classroom activities or exam preparation.

Best Practices for Learners

To maximize the benefits of tapescripts, learners should:

- Use them actively: Don't just read passively; try to predict what comes next or paraphrase dialogues.
- Combine listening and reading: First listen without reading, then read the transcript to check understanding.
- Focus on pronunciation: Mimic the speech patterns, paying attention to stress and intonation.
- Expand vocabulary: Highlight new words, look up definitions, and practice using them in sentences.
- Practice speaking: Reproduce dialogues aloud, possibly recording oneself for self-assessment.

Challenges and Limitations of Tapescripts

Despite their advantages, tapescripts of Headway are not without drawbacks:

- Overreliance: Learners might become dependent on transcripts, hindering their ability to understand spoken language without support.
- Contextual disconnect: Reading a transcript may sometimes diminish the natural flow and emotional cues of speech.
- Accuracy and quality: Variations in transcripts' quality can lead to misunderstandings or learning incorrect pronunciation.
- Limited interaction: Transcripts are static; they cannot replicate the dynamic, unpredictable nature of real conversations.

To mitigate these issues, learners should use tapescripts as a supplementary tool rather than the sole resource, engaging in diverse listening and speaking activities.

The Future of Tapescripts in Digital Language Learning

As technology advances, the role of tapescripts is poised to evolve:

- Interactive transcriptions: Integrating transcripts with multimedia elements, such as clickable words for definitions or pronunciation guides.
- Automated transcription tools: Utilizing AI to generate accurate, real-time transcripts from audio recordings.
- Personalized learning pathways: Tailoring transcripts based on learners' interests, proficiency levels, or specific language goals.
- Integration with language apps: Seamless linking of audio, transcripts, vocabulary exercises, and quizzes for comprehensive learning experiences.

Moreover, the growing emphasis on autonomous learning underscores the importance of high-quality, accessible tapescripts. They will continue to serve as vital resources, enabling learners worldwide to engage with authentic language in a structured yet flexible manner.

Conclusion: Embracing the Power of Tapescripts in Language Mastery

In the journey of mastering English, tapescripts of Headway offer a bridge between understanding and production. They empower learners with the tools to decode authentic speech, internalize vocabulary, and develop confidence in speaking and listening. While they are not a standalone solution, when used thoughtfully alongside other language acquisition strategies, tapescripts can

significantly accelerate progress. As educational technology advances, the accessibility and interactivity of these transcripts will only improve, making them an indispensable part of modern language learning. Embracing tapescripts means embracing a more immersive, engaging, and effective path toward fluency—one word at a time.

Question What are tapescripts of Headway used for in language learning? Tapescripts of Headway provide written transcripts of audio lessons, helping learners improve listening skills, pronunciation, and understanding of spoken English. Where can I find authentic tapescripts of Headway lessons? Authentic tapescripts are often available in official Headway coursebooks, supplementary materials, or online platforms associated with the Headway series. How do tapescripts enhance the effectiveness of Headway's audio exercises? Tapescripts allow learners to follow along, check their comprehension, and analyze language structures, making listening practice more interactive and effective. Are tapescripts of Headway suitable for self-study learners? Yes, tapescripts are highly beneficial for self-study learners as they enable independent practice, correction, and reinforcement of listening and vocabulary skills. Can I use tapescripts of Headway to improve my pronunciation? Absolutely. By reading along with the tapescripts while listening, learners can mimic pronunciation and intonation more accurately. What are the differences between the tapescripts in Headway Elementary and Headway Advanced? The tapescripts in Elementary are simpler, with basic vocabulary and sentence structures, while those in Advanced include more complex language, idiomatic expressions, and detailed dialogues. How should I effectively use tapescripts during my Headway study sessions? Use tapescripts to listen first, then read along to improve comprehension, practice pronunciation, and clarify vocabulary or grammar points. Are there digital or online versions of Headway tapescripts available? Yes, many Headway course materials come with digital access to tapescripts through official websites, online platforms, or mobile apps. Can teachers incorporate Headway tapescripts into their classroom activities? Definitely. Teachers can use tapescripts for dictation, role-plays, comprehension exercises, and to enhance listening and speaking skills. How can I use tapescripts to prepare for English proficiency exams with Headway materials? Tapescripts help familiarize you with typical exam dialogues, improve listening accuracy, and develop vocabulary, all essential for exams like IELTS or TOEFL.

Related keywords: headway tapescripts, headway lesson scripts, headway audio transcripts, headway teacher resources, headway student scripts, headway listening scripts, headway course materials, headway transcript files, headway unit scripts, headway audio lessons

HEADWAY INTERMEDIATE THIRD EDITION TESTS

headway intermediate third edition tests are an essential resource for students preparing for the Headway Intermediate Third Edition course. These tests provide comprehensive practice

opportunities that help learners assess their progress, reinforce their understanding of key concepts, and build confidence before taking formal assessments or progressing to higher levels. With the increasing popularity of the Headway series among English language learners worldwide, understanding how to effectively utilize these tests can significantly enhance the learning experience and outcomes.

Understanding the Headway Intermediate Third Edition Series

Overview of the Headway Series

The Headway series, published by Oxford University Press, is one of the most widely used English language learning programs globally. The series offers a structured approach to developing core language skills—listening, speaking, reading, and writing—through engaging content, comprehensive grammar and vocabulary exercises, and realistic communicative practice.

The third edition of the Headway Intermediate series is tailored for learners at the B1 level according to the Common European Framework of Reference for Languages (CEFR). It aims to improve fluency, accuracy, and confidence in English, preparing students for real-world communication.

Key Features of the Third Edition

- Up-to-date topics relevant to modern life and global issues
- Clear progression with vocabulary and grammar gradually increasing in complexity
- Integrated skills development, combining reading, listening, speaking, and writing
- Additional online resources for extended practice
- Focus on pronunciation, collocations, and idiomatic expressions

Role of Headway Intermediate Third Edition Tests in Language Learning

Why Use Headway Tests?

Headway tests serve multiple purposes in the language learning journey:

- **Assessment of Progress:** They help students identify strengths and areas needing improvement.
- **Preparation for Certification:** They simulate exam conditions, preparing students for official language tests like the B1 Preliminary (PET).
- **Motivation Boost:** Regular testing encourages consistent study habits and provides a sense of achievement.

- Curriculum Alignment: Teachers can use tests to ensure that classroom instruction aligns with learning objectives.

Types of Headway Intermediate Third Edition Tests

The series includes various types of assessments, such as:

- Progress Tests: Shorter assessments focusing on recent units.
- Review Tests: Cumulative tests covering larger sections.
- Mock Tests: Full-length exams simulating real test conditions.
- Online Practice Tests: Interactive tests accessible via digital platforms.

Key Components of Headway Intermediate Third Edition Tests

Listening Section

- Comprehension questions based on audio recordings
- Tasks include multiple-choice, matching, and note-taking exercises
- Focuses on understanding main ideas, details, and inferred meaning

Reading Section

- Passages from authentic texts, articles, or dialogues
- Includes tasks like true/false, multiple-choice, or fill-in-the-blanks
- Emphasizes vocabulary understanding, scanning, and inference skills

Writing Section

- Prompts for informal and formal writing tasks
- Practice in paragraph development, email writing, and essay composition
- Emphasis on coherence, grammar accuracy, and appropriate vocabulary

Speaking Section

- Role-plays and interactive dialogues
- Focus on fluency, pronunciation, and conversational skills

- Often practice with a partner or instructor

Grammar and Vocabulary Tests

- Multiple-choice and gap-fill exercises
- Reinforces key language points covered in the unit
- Helps track mastery of grammar rules and new vocabulary

How to Effectively Use Headway Intermediate Third Edition Tests

Preparing for the Tests

To maximize the benefits of these tests:

- Review previous lessons thoroughly
- Practice with supplementary exercises if needed
- Understand the test format to reduce anxiety
- Develop time management skills to complete sections efficiently

During the Test

- Read instructions carefully
- Allocate time proportionally to each section
- Focus on accuracy over speed, but be mindful of time limits
- Use context clues and elimination strategies for multiple-choice questions

Post-Test Strategies

- Review incorrect answers to understand mistakes
- Identify recurring errors for targeted practice
- Use feedback to adjust study plans
- Practice similar exercises to reinforce learning

Benefits of Regular Practice with Headway Tests

- Builds confidence for real exam situations

- Enhances time management skills
- Improves overall language proficiency
- Tracks progress over time
- Prepares learners for official language certifications

Where to Access Headway Intermediate Third Edition Tests

Official Resources

- Publisher's website offers downloadable practice tests and answer keys
- Digital platforms provide interactive tests and quizzes
- Purchase of the Student Book or Teacher's Book often includes CD-ROMs with tests

Third-Party Platforms and Apps

- Many online education platforms incorporate Headway tests into their courses
- Language learning apps like Oxford Learner's Dictionaries or Quizlet may have related practice sets
- Online forums and communities provide tips and shared resources

Additional Practice Materials

- Sample tests available through language learning bookstores
- YouTube channels offering test-taking strategies
- Study guides and workbooks dedicated to Headway series

Tips for Success with Headway Intermediate Third Edition Tests

- Consistently integrate practice tests into your study routine
- Simulate exam conditions to build stamina and reduce test anxiety
- Focus on understanding mistakes rather than just memorizing answers
- Use feedback to target weak areas
- Combine tests with active language use, such as speaking and writing exercises

Conclusion: Enhancing Your Language Learning Journey with Headway Tests

Incorporating Headway Intermediate Third Edition tests into your study plan is a proven strategy for achieving language proficiency goals. These tests not only assess your current level but also guide your learning process, helping you focus on areas that need improvement. Whether you are a student aiming for certification, a teacher seeking effective assessment tools, or a self-directed learner, leveraging these tests will undoubtedly accelerate your progress. Remember, consistent practice, review, and active language use are key to mastering English at the intermediate level. Embrace the variety of available resources, stay motivated, and enjoy the journey toward fluency with the comprehensive support that Headway tests provide.

Headway Intermediate Third Edition Tests are an integral component of the Headway series, widely recognized for their effectiveness in preparing learners for intermediate-level English language assessments. These tests are designed not only to evaluate students' comprehension and language skills but also to reinforce their learning through practice and review. As the third edition, they incorporate updates that reflect the latest pedagogical approaches, making them a valuable resource for both teachers and students aiming for measurable progress in their language proficiency.

An Overview of Headway Intermediate Third Edition Tests

The Headway series, published by Oxford University Press, has built a reputation for its practical approach to language teaching. The Headway Intermediate Third Edition Tests serve as a comprehensive assessment tool that complements the Student's Book and Workbook, offering a structured way to gauge learners' progress and readiness for exams like the Cambridge First (FCE).

These tests are designed to mirror the content and format of real-world exams, providing learners with authentic practice opportunities. The tests cover all four language skills—reading, writing, listening, and speaking—and include grammar and vocabulary sections, ensuring a well-rounded evaluation.

Features and Components of the Tests

The third edition of the Headway Intermediate Tests has been carefully revised to align with current language assessment standards. Their features include:

1. Authentic Test Format

- Mimics real exam conditions and question types.
- Includes sections on multiple-choice questions, gap fills, short answers, and essay writing.
- Designed to build confidence and familiarity with exam layouts.

2. Comprehensive Coverage

- Encompasses all language skills:
- Reading comprehension passages.
- Listening exercises with varied accents and contexts.
- Writing prompts covering different genres.
- Speaking prompts for pair or group practice.
- Grammar and vocabulary sections reinforce key language points.

3. Flexibility and Variety

- Available in different formats: printable PDFs, digital versions, and interactive online tests.
- Suitable for classroom use or individual self-study.
- Includes varied difficulty levels within the intermediate range.

4. Clear Scoring and Feedback

- Provides detailed answer keys.
- Offers model answers, especially for writing and speaking tasks.
- Facilitates progress tracking.

Advantages of Using Headway Intermediate Third Edition Tests

These tests offer multiple benefits for learners and educators alike:

1. Alignment with Curriculum Goals

- Designed to complement the Headway Intermediate Student's Book.
- Reinforces vocabulary, grammar, and skills introduced in class.

2. Developing Test-Taking Skills

- Familiarizes learners with exam formats.
- Builds confidence through simulated practice.
- Helps identify areas of weakness for targeted revision.

3. Enhancing Self-Assessment

- Enables learners to monitor their progress.
- Encourages autonomous learning through review and correction.

4. Supporting Teachers in Assessment

- Provides ready-made tests for formative and summative assessment.
- Saves preparation time.
- Offers insights into class performance and individual student progress.

5. Adaptability

- Suitable for various teaching contexts, from traditional classrooms to online learning environments.
- Can be used as mid-term or end-of-term assessments.

Limitations and Considerations

While the Headway Intermediate Third Edition Tests are comprehensive, some limitations are worth noting:

- Limited Customization: The tests are standardized, which may reduce flexibility for teachers wishing to tailor assessments.
- Focus on Exam Preparation: Emphasis on exam formats might not fully capture spontaneous language use or creative tasks.
- Resource Dependency: To maximize their effectiveness, the tests should be supplemented with communicative activities and authentic language exposure.
- Cost: For individual learners or small classes, purchasing the full set of tests may be financially prohibitive.

Practical Tips for Using the Tests Effectively

To get the most out of the Headway Intermediate Third Edition Tests, consider the following strategies:

- Integrate with Regular Lessons: Use tests periodically to track progress and adjust teaching accordingly.
- Use as a Benchmark: Administer tests at different points in the course to measure improvement.
- Encourage Self-Assessment: After completing a test, students should review their answers using the provided keys, fostering autonomous learning.
- Combine with Communicative Practice: Follow up test practice with speaking and writing activities to develop fluency and creativity.
- Simulate Exam Conditions: Occasionally, conduct timed tests to build exam stamina and reduce anxiety.

Comparison with Other Assessment Resources

When evaluating Headway Intermediate Third Edition Tests against similar resources, several points stand out:

Feature	Headway Tests	Other Test Banks
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Alignment with Headway Series	Yes	Varies
Authentic Exam Format	Yes	Varies
Skill Coverage	All four skills + grammar/vocab	Varies
Flexibility (digital/print)	Yes	Varies
Customization Options	Limited	Usually limited
Cost	Generally included or additional	Varies

Overall, the Headway series' tests are praised for their consistency with the series' pedagogical approach and their reliability as assessment tools.

Conclusion: Are Headway Intermediate Third Edition Tests Worth Using?

In summary, Headway Intermediate Third Edition Tests are highly valuable for learners aiming to consolidate their knowledge and prepare for intermediate-level exams. Their authentic formats, comprehensive coverage, and integration with the Headway curriculum make them an essential resource for both classroom assessments and self-study.

While they have some limitations regarding customization and resource costs, these can be mitigated through supplementary activities and strategic planning. For teachers, they offer a ready-made, reliable means to evaluate student progress and adapt instruction accordingly.

Ultimately, when used thoughtfully alongside communicative activities and real-world language exposure, Headway Intermediate Third Edition Tests can significantly contribute to learners' confidence and competence in English. They serve as a bridge between classroom learning and exam success, making them a recommended addition to any intermediate English course aiming for measurable improvement.

Question What are the main features of the Headway Intermediate Third Edition Tests? The Headway Intermediate Third Edition Tests include comprehensive assessment of language skills such as reading, writing, listening, and speaking, along with grammar and vocabulary sections to track students' progress effectively. How can teachers best utilize the Headway Intermediate Third Edition Tests in their curriculum? Teachers can use these tests to monitor student progress, identify areas needing improvement, and tailor instruction accordingly. They are also useful for exam preparation and setting benchmarks for student achievement. Are the Headway Intermediate Third Edition Tests suitable for self-study students? While primarily designed for classroom use, advanced students can benefit from the tests for self-assessment. However, guidance from a teacher or instructor is recommended to maximize their effectiveness. Where can I access practice materials or past tests for Headway Intermediate Third Edition? Practice materials and additional resources are available through the official Oxford University Press website, teacher support sites, or authorized bookstores that supply the Headway series. How do the Headway Intermediate Third Edition Tests align with the overall learning objectives of the course? The tests are designed to reflect the curriculum's focus on real-life communication skills, grammar, and vocabulary, ensuring they effectively measure students' progress toward the course's language learning goals.

Related keywords: headway intermediate tests, headway third edition practice tests, headway intermediate unit tests, headway third edition exam papers, headway intermediate workbook tests, headway third edition review, headway intermediate assessment, headway third edition exercises, headway intermediate sample tests, headway third edition test booklet

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