

More level 2 teacher s book Ebook

More Level 2 Teacher?s Book: An In-Depth Guide for Educators

More Level 2 Teacher?s Book is an essential resource for language teachers aiming to enhance their instruction and student engagement. Designed to complement the student?s book, this teacher?s guide provides comprehensive support, detailed lesson plans, assessment tools, and teaching strategies tailored for Level 2 learners. Whether you are a seasoned educator or new to teaching English as a second language, understanding the features and benefits of the More Level 2 Teacher?s Book can significantly improve your classroom effectiveness and student outcomes.

Understanding the Role of the More Level 2 Teacher?s Book

What is the More Level 2 Teacher?s Book?

The More Level 2 Teacher?s Book is a supplementary resource aligned with the curriculum of the Level 2 student?s book. It offers teachers detailed guidance on lesson planning, classroom activities, and assessment techniques. Its purpose is to empower educators with the tools necessary to deliver engaging lessons, address diverse learner needs, and track student progress efficiently.

Key Features of the Teacher?s Book

- **Lesson Plans:** Structured outlines for each unit, including objectives, materials, and step-by-step instructions.
- **Answer Keys:** Complete solutions for exercises in the student?s book, facilitating quick feedback.
- **Additional Activities:** Extra practice and extension tasks to deepen understanding and maintain student motivation.
- **Assessment Tools:** Quizzes, tests, and progress checklists to monitor learner development.
- **Teaching Tips:** Strategies for managing diverse classrooms and engaging reluctant learners.

Benefits of Using the More Level 2 Teacher?s Book

Enhances Lesson Planning and Delivery

The detailed lesson plans help teachers organize their classes effectively, ensuring a logical progression through the curriculum. The inclusion of varied activities caters to different learning styles, making lessons more interactive and enjoyable.

Supports Differentiated Instruction

With guidance on adapting activities for learners with varying proficiency levels, the Teacher?s Book enables personalized instruction, which is crucial for maximizing student potential.

Facilitates Student Assessment and Progress Tracking

The built-in assessment tools allow teachers to evaluate student understanding regularly, identify areas needing improvement, and adjust teaching strategies accordingly.

Provides Classroom Management Strategies

Effective classroom management tips help maintain a positive learning environment, manage transitions smoothly, and foster student participation.

How to Maximize the Use of the More Level 2 Teacher?s Book

Plan Lessons Ahead of Time

- Review the unit objectives and activities in the Teacher?s Book.
- Prepare materials and resources in advance to ensure smooth lesson flow.
- Adapt activities to suit your class?s specific needs and interests.

Incorporate Additional Activities

- Use the suggested extension tasks to challenge advanced learners.
- Integrate alternative exercises to address diverse learning styles.

Utilize Assessment Tools Effectively

- Administer regular quizzes to gauge comprehension.
- Use progress checklists to document student development over time.
- Provide constructive feedback based on assessment results.

Engage Students with Classroom Strategies

- Implement cooperative learning activities recommended in the Teacher?s Book.

- Encourage student participation through interactive tasks and discussions.

Additional Resources and Support

Online Supplementary Materials

Many editions of the More Level 2 Teacher?s Book come with online resources, including downloadable worksheets, audio files, and interactive exercises. These materials can be used to diversify lessons and cater to remote or blended learning environments.

Professional Development Opportunities

Teachers are encouraged to participate in workshops, webinars, or training sessions offered by publishers or educational organizations. These opportunities help educators stay updated with best practices and innovative teaching methods.

Conclusion

The **More Level 2 Teacher?s Book** is a vital asset for language educators seeking to deliver effective, engaging, and well-structured lessons. Its comprehensive content, practical strategies, and assessment tools make it an invaluable guide for enhancing teaching quality and student achievement. By leveraging this resource to its full potential, teachers can create a dynamic learning environment that fosters language proficiency and confidence in Level 2 learners.

Final Tips for Selecting the Right Teacher?s Book

- Ensure alignment with your curriculum and student needs.
- Look for supplementary online resources to enhance lessons.
- Choose a teacher?s book that offers clear, practical guidance and assessment tools.

Investing in a high-quality teacher?s resource like the More Level 2 Teacher?s Book can transform your classroom experience and lead to more successful language acquisition for your students. Embrace the support it offers, adapt strategies to your teaching style, and watch your learners thrive.

More Level 2 Teacher's Book: An In-Depth Review and Expert Analysis

Introduction

In the evolving landscape of language education, teachers are continually seeking comprehensive

resources that enhance classroom engagement, foster student autonomy, and streamline lesson planning. Among such resources, the More Level 2 Teacher's Book stands out as a notable offering designed to complement the student's textbook and provide teachers with invaluable tools for effective instruction. This article provides an in-depth review of the More Level 2 Teacher's Book, exploring its features, pedagogical approach, usability, and overall value for educators.

Overview of the More Level 2 Teacher's Book

The More Level 2 Teacher's Book is a supplementary resource aimed at consolidating and expanding upon the core content presented in the student's textbook. It is part of the 'More' series, which is widely recognized for its communicative approach, balanced skill development, and flexibility. The Level 2 designation indicates that the material is suited for pre-intermediate learners, typically around A2 to B1 level according to the Common European Framework of Reference for Languages (CEFR).

Target Audience and Suitability

Designed for classroom teachers working with young adolescents or adult learners, the Teacher's Book offers a scaffold for delivering engaging lessons. It's particularly suitable for:

- Middle school and high school classrooms
- Adult education settings
- Language schools seeking a structured yet flexible curriculum

The resource aligns well with teachers aiming to foster communicative competence, vocabulary expansion, and grammatical accuracy.

Pedagogical Approach and Content

Emphasis on Communicative Language Teaching (CLT)

The core philosophy underpinning the More Level 2 Teacher's Book is the communicative approach. It prioritizes meaningful interaction, real-life language use, and student-centered activities. The Teacher's Book provides guidance on facilitating activities that promote speaking, listening, reading, and writing skills in authentic contexts.

Integration of Skills and Vocabulary

The book offers a balanced mix of language skills development, ensuring students not only learn grammatical structures but also apply them practically. Vocabulary sections include thematic lists,

collocations, and usage notes, which are reinforced through varied exercises.

Focus on Grammar and Pronunciation

While emphasizing communication, the resource also dedicates sections to grammar explanations and pronunciation tips. These are tailored to the learners' proficiency level, avoiding overwhelming technical details but ensuring clarity.

Key Features of the Teacher's Book

- Lesson Planning Support

One of the most valuable aspects of the More Level 2 Teacher's Book is its detailed lesson plans. Each unit is broken down into manageable segments, with suggested timings, objectives, and step-by-step instructions. This structure helps teachers:

- Save preparation time
- Maintain lesson flow
- Adapt activities based on class dynamics

- Answer Keys and Additional Exercises

The Teacher's Book includes comprehensive answer keys for all exercises in the student's book, enabling quick assessment and feedback. Moreover, it provides extra practice activities, extension tasks, and alternative exercises for differentiation.

- Assessment and Evaluation Tools

Assessment is seamlessly integrated into the resource, with quizzes, progress checks, and end-of-unit tests. These tools help teachers monitor student progress and adjust instruction accordingly.

- Supplementary Materials and Resources

The book features a variety of supplementary materials such as:

- Photocopiable worksheets
- Listening scripts and transcripts
- Cultural notes and discussion prompts
- Project ideas

These resources add richness to lessons and cater to diverse learning styles.

- Teacher Tips and Methodological Guidance

Throughout the book, sidebar notes and tips offer pedagogical advice, such as classroom management strategies, error correction techniques, and ways to motivate reluctant learners.

Usability and Design

User-Friendly Layout

The More Level 2 Teacher's Book boasts a clear and logical layout. Each unit begins with an overview, followed by detailed lesson plans, resource suggestions, and assessment options. Visual cues like icons and color coding facilitate quick reference and navigation.

Digital Compatibility

In addition to the physical book, many editions are accompanied by digital resources, including downloadable worksheets, audio files, and interactive activities. This integration allows teachers to diversify their teaching methods and cater to hybrid or online learning environments.

Strengths of the More Level 2 Teacher's Book

- Comprehensive support: From lesson planning to assessment, the resource covers all aspects of teaching.
- Flexible structure: Activities and exercises are adaptable for different class sizes and abilities.
- Cultural enrichment: The inclusion of cultural notes broadens learners' understanding of language in context.
- Time-saving: Ready-made lesson plans and answer keys reduce prep time.
- Encourages student autonomy: Many activities promote independent learning and peer interaction.

Limitations and Considerations

While the More Level 2 Teacher?s Book offers many advantages, there are some aspects to consider:

- Cost: As a premium resource, it may be more expensive than basic guides.
- Teacher familiarity: New teachers may need time to navigate and utilize all features effectively.
- Curriculum alignment: Educators should ensure the content aligns with their specific curriculum standards.

Comparing with Other Resources

When evaluating the More Level 2 Teacher?s Book, it's helpful to compare it with similar offerings:

| Feature | More Level 2 | Competitor A | Competitor B |

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| Lesson planning guidance | Extensive | Moderate | Basic |

| Supplementary materials | Rich | Limited | Moderate |

| Cultural content | Included | Not always | Limited |

| Digital resources | Available | Not always | Yes |

| Cost | Higher | Lower | Moderate |

Overall, the More Level 2 Teacher?s Book is positioned as a premium resource offering comprehensive support, making it ideal for teachers seeking an all-in-one solution.

Final Verdict

The More Level 2 Teacher?s Book is a well-crafted, pedagogically sound resource that enhances the teaching and learning experience for pre-intermediate learners. Its detailed lesson plans, extensive supplementary materials, and focus on communicative competence make it a valuable asset for both novice and experienced teachers.

For educators committed to delivering engaging, effective lessons, investing in this resource can lead to improved student outcomes and increased classroom confidence. While its price point and learning curve may pose minor challenges, the overall value and depth of support justify its position as a leading resource in the Level 2 English teaching market.

Conclusion

In sum, the More Level 2 Teacher's Book exemplifies a thoughtful integration of pedagogical best practices, practical usability, and comprehensive content. It caters to modern language classrooms' demands, emphasizing interaction, cultural awareness, and learner autonomy. Teachers seeking a flexible, detailed, and supportive resource will find it a worthwhile addition to their teaching toolkit, paving the way for more dynamic and successful language instruction.

QuestionAnswer What is the main focus of the 'More Level 2 Teacher's Book'? The 'More Level 2 Teacher's Book' focuses on providing teachers with comprehensive lesson plans, teaching tips, and supplementary activities to effectively teach Level 2 learners and enhance their language skills. How does the 'More Level 2 Teacher's Book' support differentiated instruction? It offers varied activities and strategies tailored for different learning styles and abilities, enabling teachers to customize lessons and meet individual student needs. Are there assessment tools included in the 'More Level 2 Teacher's Book'? Yes, it includes assessment guidelines, quizzes, and progress tracking suggestions to monitor students' development throughout the course. Does the 'More Level 2 Teacher's Book' incorporate digital resources? Many editions include links or references to digital components such as online practice activities, audio files, and interactive exercises to complement classroom teaching. Can the 'More Level 2 Teacher's Book' be used for both classroom and remote teaching? Yes, its comprehensive materials and digital resources make it adaptable for both traditional classroom settings and online teaching environments. What are some new features in the latest edition of the 'More Level 2 Teacher's Book'? Recent editions often include updated content, expanded cultural notes, additional practice activities, and guidance on integrating technology into lessons. Is the 'More Level 2 Teacher's Book' suitable for self-study teachers? While primarily designed for classroom use, it provides detailed guidance that can also support teachers conducting lessons independently or in small groups. How does the 'More Level 2 Teacher's Book' align with current curriculum standards? It is designed to align with modern language teaching standards, emphasizing communicative competence, vocabulary development, and real-life language use. Where can I purchase or access the 'More Level 2 Teacher's Book'? It is available through major educational bookstores, online retailers, and sometimes as a digital download via official publisher websites or educational platforms.

Related keywords: level 2 teacher's book, ESL teaching resources, language teaching materials, classroom activities, teacher's guide, instructional manual, teaching aids, language instruction, educational resources, curriculum guide

INTERCHANGE3 TEACHER 3EDITION TEACHER BOOK

Interchange3 Teacher 3rd Edition Teacher Book is an essential resource for educators seeking to deliver effective and engaging English language instruction. As part of the Interchange series by Cambridge University Press, this teacher's book provides comprehensive guidance, detailed lesson plans, and valuable teaching tips designed to enhance classroom learning experiences. Whether you're a new teacher or an experienced educator, the Interchange 3rd Edition Teacher Book offers a wealth of support to help you maximize student engagement and language acquisition.

Overview of the Interchange 3rd Edition Teacher Book

The Interchange 3rd Edition Teacher Book is a well-structured guide tailored to complement the Student Book, offering detailed instructions, teaching notes, and additional resources. It is designed to facilitate effective lesson planning, classroom management, and assessment strategies for teachers working with adult and young adult learners of English.

Key Features of the Teacher Book

- Comprehensive lesson plans aligned with the Student Book content
- Clear teaching notes and suggested activities
- Additional classroom resources and photocopiable materials
- Tips for differentiating instruction to meet diverse learner needs
- Assessment and evaluation guidance to monitor student progress
- Suggestions for integrating technology and multimedia tools

Benefits of Using the Interchange3 Teacher 3rd Edition Teacher Book

Utilizing the teacher's book can significantly enhance the quality of language instruction. Here are some of the primary benefits:

Structured Lesson Planning

The teacher book provides detailed lesson objectives, step-by-step procedures, and timing suggestions, enabling teachers to deliver lessons confidently and efficiently.

Enhanced Student Engagement

With a variety of activity ideas and resource suggestions, teachers can create dynamic lessons that motivate students and cater to different learning styles.

Support for Differentiated Instruction

The teacher's guide offers strategies to adapt lessons for learners with varying levels and needs, ensuring inclusive classroom environments.

Assessment and Feedback Tools

Built-in assessment suggestions help teachers evaluate student progress regularly and provide targeted feedback for improvement.

Structure and Content of the Interchange3 Teacher Book

The teacher's book is organized systematically, covering all units and modules of the Student Book. Its structure ensures ease of use and quick access to necessary information.

Unit-Based Approach

Each unit in the teacher's book corresponds directly with the Student Book, featuring:

- Lesson Goals: Clear objectives for each class
- Teaching Notes: Detailed instructions, tips, and suggested procedures
- Activity Variations: Options for different classroom settings or learner levels
- Additional Practice: Extra exercises or extension activities for reinforcement

Special Sections

Beyond unit-specific content, the teacher's book includes:

- Introduction and Overview: Guidance on course aims and pedagogical philosophy
- Teaching Tips: Strategies for classroom management, motivation, and fostering communication
- Assessment and Evaluation: Methods for testing comprehension and language skills
- Resource Appendices: Photocopiable worksheets, flashcards, and supplementary materials

How to Maximize the Use of the Interchange3 Teacher Book

To get the most out of this resource, consider the following tips:

Plan Ahead

Review the teacher's notes before each lesson to familiarize yourself with activities and objectives.

Diversify Activities

Utilize the suggested variations and additional resources to cater to different learning styles and keep lessons engaging.

Incorporate Technology

Leverage multimedia tools and online resources recommended in the teacher?s book to enhance lessons and student interaction.

Assess and Reflect

Use assessment suggestions to monitor progress and adjust your teaching strategies accordingly.

Collaborate and Share

Share best practices and resources with colleagues to develop a supportive teaching community.

Who Can Benefit from the Interchange3 Teacher 3rd Edition Teacher Book?

This teacher?s resource is suitable for a wide range of educators, including:

- English language teachers in adult education
- EFL/ESL instructors in secondary and tertiary institutions
- Private tutors seeking structured lesson guidance
- Teacher trainers and CELTA/TEFL certification candidates
- Curriculum developers and educational administrators

Where to Access the Interchange3 Teacher 3rd Edition Teacher Book

The teacher?s book is available through various channels:

- Cambridge University Press official website
- Authorized educational bookstores
- Online platforms offering digital versions or e-books
- Educational resource bundles with Student Book and other series materials

When purchasing, ensure you select the correct edition to align with your curriculum and teaching

context.

Final Tips for Using the Interchange3 Teacher Book Effectively

- Stay Flexible: Adapt lesson plans based on your students' progress and classroom dynamics.
- Engage Students: Incorporate interactive and communicative activities suggested in the guide.
- Reflect on Practice: Regularly review what works well and areas for improvement.
- Continue Professional Development: Use the resources and tips in the teacher's book to inform your teaching practices and stay updated with best methods.

Conclusion

The **interchange3 teacher 3edition teacher book** serves as an invaluable companion for English language teachers aiming to deliver effective, engaging, and well-structured lessons. Its comprehensive content, practical guidance, and rich resources empower educators to create a positive learning environment that fosters language development and learner confidence. By leveraging the features and strategies outlined in this teacher's guide, teachers can enhance their instructional skills and help students achieve their English language goals successfully.

Keywords: interchange3 teacher 3edition teacher book, Interchange series, English language teaching, teacher resources, lesson planning, classroom activities, language assessment, Cambridge University Press, EFL/ESL teaching, teacher guide, instructional strategies

Interchange3 Teacher 3rd Edition Teacher Book: A Comprehensive Guide for Educators

Introduction

Interchange3 Teacher 3rd Edition Teacher Book stands as a pivotal resource in the realm of English language teaching, especially for educators committed to fostering effective language acquisition in diverse classroom settings. As part of the renowned Interchange series developed by Cambridge University Press, this teacher's edition offers a wealth of pedagogical tools, detailed lesson plans, and strategic guidance designed to enhance both teaching effectiveness and student engagement. In this article, we delve into the core features, pedagogical philosophies, and practical applications of this essential resource, providing educators with a comprehensive understanding of how it can elevate their teaching practices.

The Evolution of Interchange: From Series to Teacher's Edition

A Brief History of the Interchange Series

Since its inception, the Interchange series has been a cornerstone in English language teaching, recognized for its balanced approach to language skills?listening, speaking, reading, and writing. The series has continually evolved to meet the changing needs of learners and teachers, integrating modern pedagogical theories, digital resources, and flexible lesson structures.

The Interchange3 Teacher 3rd Edition represents the latest iteration, refining its curriculum to align with contemporary language learning standards, including communicative competence and learner-centered methodologies. The teacher?s edition is crafted not merely as a guide but as a comprehensive toolbox that empowers educators to deliver engaging, effective lessons.

Core Features of the Interchange3 Teacher 3rd Edition Teacher Book

- Detailed Lesson Plans and Teaching Notes

One of the most valued aspects of the teacher?s book is its thorough lesson planning framework. Each unit includes:

- Step-by-step instructions to navigate through activities.
- Timing suggestions to optimize class flow.
- Teaching notes that clarify the objectives, common challenges, and tips for effective delivery.
- Alternative activities for differentiated instruction, accommodating varying learner levels and styles.

This structure allows teachers to prepare meticulously while remaining adaptable during lessons.

- Extensive Teaching Strategies and Methodologies

The teacher?s edition emphasizes a communicative approach, encouraging interaction and real-world language use. It offers:

- Guidance on fostering learner autonomy, encouraging students to take ownership of their language development.
- Suggestions for incorporating technology, such as online exercises and multimedia resources.
- Approaches for managing mixed-level classes, ensuring all students are appropriately challenged and supported.

- Supplementary Resources and Materials

To enrich classroom experience, the teacher's edition includes:

- Audio scripts and transcripts, facilitating listening comprehension and pronunciation practice.
- Visual aids and flashcards, for engaging visual learning.
- Assessment tools, including quizzes and review exercises aligned with the unit content.
- Extra practice activities for homework or reinforcement.

- Focus on Skill Development and Integration

The book emphasizes integrated skills, reflecting real-life communication scenarios. It provides activities that blend listening, speaking, reading, and writing, encouraging students to develop a holistic language proficiency.

Pedagogical Foundations and Educational Philosophy

Emphasis on Communicative Competence

At its core, the Interchange series promotes the development of communicative competence—the ability to use language effectively and appropriately in social contexts. The teacher's guide underscores the importance of:

- Authentic communication activities that simulate real-life interactions.
- Role-plays, discussions, and problem-solving tasks to foster fluency and confidence.
- Contextualized vocabulary and grammar instruction that prioritize usage over rote memorization.

Learner-Centered Approach

The edition advocates for a shift from teacher-centered to learner-centered classrooms, encouraging:

- Active student participation.
- Personalized learning paths through flexible activity choices.
- Feedback and formative assessment to guide continuous improvement.

Cultural Awareness and Inclusivity

Recognizing the importance of cultural competence, the teacher's book includes guidance on integrating multicultural content and promoting inclusive classroom environments.

Practical Applications in the Classroom

Effective Lesson Planning

Using the teacher's edition, educators can craft lessons that are:

- Structured yet flexible, allowing adjustments based on student dynamics.
- Goal-oriented, with clear objectives for each session.
- Engaging, leveraging multimedia and interactive activities.

Managing Diverse Learner Needs

The detailed teaching notes facilitate differentiation by providing:

- Strategies for supporting weaker learners, such as scaffolding techniques.
- Extensions for advanced students, through additional challenges.
- Assessment tools to monitor progress and tailor future lessons.

Incorporating Technology and Multimedia

The teacher's edition encourages the integration of digital resources, including:

- Online quizzes and interactive exercises.
- Video materials that depict real-life scenarios.
- Language learning apps to supplement classroom activities.

Assessment and Feedback

With built-in assessment tools, teachers can:

- Conduct formative assessments to identify areas needing reinforcement.
- Use quizzes and review exercises to evaluate understanding.
- Provide constructive feedback that motivates and guides learners.

Benefits and Challenges

Advantages for Educators

- Comprehensive guidance reduces preparation time and increases confidence.
- Alignment with modern pedagogical standards ensures relevance.
- Rich supplementary materials enhance lesson diversity and engagement.
- Support for inclusive practices fosters equitable learning environments.

Potential Challenges

- Adapting to diverse classroom contexts may require additional customization.
- Technical integration depends on access to digital tools and infrastructure.
- Balancing curriculum demands with creative teaching approaches.

Final Thoughts

The Interchange3 Teacher 3rd Edition Teacher Book embodies a modern, pedagogically sound approach to teaching English as a second language. Its detailed lesson plans, strategic insights, and comprehensive resources make it an invaluable asset for both novice and experienced educators. By emphasizing communication, learner engagement, and cultural awareness, the resource equips teachers to create dynamic, inclusive, and effective language learning environments.

In an era where language education continually adapts to technological and societal changes, this teacher's edition provides a stable foundation, empowering teachers to inspire confidence, foster skills, and ultimately, help learners achieve their language goals. Whether used in traditional classrooms or blended learning settings, the Interchange3 Teacher book stands as a testament to effective, learner-centered teaching.

In conclusion, for educators seeking a reliable, comprehensive guide to delivering engaging English lessons, the Interchange3 Teacher 3rd Edition Teacher Book offers a balanced blend of pedagogical wisdom, practical tools, and innovative strategies. Its thoughtful design aligns with contemporary educational standards, making it a must-have resource for shaping proficient, confident communicators of tomorrow.

QuestionAnswer What are the main features of the Interchange 3 Teacher's Book (Teacher Edition) for the Teacher 3rd Edition? The Interchange 3 Teacher's Book for Teacher 3rd Edition includes detailed lesson plans, answer keys, teaching tips, and supplementary activities designed to

support teachers in delivering effective lessons and enhancing student engagement. How does the Interchange 3 Teacher's Book facilitate lesson planning for teachers? It provides structured lesson frameworks, clear objectives, suggested timings, and additional teaching resources, making lesson planning more efficient and comprehensive. Is the Interchange 3 Teacher's Book suitable for both new and experienced teachers? Yes, it offers guidance suitable for teachers at all experience levels, including teaching strategies, classroom management tips, and differentiated activities to accommodate diverse learners. Does the Teacher's Book include answer keys for student exercises? Yes, the Teacher's Book contains complete answer keys for all student exercises, enabling teachers to quickly assess and provide feedback. Are there additional resources or digital components included with the Interchange 3 Teacher's Book? While the physical Teacher's Book mainly contains print resources, supplemental digital materials such as online practice activities and audio files are often available through the accompanying digital platform or teacher resources website. How does the Interchange 3 Teacher's Book support differentiated instruction? It offers varied activity suggestions, extra practice options, and extension ideas to help teachers tailor lessons to meet the diverse needs of their students. Where can I purchase or access the Interchange 3 Teacher's Book (Teacher Edition)? The Teacher's Book can be purchased through major educational publishers, online bookstores, or accessed via official Interchange teacher resource websites, often requiring a teacher account or subscription.

Related keywords: interchange 3 teacher's edition, interchange 3rd edition teacher book, interchange teacher resource, interchange 3 teacher guide, interchange 3 student book, interchange 3 workbook, interchange teacher materials, interchange 3 classroom resource, interchange 3 teaching guide, interchange 3 teacher manual

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