

Dance Teacher Job Application Letter Sample Latest Edition

Dance Teacher Job Application Letter Sample: Your Guide to Crafting a Standout Cover Letter

When applying for a dance teacher position, your cover letter is your first opportunity to make a positive impression on potential employers. A well-written dance teacher job application letter sample not only showcases your skills and experience but also demonstrates your passion for dance and your ability to inspire students. In this article, we will explore essential tips, a comprehensive sample, and how to tailor your letter to stand out in a competitive job market.

Understanding the Importance of a Strong Dance Teacher Application Letter

A compelling application letter is more than just a formal introduction; it's your chance to communicate your unique qualities and convince hiring managers that you are the ideal candidate. For dance teachers, it's particularly important to highlight not only your technical expertise but also your ability to motivate and connect with students.

Why a Well-Crafted Application Letter Matters:

- Showcases your communication skills and professionalism
- Highlights your dance expertise and teaching philosophy
- Differentiates you from other applicants
- Provides a glimpse into your personality and passion for dance

Key Elements of an Effective Dance Teacher Job Application Letter

To create a compelling application, your letter should include specific sections that clearly convey your suitability for the role.

1. Contact Information and Greeting

- Include your full name, phone number, email address, and date.
- Address the letter to the hiring manager by name if possible; if not, use a professional greeting like "Dear Hiring Committee" or "Dear Dance Department Head."

2. Introduction Paragraph

- Mention the position you are applying for.
- State how you learned about the vacancy.
- Offer a brief overview of your experience and enthusiasm for the role.

3. Body Paragraphs

- Highlight your relevant dance and teaching experience.
- Demonstrate your teaching philosophy and approach.
- Include specific achievements or certifications.
- Explain why you are interested in working at that particular institution or studio.

4. Closing Paragraph

- Express your enthusiasm and confidence.
- Invite the employer to contact you for an interview.
- Thank the reader for their time and consideration.

5. Professional Closing

- Use a closing phrase like "Sincerely" or "Best regards," followed by your full name.

Sample Dance Teacher Job Application Letter

Below is a comprehensive dance teacher job application letter sample to guide your writing process:

Dear Ms. Johnson,

I am excited to submit my application for the Dance Instructor position at Bright Steps Dance Academy, as advertised on your website. With over five years of experience teaching ballet, jazz, and contemporary dance to students of all ages, I am confident in my ability to contribute to your vibrant team and inspire students to reach their full potential.

Throughout my career, I have developed a teaching style that emphasizes technical mastery, artistic expression, and fostering a love for dance. I hold a Bachelor of Fine Arts in Dance from the University of California and am certified by the National Association of Dance Teachers. My

experience includes leading beginner to advanced classes, choreographing performances, and preparing students for competitions and recitals.

At my previous position at Downtown Dance Studio, I successfully increased student engagement and improved performance outcomes by implementing innovative teaching methods tailored to individual learning styles. I am passionate about creating a positive and inclusive environment where students feel confident and motivated. I believe that dance is not only an art form but also a powerful tool for building discipline, confidence, and teamwork.

I am particularly drawn to Bright Steps Dance Academy because of your commitment to nurturing young dancers and fostering community through the arts. I am eager to bring my enthusiasm, creativity, and dedication to your team and to help your students develop their skills and love for dance.

Thank you for considering my application. I would welcome the opportunity to discuss how my background and skills align with your needs. Please feel free to contact me at (555) 123-4567 or via email at [\[email protected\]](#) to schedule an interview.

Sincerely,

Jane Doe

Tips for Customizing Your Dance Teacher Application Letter

To maximize your chances of landing an interview, personalize your application letter to fit each specific position.

1. Research the Institution

- Understand their teaching philosophy, dance styles, and target age groups.
- Mention specific programs or initiatives they offer.

2. Highlight Relevant Experience

- Focus on the dance styles and age groups most relevant to the job.
- Include any experience with choreography, competitions, or special needs students.

3. Showcase Your Teaching Philosophy

- Communicate your approach to student development.
- Emphasize your ability to motivate and adapt to different learning styles.

4. Include Certifications and Professional Development

- List any relevant dance certifications, CPR, first aid, or teaching credentials.
- Mention workshops, seminars, or additional training.

5. Use Keywords for SEO Optimization

- Incorporate keywords such as "dance instructor," "dance teacher," "ballet," "jazz," "choreography," and "student engagement" to ensure your application is discoverable online.

Additional Resources and Sample Templates

If you're looking for more inspiration, consider using online templates tailored for dance teachers. Many career websites and educational platforms offer downloadable samples that you can customize.

Sample Template Outline:

- Header with your contact details
- Recipient's name and address
- Introductory paragraph stating the position and your interest
- Body paragraphs highlighting experience, skills, and achievements
- Closing paragraph with call to action
- Professional sign-off

Final Tips for Writing a Standout Dance Teacher Application Letter

- Keep your letter concise, ideally one page.
- Proofread carefully to avoid grammatical errors.
- Use a professional tone but let your passion for dance shine through.
- Attach your resume, portfolio, or links to videos of your choreography if applicable.
- Follow the application instructions precisely, including submission format and deadline.

In Summary

A well-crafted dance teacher job application letter sample serves as your personal marketing tool, showcasing your skills, experience, and passion for dance. By understanding the key elements, customizing your letter to each opportunity, and maintaining professionalism, you increase your chances of securing an interview and landing your dream teaching position. Remember, your enthusiasm and dedication can resonate through your words?so let your love for dance shine in every sentence!

Dance Teacher Job Application Letter Sample: A Comprehensive Guide to Crafting an Effective Application Letter

When applying for a dance teacher position, your application letter is often your first opportunity to make a strong impression. A well-crafted dance teacher job application letter sample can showcase your passion for dance, teaching skills, and professional experience in a compelling way. In this guide, we will break down the essential elements that make a successful application letter, provide a detailed sample, and offer tips to help you stand out in a competitive field.

Why a Strong Application Letter Matters

Before diving into the specifics of writing your application letter, it's important to understand why it plays a critical role in your job search. Your application letter:

- Introduces you to the employer
- Highlights your relevant skills and experience
- Demonstrates your enthusiasm for teaching dance
- Provides insight into your personality and teaching philosophy
- Sets the tone for your resume and interview

A dance teacher job application letter sample serves as a template you can adapt, ensuring your application is professional, personalized, and persuasive.

Key Components of a Dance Teacher Job Application Letter

A successful application letter generally contains the following sections:

- Header and Salutation
- Your contact information (name, address, phone number, email)
- Date

- Employer's contact information (name, title, organization, address)
- Proper salutation (e.g., "Dear Hiring Manager," or "Dear Mr./Ms. [Last Name],")

- Opening Paragraph

- State the position you're applying for
- Mention where you found the job listing
- Express your enthusiasm for the role
- Briefly introduce your background

- Body Paragraph(s)

- Highlight your relevant teaching experience
- Showcase your dance training and certifications
- Describe your teaching philosophy and approach
- Mention specific achievements or notable performances
- Connect your skills to the organization's needs

- Closing Paragraph

- Reiterate your interest
- Express willingness for an interview
- Thank the employer for their time
- Include a professional closing (e.g., "Sincerely,")

- Signature

- Your handwritten signature (if submitting a hard copy)
- Your typed name

Sample Dance Teacher Job Application Letter

Below is a detailed sample to serve as a dance teacher job application letter sample that

incorporates best practices:

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Title]

[Organization/School Name]

[Address]

[City, State, ZIP Code]

Dear Mr./Ms. [Last Name],

I am writing to express my interest in the Dance Teacher position at [Organization/School Name], as advertised on [Job Board/Website]. With over five years of experience instructing students of all ages in various dance styles—including ballet, jazz, contemporary, and hip-hop—I am excited about the opportunity to contribute to your vibrant dance program. My passion for inspiring students and fostering a love for movement aligns well with your organization's mission, and I am confident that my skills and enthusiasm make me a strong candidate for this role.

Throughout my career, I have developed a teaching philosophy centered on nurturing each student's individual talents while encouraging a positive and inclusive classroom environment. I hold a Bachelor of Fine Arts in Dance from [University Name] and am certified in First Aid and CPR. My experience includes instructing at [Previous Organization], where I designed curriculum for beginner to advanced levels and organized annual performances that celebrated student achievements. I am adept at adapting teaching methods to accommodate diverse learning styles and age groups, ensuring all students feel motivated and supported.

In my previous role at [Previous Organization], I successfully increased student participation by implementing engaging lesson plans and incorporating creative choreography. I also worked closely with parents and community members to organize recitals and dance workshops, enhancing the organization's visibility and fostering community engagement. My dedication to continuous professional development has led me to attend workshops on the latest dance techniques and teaching strategies, which I consistently integrate into my lessons.

I am particularly drawn to [Organization/School Name] because of your commitment to promoting dance as an art form and fostering a supportive learning environment. I am eager to bring my energy, creativity, and expertise to your team and inspire students to reach their full potential. I would welcome the opportunity to discuss how my background and skills can benefit your organization.

Thank you for considering my application. I look forward to the possibility of contributing to [Organization/School Name] and am available at your convenience for an interview. Please feel free to contact me at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

Tips for Customizing Your Application Letter

To craft a compelling dance teacher job application letter sample, consider the following tips:

- Personalize your letter: Address it to the specific hiring manager whenever possible.
- Highlight relevant experience: Focus on dance styles, teaching environments, and student demographics similar to the prospective job.
- Showcase your passion: Convey genuine enthusiasm for dance and teaching.
- Quantify achievements: Mention specific successes, such as student awards, performance numbers, or program growth.
- Align with the organization's values: Research the organization's mission and tailor your letter to reflect shared goals.
- Keep it concise and error-free: Limit your letter to one page and proofread meticulously.

Additional Resources

- Resume and Cover Letter Templates: Use professional templates to ensure your documents are polished.

- Dance Certifications and Training: Include any relevant credentials to add credibility.
- Portfolio or Demo Reel: Consider linking to a dance portfolio or video demonstrating your teaching or performance skills.

Final Thoughts

A well-structured dance teacher job application letter sample not only presents your qualifications but also communicates your personality and passion for dance education. By following the outlined components and customizing your letter to fit each position, you increase your chances of landing an interview and ultimately securing your ideal teaching role. Remember, your application letter is your chance to tell your story?make it engaging, authentic, and professional.

Good luck with your job search, and may your passion for dance continue to inspire others!

Question What should be included in a dance teacher job application letter sample? A comprehensive dance teacher application letter should include your contact information, a professional greeting, a brief introduction highlighting your experience, specific skills related to dance teaching, reasons for applying to the particular school or studio, and a closing statement expressing enthusiasm and availability for an interview. **Answer** How can I make my dance teacher job application letter stand out? To stand out, tailor your letter to the specific position, highlight unique teaching methods or certifications, include examples of successful student outcomes, demonstrate passion for dance and teaching, and ensure the letter is well-structured and free of errors. Are there any common mistakes to avoid in a dance teacher application letter sample? Yes, common mistakes include being too generic, lacking specific examples of teaching experience, grammatical errors, using an overly casual tone, and failing to customize the letter for the particular job or studio. How should I address my dance teacher job application letter? Whenever possible, address the letter to a specific person, such as the hiring manager or studio director. If the name isn't available, use a professional greeting like 'Dear Hiring Manager' or 'Dear [Studio Name] Team.' Can you provide a brief sample of a dance teacher job application letter? Certainly! Here's a brief example: 'Dear Ms. Smith, I am excited to apply for the Dance Teacher position at XYZ Studio. With over five years of teaching ballet and contemporary dance to students of all ages, I am passionate about inspiring students to reach their full potential. My certification in dance education and my experience organizing performances make me a strong candidate. I look forward to the opportunity to contribute to your team. Sincerely, Jane Doe.'

Related keywords: dance instructor cover letter, dance teacher job application, dance teaching resume sample, applying for dance instructor, dance teacher cover letter example, dance educator job application, dance class instructor letter sample, dance teaching position application, dance instruction resume tips, dance teacher job letter format

INTERCHANGE3 TEACHER 3EDITION TEACHER BOOK

interchange3 teacher 3edition 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.

Question 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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