

Answer key

1 Building a career

1.1 About business The education business

123 telemarketing, personal referrals, weekends at Harvard, mail shots, travelling abroad

- 123
a 23,000 applications for the new academic year
b 9% of applications were accepted
c 80% ultimately decided to attend
d 100% of admitted students came from abroad
e 35 staff in Fitzsimmons' team
f \$45,700 - the annual fee for tuition, room and board
g \$60,000 - parents who make less aren't expected to pay
h 8000 alumni volunteers

- 123
1 Purchase high school juniors' names from examination boards.
2 Send 70,000 or so letters to high school juniors.
3 Visit 1-40 US cities and travel to other countries.
4 Send out 8,000 alumni volunteers to identify possible candidates.
5 Sort applications and give a score from one to six.
6 Local subcommittees discuss the case for and against each candidate.
7 Professors, alumni, and students lobby successful candidates by phone.
8 Invite applicants to spend a weekend at Harvard in April.

- 123
a speaker 3
b speaker 1
c speaker 4
d speaker 2

1.2 Vocabulary Education and career

- 123
1 gain 2 acquire 3 improve 4 boost 5 have
6 going to 7 making 8 receive 9 obtain 10 enhance

123
I worked in several departments and gained knowledge about all aspects of the business.
I believe this job will allow me to acquire new skills and boost my earnings.
My gap year in the States definitely improved my employability, and working for IBM certainly enhanced my CV.
On my Business studies course I received tuition from practising managers and obtained experience on work placements.

- 123
1 finance 2 arrange 3 borrow 4 support
5 obtain 6 win 7 subsidise

123
Student A
I wasn't a very motivated student when I was younger, so I failed my exams in 1999 and had to retake them the following summer. I'd already decided I wanted to take a gap year then go to business school, so this time I completed all the coursework and revised thoroughly. I passed easily. I spent a year abroad as an assistant in a secondary school and then went to business school - I'd already applied and successfully attended an interview before revising my exams.
In my second year as an undergraduate, I spent a semester as an intern at Hewlett Packard, which was very rewarding. In fact, I went straight into a job at HP after I graduated the following June. They encouraged me to do a Master's degree by correspondence - I just have to finish writing a dissertation. I need a break now, but I may take a sabbatical to study for an MBA in a few years' time.

123
Student B
I wasn't a very motivated student when I was younger, so I had to retake my exams in 2000 after I failed them the year before. I'd already decided that before going to business school I wanted to take a gap year. I passed easily because this time I completed all the coursework and revised thoroughly. I'd already applied and successfully attended an interview at a business school, so after revising my exams I spent a year abroad as an assistant in a secondary school.
I spent a semester as an intern at Hewlett Packard in my second year as an undergraduate, which was very rewarding. In fact, after I graduated the following June I went straight into a job at HP. I'm now writing a dissertation for a Master's degree by correspondence which HP encouraged me to do. I may take a sabbatical to study for an MBA in a few years' time, but I need a break first.

- 123
1 contacted
2 presented
3 recruited
4 trained
5 met
6 exceeded
7 designed

- 8 implemented
9 managed / motivated
10 motivated / managed
11 the best
12 drew up

- 123
1 to be writing, to take a sabbatical
2 to be laid off, to be made redundant
3 to be promoted, to join a company
4 to quit, to give in your notice
5 to be on assignment, to be transferred
6 to be suspended, to be dismissed

- 123
1 He's intending to quit his job because his company keeps giving him assignments in different countries. He needs to give in his notice three months before he can leave.
2 She was laid off when they modernised the company, then made redundant when they couldn't find any work for her.
3 He's been suspended for not wearing a safety helmet, but he thinks the company want to dismiss him.
4 He joined the company four years ago and has just been promoted.
5 She's on assignment in India, and she's being transferred to Vancouver.
6 He's resting at the moment, and considering taking a sabbatical to write a book.

Name: Bob	Name: Lucy	Name: Mel
Problem: Started up successful electronics company. Resigned when he disagreed with his CEO. Sell shares? What next?	Problem: Previously worked as researcher, teacher, then secretary. Fired for writing stories at work. Do creative writing, course, or look for another job?	Problem: Designed and sold product to local govt. when in high school. Drop out of prestigious business school to start own business?

1.3 Grammar Tense review

123
When I left school I wasn't sure what to do next. I had applied for a place at university, but while I was revising for my exams I had already decided that I didn't feel ready for university. I had read a lot about East Africa, and one day when I was watching a TV documentary about Ethiopia, I suddenly knew that that was where I was going. In fact it was while I was working with an NGO in Ethiopia that I became interested in business.

- 123
1 have just finished
2 am currently working
3 consider
4 has left
5 have agreed
6 have been designing
7 have been looking
8 seems

- 123
1 If I get the job, I will try to make myself available as soon as possible, but I wouldn't be able to start immediately unless IPC agreed to let me go.
2 You see, if I make a commitment, I do my best to respect it.
3 If by any chance the job were based in Kenya, I would take it anyway, even though I'd prefer to use my Amharic.

123
In the short term, I hope (1) I'll become a department manager quite quickly. We expect a lot about research on the MBA, and (2) I'm going to put the theory into practice as soon as I can. On the personal front, (3) I'm getting married next June; over the next couple of years my fiancé (4) is going to write TV and movie scripts, so (5) he is going to be totally mobile and happy to move as necessary.

- 123
Exercise 3
usually present simple
currently present continuous
always present simple
at present present continuous
at the moment present continuous
often present simple

- 123
Exercise 4
never present perfect
just past simple
in present perfect
ago past simple
already present perfect
(not) yet present perfect
when past simple
just present perfect

Chapter 15 Skills And Applications Answers

Dave Prowse



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An Introduction to Sociolinguistics Janet Holmes, Nick Wilson, 2022-02-27 Sociolinguistics is the study of the interaction between language and society In this classic introductory work Janet Holmes and Nick Wilson examine the role of language in a variety of social contexts considering both how language works and how it can be used to signal and interpret various aspects of social identity Divided into three parts this book explains basic sociolinguistic concepts in the light of classic approaches as well as introducing more recent research This sixth edition has been revised and updated throughout using key concepts and examples to guide the reader through this fascinating area including New material on gender social media and online use of language codeswitching and language policy An updated companion website that is fully cross referenced within this book and features video and audio materials and links to useful websites Revised examples and exercises that include new material from Asia and South America Fully updated further reading and references sections An Introduction to Sociolinguistics is an essential introductory text for all students of sociolinguistics and a splendid point of reference for students of English language studies linguistics and applied linguistics Business Communication, 3rd Edition Madhukar R.K., It is a comprehensive textbook especially designed for the students of commerce management and other professional courses It serves both as a learner s text and a practitioner s guide It provides a sharp focus on all relevant concepts and cardinal principles of business communication and adds value to the reader s understanding of the subject Following a need based and sequential approach the book is highly stimulating and leads students to communicate with lan and prepare for work place challenges **CompTIA A+ 220-801 and 220-802 Exam Cram** Dave Prowse, 2012-07-11 Prepare for CompTIA A 220 801 and 220 802 exam success with this CompTIA Authorized Exam Cram from Pearson IT Certification a leader in IT Certification learning and a CompTIA Authorized Platinum Partner This is the eBook version of the print title Note that the eBook does not provide access to the practice test software that accompanies the print book Access to the digital edition of the Cram Sheet is available through product registration at Pearson IT Certification or see instructions in back pages of your eBook Limited Time Offer Buy CompTIA A 220 801 and 220 802 Authorized Exam Cram and receive a 10% off discount code for the CompTIA A 220 801 and 220 802 exams To receive your 10% off discount code 1 Register your product at pearsonITcertification.com register 2 When prompted please enter ISBN number 9780133048223 3 Go to your Account page and click on Access Bonus Content CompTIA A 220 801 and 220 802 Authorized Exam Cram Sixth Edition is the perfect study guide to help you pass CompTIA s A 220 801 and 220 802 exam It provides coverage and practice questions for every exam topic including substantial new coverage of Windows 7 new PC hardware tablets smartphones and professional level networking and security The book presents you with an organized test preparation routine through the use of proven series elements and techniques Exam topic lists make referencing easy Exam Alerts Sidebars and Notes interspersed throughout the text keep you focused on what you need to know Cram Quizzes help you assess your knowledge

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book designed for students and practitioners it uses a problem solving framework to demonstrate how behavior change principles can be applied to practice situations *Presentations in Everyday Life* Isa N. Engleberg, John A. Daly, 2004-02

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