

Answer key

1 Building a career

1.1 About business: The education business

1 telemarketing, personal referrals, weekends at Harvard, mail shots, travelling shows

- 2
- 23,000 applications for the new academic year
 - 9% of applications were accepted
 - 80% ultimately decided to attend
 - 10% of admitted students came from abroad
 - 35 staff in Fitzsimmons' team
 - \$43,700 – the annual tab for tuition, room and board
 - \$60,000 – parents who make less aren't expected to pay
 - 8000 alumni volunteers

- 3
- Purchase high school juniors' names from examination boards.
 - Send 70,000 or so letters to high school juniors.
 - Visit 140 US cities and travel to other countries.
 - Send out 8,000 alumni volunteers to identify possible candidates.
 - Sort applications and give a score from one to six.
 - Local subcommittees discuss the case for and against each candidate.
 - Professors, alumni, and students lobby successful candidates by phone.
 - Invite applicants to spend a weekend at Harvard in April.

- 4
- speaker 3
 - speaker 1
 - speaker 4
 - speaker 2

1.2 Vocabulary: Education and career

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

1 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.

- 2
- finance 2 arrange 3 borrow 4 support
5 obtain 6 win 7 subsidize

3 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 realising 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.

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 realising 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.

- 4
- contacted
 - presented
 - recruited
 - trained
 - met
 - succeeded
 - designed

- 5
- implemented
 - managed / motivated
 - motivated / managed
 - trained
 - clean up

- 6
- to be resting, to take a sabbatical
 - to be laid off, to be made redundant
 - to be promoted, to join a company
 - to quit, to give in your notice
 - to be on assignment, to be transferred
 - to be suspended, to be dismissed

- 7
- 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.
 - She was laid off when they modernised the company; then made redundant when they couldn't find any work for her.
 - He's been suspended for not wearing a safety helmet, but he thinks the company want to dismiss him.
 - He joined the company four years ago and has just been promoted.
 - She's on secondment in Paris, and she's being transferred to Vancouver.
 - He's resting at the moment, and considering taking a sabbatical to write a book.

Name: Bob	Name: Lucy	Name: Neil
Problem: Started up successful electronics company. Resigned when he disagreed with his CEO. Sell shares? What next?	Problem: Previously worked as accountant, 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 gov't. Work in high school. Drop out of prestigious business school to start own business?

1.3 Grammar: Tense review

1 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 I was while I was working with an NGO in Ethiopia that I became interested in business.

- 2
- have just finished
 - am currently working
 - consider
 - has left
 - have agreed
 - have been designing
 - have been looking
 - seems

- 3
- 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 HPC agreed to let me go.
 - You see, if I make a commitment, I do my best to respect it.
 - If by any chance the job over based in Kenya, I would take it anyway, even though I'd prefer to use my *Ambac*.

4 In the short term, I hope (1) I'll become a department manager quite quickly. We learnt a lot about management 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.

5

usually	present simple
currently	present continuous
always	present simple
at present	present continuous
at the moment	present continuous
often	present simple

Exercise 6

over	present perfect
in	past simple
never	present perfect
ago	past simple
already	present perfect
(not) yet	present perfect
when	past simple
just	present perfect

Chapter 1resources Answer Key

**Daniel Elling,Michael OKeefe,Bob
Elling**

Chapter 11resources Answer Key:

Salesforce Certified Platform Administrator Study Guide Mike Wheeler,2025-10-07 Whether you re starting your Salesforce journey planning a career shift or curious about cloud computing and customer relationship management CRM this practical book is the source you need Packed with foundational knowledge and practical insights the Salesforce Certified Platform Administrator Study Guide demystifies the cloud CRM and the entire Salesforce ecosystem Author Mike Wheeler who holds eight Salesforce certifications and has worked as a Salesforce administrator developer trainer and consultant leads you through the certification process and shows you how to navigate Salesforce with confidence This book equips you to apply best practices in administration data management customization and security while preparing for the certification exam With this guide you will Understand Salesforce s core concepts and architecture as the leading CRM platform Learn key administration practices from managing data to configuring security and customization Prepare for the Salesforce Platform Administrator Certification with complete coverage of all knowledge areas Assess your exam readiness with chapter ending quizzes and a realistic full length practice test with detailed answer explanations Mike Wheeler founder of Rapid Reskill and Velza holds eight Salesforce certifications and has worked as an administrator developer trainer and consultant Since 2016 he s taught hundreds of thousands online to use Salesforce gain certifications and build careers with a focus on Salesforce and AI training and consulting

Instructor's Resource Manual with Test Items: Assessment John Salvia,1991

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Teacher's Manual and Resource Guide Edward L. Biller, 1977 PGT Commerce - Unit 8 Human Resource Management & Marketing Management (2025 Edition) - Self Study Series Book Dheeraj K Singh and Daniel Robert, The book is specially written for PGT Commerce examinations like KVS NVS DSSSB HTET Level III UP PGT All other state level teaching examinations The book is an attempt to clarify the theoretical concept and provide practical problem solving aptitude to crack the objective type examinations This book also contains a scanner of questions asked in previous exams Besides this there is a chapter wise segregation of the exam questions

Dark Suspicions Teacher's Resource Guide Saddleback Educational Publishing, 2012-09-01 Written for young adults the Urban Underground series confronts issues that are of great importance to teens such as friendship loyalty drugs gangs abuse urban blight bullies and self esteem to name a few More than entertainment these books can be a powerful learning and coping tool when a struggling reader connects with credible characters and a compelling storyline The highly readable style and mature topics will appeal to young adult readers of both sexes and encourage them to finish each novel The Teacher s Resource Guides provide 10 pages of activities and reproducible worksheets per novel to support the books and extend students reading skills Simply select and print the activities that you need A key at the end of each guide provides answers and sample responses The activities give lower level readers the tools to construct extend and examine the meaning of text

Teacher's Manual and Resource Guide for Exploring the Sciences Herbert Drapkin, 1964 Instructor's Resource Manual with Test Items Lesie A. Swetnam, 2001

Instructor's Resource Guide for Basic Mathematics, Fifth Edition Mervin Laverne Keedy,1987 **Instructor's Resource Manual to Accompany Through the Eyes of a Child** Donna E. Norton,1991 *Instructors Resource Manual* Daniel Elling,Michael OKeefe,Bob Elling,2001-12 **Science in Your World: Teacher resource masters** Jay K. Hackett,1991 **Teacher's resource book** Diana B. Carlin,1989 **Instructor's Resource Manual with Test Bank and Powerpoint Lecture Cd** Fremgen,2005 **Networking Essentials Exam Guide** Dan York,1997 This guide offers complete preparation for exam 70 58 Networking Essentials a key test required for MCSE certification Written by a team of experts the book covers all tested areas and includes case study questions to help readers build real world savvy while studying for the exam The CD offers integrated skills assessment tests chapter review tests and a final exam

Chapter 11resources Answer Key: Bestsellers in 2023 The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous captivating novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the captivating narratives that have captivated audiences this year. The Must-Read : Colleen Hoovers "It Ends with Us" This poignant tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids absorbing storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Chapter 11resources Answer Key : Delia Owens "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens spins a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and thrilling novel that will keep you guessing until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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