

# 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

- 123  
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
<b>Problem:</b> Started up successful electronics company. Resigned when he disagreed with his CEO. Sell shares? What next?	<b>Problem:</b> Previously worked as researcher, teacher, then secretary. Fired for writing stories at work. Do creative writing, course, or look for another job?	<b>Problem:</b> 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 6  
never present perfect  
just past simple  
in present perfect  
never present perfect  
ago past simple  
already present perfect  
(not) yet present perfect  
when past simple  
just present perfect

# Answer Key Chapter 1 Kinns The Medical Assistant

**M Walker**



## **Answer Key Chapter 1 Kinn's The Medical Assistant:**

*Cumulated Index Medicus*, 1976      *The Freemason and Masonic Illustrated. A Weekly Record of Progress in Freemasonry*, 1877      **The Gardener's Magazine**, 1908      *Study Guide for Kinn's the Medical Assistant* Alexandra Patricia Young, Deborah B. Proctor, Alexandra Patricia Adams, 2007-03 This guide enhances understanding of the theory and applications presented in Kinn's *The Medical Assistant An Applied Learning Approach* 10th Edition Specially designed to parallel material in the book this helpful study guide provides in depth study and review of the most important medical assisting concepts and skills Each chapter is filled with pedagogical features that help enhance the teaching and learning experience including chapter outlines and learning objectives as well as relevant material focusing on personal qualities skills responsibilities types of patient education and legal ethical issues A variety of exercises test content knowledge and critical thinking skills including vocabulary review multiple choice fill in the blank and true false questions End of chapter quizzes test understanding of concepts presented in the entire chapter Procedure Checklists for every procedure covered in the main text Students can tear out the checklists and provide to the instructor for evaluation English Spanish terms help bilingual students master key content The most current content and competencies associated with CAAHEP and ABHES including IV Therapy Patient Education and Documentation Cross references from the Connections theme in each chapter of the main text to relevant exercises in study guide Additional exercises such as Skills Concepts Word Puzzles Case Studies Work Applications and Internet Activities enhance the learning experience      **Part - Study Guide for Kinn's the Medical Assistant** Deborah B. Proctor, 2013-08-19 PART Study Guide for Kinn's *The Medical Assistant*      **Study Guide for Kinn's The Administrative Medical Assistant - E-Book** Brigitte Niedzwiecki, Julie Pepper, P. Ann Weaver, 2022-06-24 Designed to support the trusted content in Kinn's *The Administrative Medical Assistant* 14th Edition this study guide and procedure checklist manual is the essential review and practice companion to reinforce key concepts encourage critical thinking and ensure you master and apply administrative medical assisting content This robust companion guide offers a wide range of exercises to reinforce your understanding of common administrative skills including new certification preparation questions that offer additional practice for certification exams a review of medical terminology and anatomy and need to know workplace applications Trusted for more than 60 years as a key part of the student journey from classroom to career it also features competency checklists to clearly assess your performance and progression from day one until you land your first job as a Medical Assistant Comprehensive coverage of all administrative procedures gives you an overview of everything you need to know to work in a medical office job Hundreds of practice questions test your knowledge and critical thinking skills with vocabulary review multiple choice fill in the blank and true false questions Skills practice workplace applications and online activities promote your critical thinking skills Procedure checklists help you track your performance toward mastery of key skills and job readiness Work products allow you to provide documentation to instructors or file in professional portfolios

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