

Answer key

1 Building a career

1.1 About business The education business

1 **Business** personal referrals, weekends at Harvard, mail shots, travelling shows

2 **Business**
a 23,000 applications for the new academic year
b 90% of applications were accepted
c 80% ultimately decided to attend
d 50% of admit test attendees came from abroad
e 25% said the 'international' issue
f 545,700 - the annual fee for tuition, room and board
g 260,000 - parents who make less than £10,000 expected to pay
h 1000 student volunteers

3 **Business** 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 20,000 alumnae volunteers to identify possible candidates;
Sort applications and give a score from one to six;
Local admissions officers discuss their case for and against each candidate;
Professors, alumni, and students lobby successful candidates by phone;
Invite applicants to special weekend at Harvard in April.

4 speaker 3
b speaker 1
c speaker 4
d speaker 2

1.2 Vocabulary Education and career

1 **Business** 1 gain 2 acquire 3 improving 4 boosting 5 have
6 going to 7 seeking 8 receive 9 obtain 10 enhance

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.

2 **Business** 1 finance 2 arrange 3 business 4 support
5 obtain 6 win 7 substitute

Student A
I wasn't very motivated at all when I was younger, so I failed my exams in 2009 and had to retake them the following summer. I'd already decided I wanted to take a gap year there 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 finishing my exams.
In my second year as an undergraduate, I spent a semester as an intern at New York's Philharmonic, which was very rewarding. In fact, I went straight into a job at TEP 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 very motivated at all when I was younger, so I had to retake my exams in 2009 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 retaking my exams I spent a year abroad as an assistant in a secondary school.
I spent a semester as an intern at New York's Philharmonic 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 TEP. I'm now writing a dissertation for a Master's degree by correspondence which IBM 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.

3 contacted
2 presented
3 recruited
4 retained
5 used
6 exceeded
7 designed

8 implemented
9 managed 10 motivated
11 motivated 12 managed
13 offered
14 drew up

15 **Business** to be meeting, to take a sabbatical
16 to be laid off, to be made redundant
17 to be promoted, to join a company
18 to quit, to give in your notice
19 to be assigned, to be transferred
20 to be transferred, to be dismissed

21 **Business** It's interesting 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.
22 She was laid off when they modernised the company, then made redundant when they couldn't find any work for her.
23 He's been suspended for not wearing a safety helmet, but he thinks the company wants to dismiss him.
24 He joined the company four years ago and has just been promoted.
25 She's on sabbatical in Spain, and she's being transferred to Vancouver.
26 He's writing at the moment, and considering taking a sabbatical to write a book.

Number: Bob	Number: Lucy	Number: Bill
Problems: Set up a successful electronics company. Resigned when he disagreed with his CEO. Still shares? What now?	Problems: Previously worked as a researcher, teacher, then secretary. Fired for writing stories at work. Do creative writing course, or look for another job?	Problems: Designed and sold product to local government 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 need to study 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.

2 **Business** past, finished
2 am currently working
3 consider
4 has left
5 have agreed
6 have been designing
7 have been looking
8 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 BBC agreed to let me go.
2 You see, if I make a comment now, 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.

In the short term, I hope to become a department manager quite quickly. I've been a bit 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.

Exercise 3	
usually	present simple
occasionally	present continuous
always	present simple
at present	present continuous
at the moment	present continuous
often	present simple
Exercise 4	
ever	present perfect
in	past simple
recently	present perfect
ago	past simple
already	present perfect
(not) yet	present perfect
just	past simple
	present perfect

Answer Key Chapter1kinns The Medical Assistant

M Walker

Answer Key Chapter1kinns 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

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Assistant Deborah B. Proctor,2013-08-19 PART Study Guide for Kinn's The Medical Assistant **Study Guide for Kinn's**

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