

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 10,000 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 gains - 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 finance - 2 manage - 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 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 finishing my exams.

My second year as an undergraduate, I spent a semester as an intern at New York Pictures, which was very rewarding. In fact, I went straight into a job at IIP 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 Pictures 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 IIP. I'm now writing a dissertation for a Master's degree by correspondence which IIP 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 / motivated
10 motivated / managed
11 offered
12 given up

13
a to be meeting, to take a sabbatical
b to be laid off, to be made redundant
c to be promoted, to join a company
d to quit, to give in your notice
e to be sent, to be transferred
f to be transferred, to be dismissed

14
1 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.
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 wants to dismiss him.
4 He joined the company four years ago and has just been promoted.
5 She's on sabbatical in the USA, and she's being transferred to Vancouver.
6 He's working at the moment, and considering taking a sabbatical to write a book.

Number: Bob	Number: Lucy	Number: Bill
Problems: She set up a successful electronics company. Resigned when her 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 govt. when 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 go to 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 I have just finished
2 am currently working
3 consider
4 has left
5 have agreed
6 have been designing
7 have been looking
8 seem

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
(just) yet	present perfect
just	past simple
	present perfect

Answer Key Chapterkinns The Medical Assistant

Mary E Kinn, CPS Cma-A,Kinn,Woods

Answer Key Chapterkinns The Medical Assistant:

Kinn's Medical Assisting Fundamentals Brigitte Niedzwiecki, Julie Pepper, P. Ann Weaver, 2018-08-31 Launch your Medical Assisting career with Kinn's Medical Assisting Fundamentals Administrative and Clinical Competencies with Anatomy RMA and CMAS from American Medical Technologist CCMA and CMAA from the National Healthcare Association NCMA from the National Center for Competency Testing and CMAC from the American Medical Certification Association Emphasis on anatomy and physiology along with pathology signs symptoms diagnostic procedures and treatments enables you to meet key competencies Strong focus on medical terminology includes feature boxes that highlight chapter related medical terminology to help you learn word parts pronunciation and definitions Math exercises embedded throughout the text challenge you to sharpen your math skills Procedures are mapped to CAAHEP and ABHES accreditation standards down to the step offer rationales for each step and can be conveniently performed in the classroom Customer Service boxes in appropriate chapters help you develop the soft skills that employers seek when hiring Medical Assistants Applied learning approach introduces a case scenario at the beginning of each chapter and then revisits it throughout the chapter to help you understand new concepts as they are presented Chapter learning tools include vocabulary with definitions critical thinking applications and content that ties directly to the order of learning objectives Pharmacology glossary of the top 100 150 most common over the counter and prescription medications gives you quick access to pronunciation guides generic and trade names and drug classification *Kinn's Medical Assisting Fundamentals: Administrative and Clinical Competencies with Anatomy & Physiology - E-Book* Brigitte Niedzwiecki, 2026-02-06 Master the clinical and administrative competencies you need to succeed as a medical assistant Kinn's Medical Assisting Fundamentals 3rd Edition covers the administrative and clinical knowledge skills and procedures that are essential to patient care A reader friendly approach and focus on foundational content including medical terminology anatomy and physiology basic math calculations and soft skills give you a solid understanding of the key skills and procedures at the heart of medical assisting practice An applied learning approach organizes content around realistic case scenarios This edition addresses all revised CAAHEP ABHES competencies including intravenous procedures catheterization and limited scope radiography to address competencies approved in many states Kinn's Medical Assisting Fundamentals offers an all in one solution with its expanded Evolve companion website that provides additional practice and reinforcement of key concepts This practical text will prepare you to launch a successful medical assisting career Easy to understand writing style is appropriate for all levels of learners in all types of medical assisting programs Emphasis on foundational content includes in depth coverage of anatomy and physiology medical terminology basic math calculations and job readiness Illustrated step by step procedure boxes demonstrate how to perform and document key administrative and clinical skills Competency aligned content also supports medical assisting certification test plans to help you prepare for board examinations Real world scenario in each chapter presents a situation for you to

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Wise,1989 *Medical Assisting* Phyllis Theiss Bayt,1984

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