

# Answer key

## 1 Building a career

### 1.1 About business The education business

**1** **Business**  
advertisements, 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 \$45,700 - the annual fee for tuition, room and board  
g \$60,000 - parents who make less aren't expected to pay  
h 10,000 student volunteers

**3** **Business**  
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 80,000 admit 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** **Business**  
a 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 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.  
In my second year as an undergraduate, I spent a semester as an intern at Newgate Pictures, which was very rewarding. In fact, I went straight into a job at ITP after I graduated the following June. They encouraged me to do a Master's degree by correspondence - I just love 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 Newgate 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 ITP. I'm now writing a dissertation for a Master's degree by correspondence which ITP 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** **Business**  
1 contacted  
2 presented  
3 recruited  
4 retained  
5 used  
6 exceeded  
7 designed

**8** **Business**  
1 implemented  
2 managed 3 motivated  
3 motivated 4 managed  
4 offload  
5 turn up

**9** **Business**  
1 to be meeting, 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 transferred, to be dismissed

**10** **Business**  
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 writing 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 It's a long time since, and considering taking a sabbatical to write a book.

Number: Bob	Number: Lucy	Number: Bill
<b>Problems:</b> She set up a successful electronics company. Resigned when her disagreed with his CEO. Still shares? What now?	<b>Problems:</b> Previously worked as a researcher, teacher, then secretary. Fired for writing stories at work. Do creative writing course, or look for another job?	<b>Problems:</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

**1** **Business**  
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** **Business**  
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 seem

**3** **Business**  
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 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.

**4** **Business**  
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.

<b>Exercise 3</b>	
usually	present simple
occasionally	present continuous
always	present simple
at present	present continuous
at the moment	present continuous
often	present simple
<b>Exercise 4</b>	
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 Chapter7 Medical Assistant

**Deborah B. Proctor**

## **Answer Key Chapter7 Medical Assistant:**

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Student Workbook to accompany Administrative Procedures for Medical Assisting Barbara Ramutkowski, Kathryn Booth, Donna Pugh, Sharion Thomson, Leesa Whicker, 2004-08-11 Administrative Procedures for Medical Assisting 2nd edition addresses the most current competencies for CMA certification. CPR procedures, coding and insurance, billing requirements, HIPAA regulations and OSHA guidelines. It retains its thorough coverage of procedures. It trains students on medical office administrative procedures and equipment, infection control and much more. **Glencoe Administrative Procedures for Medical Assisting: A Patient-Centered Approach, Student Workbook** Cindy Keller, Abdulai Barrie, Cindy Abel, Barbara Ramutkowski, Laurie Dazarow, 1998-08-12 *The Herald of Health*, 1875 Herald of Health, 1875 **Clinical Medical Assisting** Wilburta Q. Lindh, Marilyn S. Pooler, Carol D. Tamparo, PhD, CMA-A, Barbara M. Dahl, Carol D. Tamparo, Lindh, Pooler, Dahl, 2005-12 This Workbook is part of a dynamic learning system that helps reinforce the essential competencies needed to become a successful multiskilled medical assistant. It will challenge you to apply the chapter information from Delmar's Clinical Medical Assisting Third Edition while employing critical thinking skills. Delmar is a part of Cengage Learning. Wisconsin Lawyer, 1991 *Administrative Medical Assisting* Marilyn Takahashi Fordney, Joan Johnson Follis, 1998

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