

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 10% 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

- 8 implemented
9 managed / motivated
10 motivated / managed
11 checked
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
Problem: Started up successful electronics company. Resigned when he disagreed with his CEO. Sell shares? What next?	Problem: Previously worked as researcher, 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 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 Chapterkinns The Medical Assistant

Brigitte Niedzwiecki,Julie Pepper



Answer Key Chapterkinns The Medical Assistant:

Part - Study Guide for Kinn's the Medical Assistant Deborah B. Proctor,2013-08-19 PART Study Guide for Kinn s The Medical Assistant *Kinn's The Medical Assistant - E-Book* Brigitte Niedzwiecki,Julie Pepper,2022-11-20 Selected for Doody s Core Titles 2024 in Medical Assisting More than any other product on the market the most successful Medical Assistants begin their careers with Kinn Known for more than 65 years for its alignment with national curriculum standards Kinn s The Medical Assistant An Applied Learning Approach 15th Edition teaches the real world administrative and clinical skills essential for a career in the modern medical office always with a focus on helping you apply what you ve learned This edition features a new unit on advanced clinical skills and expanded content on telemedicine infection control related to COVID 19 IV therapy radiology rehabilitation insurance coding privacy data security and much more With its approachable writing style appropriate for all levels of learners and a full continuum of separately sold adaptive solutions real world simulations EHR documentation experience and HESI remediation and assessment quickly master the leading skills to prepare for certification and a successful career in the dynamic and growing Medical Assisting profession Comprehensive coverage of all administrative and clinical procedures complies with accreditation requirements Step by step illustrated procedures include rationales and a focus on professionalism Electronic health record EHR coverage provides access to hands on activities using SimChart for the Medical Office sold separately Applied learning approach incorporates threaded case scenarios and critical thinking applications Patient education and legal and ethical features at the end of each chapter reinforce legal and communications implications within Medical Assisting practice Key vocabulary terms and definitions are presented at the beginning of each chapter highlighted in text discussions and summarized in a glossary for quick reference NEW Content aligns to 2022 Medical Assisting educational competencies NEW Advanced Clinical Skills unit features three new chapters on IV therapy radiology basics and radiology positioning to support expanded medical assisting functions NEW Coverage of telemedicine enhanced infection control related to COVID 19 and catheterization NEW Procedures address IV therapy limited scope radiography applying a sling and coaching for stool collection UPDATED Coverage of administrative functions includes insurance coding privacy data security and more UPDATED Online practice exam for the Certified Medical Assistant matches 2021 test updates EXPANDED Information on physical medicine and rehabilitation EXPANDED Content on specimen collection including wound swab nasal and nasopharyngeal specimen collections Study Guide and Procedure Checklist Manual for Kinn's The Medical Assistant - E-Book Deborah B. Proctor,2016-05-26 Get more practice with the essential medical assisting job skills Designed to support Kinn s The Medical Assistant An Applied Learning Approach 13th Edition Kinn s The Medical Assistant Study Guide and Procedure Checklist Manual Package An Applied Learning Approach 13th Edition offers a wide range of exercises to reinforce your understanding of common administrative and clinical skills including CAAHEP and ABHES competencies A variety of exercises test your knowledge and critical thinking skills with

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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 Healthcareer 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

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Answer Key Chapterkinns The Medical Assistant Book Review: Unveiling the Magic of Language

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