

STUDENT BOOK ANSWER KEY

CHAPTER 1 (pages 2–39)

Questions about the Model (page 4)

1. The paragraph is about George Lucas.
2. George Lucas has changed the film industry in many ways.
3. Examples of capitalization are George Lucas (a person's name), *Star Wars*, *Merry Homer*, *Pirates of the Caribbean*, and *Star Trek* (movie titles), and THX and CGI (abbreviations).
4. In Sentence 1, "has changed" is the verb.

PRACTICE 1: Identifying Nouns and Verbs in Word Families (page 4)

Noun	Verb
writer	write
1. contributor 2. contribution	contribute
1. educator 2. education	educate
improvement	improve
1. revolution 2. revolutionary	revolutionize

PRACTICE 2: Forming Nouns (page 5)

assistance
beautification
brightness
criticism
excitement
leader
simplification

Try It Out! (page 10)

Answers will vary.

PRACTICE 3: Applying Capitalization Rules (page 12)

Answers will vary. Possible answers include:

2. El Salvador—place on a map
3. San Salvador—place on a map
4. United States—place on a map
5. New York—place on a map
6. Aunt Rosa—title and name of a person
7. Brooklyn—place on a map
8. City College—name of a school
9. English—name of a language
10. Spanish—name of a language

PRACTICE 4: Correcting Capitalization Errors in Sentences (page 12)

2. ^Her major is business.
3. ^Thanksgiving is a holiday in both ^Canada and the ^United ^States, but it is celebrated on different days in the two countries.
4. ^It is celebrated on the fourth ^Thursday in ^November in the ^United ^States and on the second ^Monday in ^October in ^Canada.
5. ^Isstanbul is a seaport city in ^Turkey.
6. ^Groenshills college is located in ^Coston, ^Boston, ^Massachusetts.
7. ^I am taking four classes this semester: ^American history, ^Sociology 32, ^Economics 40, and a digital product design course.
8. ^I just read a good book by ^Ernest ^Hemingway called ^The ^Old ^Man and the ^Sea.
9. ^My roommate is from the ^South, so she speaks ^English with a southern accent.
10. ^The two main religions in ^Japan are ^Buddhism and ^Shintoism.

Answer Key Longman Toefl Second Edition

Samuela Eckstut, Irene E. Schoenberg



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COMMUNICATION SKILLS FOR PROFESSIONALS, Second Edition KONAR, NIRA, 2021-11-08 Communication Skills for Professionals is a time tested book which aims to equip students academicians and professionals with all the necessary skills to communicate effectively so that they can thrive in this competitive world WHAT DOES THE BOOK CONTAIN This compact and student friendly text is divided in several sections and covers several topics like Detailed section on Vocabulary Items of grammar verbs phrasal verbs voices tenses transformation and synthesis of sentences Rectification of Grammatical Errors in order to identify and correct errors Analysis of the 4 skills of Listening Speaking Reading and Writing Skills of Technical Writing and Public Speaking Body Language and Group Discussion All these and more aims to make the learner a winner not only in his personal life but also in his Professional life The book is easy to read and understand Each point is illustrated with examples from practical life Even the grammar exercises and all other activity based questions have been skillfully designed and worked out in Classrooms WHAT IS NEW TO THIS EDITION In the modern business world where speed and ease of communication is very important E mails have become widely prevalent An E mail can even make or break a career Detailed discussions have been shared in this Edition on how to write the perfect E mail A completely new chapter has been added on social media tools like LinkedIn Facebook and Twitter Job seekers would learn how to upload their portfolios and highlight their skills and achievements and connect with prospective employers and collaborators Book Reviews I have been a regular user of the book by Prof Nira Konar and found it a very reliable resource The chapters on Group Discussion and Body Language are particularly helpful Besides the chapter on Communication Theory has been relevantly and effectively explained keeping in mind the needs of the students Overall the book is very accessible by all levels of students It is a part of recommended reading for my students Nandini Mukherjee Course Coordinator Department of Communicative English St Xavier s College Kolkata An extremely concise lucidly written and reader friendly book that serves as a handy reference manual for all in service English language teachers of degree engineering colleges The B Tech Communicative English syllabus has been closely followed with detailed sections on grammar writing and comprehension The chapters on vocabulary take an insightful look at etymology word origins synonymy and antonymy Detailed word lists and practice exercises make the section extremely helpful for practicing teachers The sections on grammar are fairly detailed offering a thorough analysis of Verbs Tenses Voice Narration Transformation of Sentences and Error Correction There are plenty of practice exercises for the teacher to choose from Reading skills are well discussed and technical writing is given all the importance and predominance it usually occupies in any course on technical communication The section on report writing is extremely useful as a guide for teachers for teaching students the formatting and writing essentials in documenting reports There is a section on professional speaking too which enriches the content of the book On the whole the book is of continuing usefulness and relevance in any technical English course and will be used by teachers and students alike for many

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