

Module 1

1 Match the words to form phrases.

1	build	a	space
2	improve	b	communication
3	facial	c	expert
4	business	d	one's
5	non-verbal		confidence
6	personal	e	matter
7	powers	f	expression
8	crossed	g	one's reputation
9	body	h	deal
	language	i	of persuasion
10	minor	j	arms

2 Replace the underlined words with words/phrases from the list.

- correct • moved quickly
- simple tasks • understand
- suppose • believable • focus
- secret

- 1 My mum doesn't know much about computers, she can do the basics like sending an email.
- 2 The key to finding the right job is getting a good education.
- 3 The detective didn't find the suspect's alibi very convincing.
- 4 My watch is not always reliable and it's making me late for appointments.
- 5 The driver was so tired that he had to concentrate on staying awake in order to avoid an accident.
- 6 Everyone rushed to help the old lady when she fell over.
- 7 I found it difficult to interpret if my boss was happy or not when I told him I had found a new job.
- 8 We have many reasons to assume that the girl has been kidnapped.

3 Fill in the correct verb.

- clench • bowed • wrinkled • squint • shrugged
- snapped • shook • drummed • scratched • licked

- 1 Gary his head while he was thinking of the correct answer.
- 2 Sandra her shoulders and said she didn't remember where she had left her keys.
- 3 The dog jumped up and my face.
- 4 I had to my teeth to prevent myself from saying something rude to my boss.
- 5 Julian had to in order to read since he had forgotten his glasses.
- 6 She her fingers on the table waiting eagerly for the phone to ring.
- 7 We our heads in silence to remember those who died in the war.
- 8 John his fingers to get the waiter's attention.
- 9 She just her head when I asked her if she needed any help with her project.
- 10 He up his nose at the disgusting smell.

4 Fill in:

- A • trusts • recalls • considers • thinks

- 1 The teacher Meredith to be his most talented student.
- 2 Helen Hannah to look after her money.
- 3 She Joseph is very kind.
- 4 Jim often having met the Queen in his schooldays.

- B • hurt • suffered • ached • pained

- 1 Evie has from asthma for a number of years.
- 2 Tanya fell to the ground and her knee.
- 3 It him to see people begging in the streets.
- 4 He did press-ups until his arms

- C • familiar • aware • known • recognised

- 1 His novel was as a literary masterpiece.
- 2 Tom Cruise is a well- actor in most parts of the world.
- 3 I am with most of Shakespeare's work.
- 4 Most people are that smoking can cause cancer.

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Steve Sagman, Stephen W. Sagman

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located on the right side of the slide.

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Financial Education in U.S. State Colleges and Universities Donna E. Danns, 2015-11-28 This book addresses the uncertain state of financial literacy among today's college students and examines steps colleges and universities are taking to address this widespread concern. This work introduces a four-fold typology of organizational models for college-based financial education programs and uses these as optics for grouping and presenting case studies. The case studies presented provide a holistic representation of how universities develop, sustain, and grow financial education programs. Details on the nature of programs, goals, administrative support, resources, partnerships, scale of operations, program content, and delivery, advertising, evaluation, program spinoffs, and much more are captured in this work. In addition to detailed case studies, this book presents general findings on the availability of and delivery modes for college-based financial education. This work has significant utility for universities and colleges seeking to implement new financial education programs, changing existing programs, improving program relevancy, or expanding program delivery on campus. It is an important contribution to the experiential understanding on how college students as consumers can acquire financial education as part of their broader college curricula and be able to better manage their financial lives. Included in the coverage: The financial literacy imperative, Program delivery and organizational models in state colleges and universities, The academic model, The full-fledged money management center, The aspirational seed program, The branch interspersed model. As financial literacy is increasingly recognized as a core life skill, it becomes more crucial as a component of higher education. *Personal Financial Education in State Colleges and Universities in the U.S.* is salient reading for college and university administrators, researchers, social workers, and mental health professionals working with college students, policy analysts, and faculty from any discipline interested in promoting the financial literacy of their students. *Quality Assessment and Enhancement in Higher Education in Africa* Peter Neema-Abooki, 2022-12-16 This book explores quality assessment and enhancement in higher education in Africa to illustrate the need to develop quality practices in measuring effective education and continually search for permanent improvement. The book demonstrates that technological and socio-economic trends, innovations, and inventions of the twenty-first century demand that additional attention be placed upon education for national, regional, and international development. Since conventions for quality assessment and enhancement need to be defined and systematic structures constructed to develop quality practices, the book shows how quality in higher education within Africa has been established and advanced to provide a framework for monitoring, auditing, and reviewing assessment and enhancement. Though the book considers African complexities and diversity, it incorporates global trends and utilizes an international focus that enables readers to devise appropriate strategies for developing and enhancing quality and standards in higher education in both continental Africa and beyond. Illustrating why quality assessment and enhancement should be embraced in all aspects, including inputs, processes, outputs, and outcomes in educational settings globally, this book will be of interest to policymakers.

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