

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 100% 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 interviewed
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 Chapter 5 Kinns The Medical Assistant

**Deborah B. Proctor, Brigitte
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Madero, Marti Garrels, Helen Mills**

Answer Key Chapter 5 Kinn's The Medical Assistant:

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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 Artwork focused on assisting with imaging IVs and catheters along with updated equipment photos NEW Procedures address IV therapy limited scope radiography applying a sling and coaching for stool collection 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 Clinical Medical Assistant - E-Book* Brigitte Niedzwiecki,Julie Pepper,2022-09-06 Designed to support the trusted content in Kinn s The Clinical Medical Assistant 15th Edition this study guide is an essential review and practice companion to reinforce key concepts encourage critical thinking and help you apply medical assisting content This robust companion guide offers a wide range of activities to strengthen your understanding of common clinical skills including certification preparation questions a review of medical terminology and anatomy and application exercises Trusted for more than 65 years as a key part of the journey from classroom to career it also features competency checklists to accurately measure your progress and performance from day one until you land your first job as a medical assistant Comprehensive coverage of all clinical procedures complies with accreditation requirements Approximately 135 step by step procedure checklists enable you to assess and track your performance for every procedure included in the textbook Chapter by chapter correlation with the textbook allows you to easily follow core textbook competencies Matching and acronym activities reinforce your understanding of medical terminology anatomy and physiology and chapter vocabulary Short answer and fill in the blank exercises strengthen your comprehension of key concepts Multiple choice questions help you prepare for classroom and board exams Workplace application exercises promote critical thinking and job readiness before you enter practice Internet exercises offer ideas for expanded and project based learning 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 EXPANDED Information on physical medicine and rehabilitation EXPANDED Content on specimen collection including wound swab nasal and nasopharyngeal collections Kinn's The Medical Assistant Deborah B. Proctor,Brigitte Niedzwiecki,Julie Pepper,Payel Madero,Marti Garrels,Helen Mills,2016-05-04 Comprehensive Medical Assisting begins with Kinn Elsevier s 60th Anniversary edition of Kinn s The Medical Assistant 13th Edition provides you with real world administrative and clinical skills that are essential to working in the modern medical office An applied learning approach to the MA curriculum is threaded throughout each chapter to help you further develop the tactile and critical thinking skills necessary for working in today s healthcare setting Paired with our adaptive solutions real world simulations

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