

Workbook Answer Key

Note: In communicative exercises where several answers are possible, this answer key contains some examples of correct answers, not all possible answers. Any valid answer in this type of exercise should be considered acceptable.

UNIT 1

Exercise 1

1. bow 2. shake hands 3. kiss 4. hug

Exercise 2

1. d 2. e 3. a 4. c 5. b

Exercise 3

job, nationality

Exercise 4

Answers will vary.

Exercise 5

1. A: Have you had B: I've had
2. A: Have you been B: we've been
3. A: Have you exercised B: I've gone
4. A: Have you read B: I've been

Exercise 6

1. seen 2. met 3. been 4. eaten 5. checked
Other answers will vary.

Exercise 7

1. Have you taken 2. came 3. was 4. Have you been
5. visited 6. didn't see 7. was 8. read
9. have you met

Exercise 8

1. yet 2. yet 3. ever 4. ever, before 5. already
6. before 7. ever 8. already

Exercise 9

1. Has George ever gone horseback riding?
2. haven't yet 3. Have you been to London before?
4. Have they already gone to the top of Willis Tower?
5. has already tried Turkish coffee / it.

Exercise 10

Answers will vary.

Exercise 11

The wording of the answers will vary, but should include the following information.

- Non-verbal communication is gestures and other body language.
- North Americans expect a firm handshake.
- Chinese indicate the numbers one to ten on one hand.
- Gesturing with the palm up means "good-bye" in southern Europe.

Exercise 12

1. true 2. false 3. no information 4. true

Exercise 13

Answers will vary.

Exercise 14

Answers will vary.

Exercise 15

Answers will vary.

GRAMMAR BOOSTER

Exercise A

1. Where has he lived? 2. How has the weather been? 3. What has Sophie studied? 4. Which museums have they gone to? 5. How many times has she been to Paris? 6. Who have you met?

Exercise B

1. We've already taken that tour. 2. They haven't climbed Mt. McKinley yet. 3. Has he already eaten dinner? 4. I've gone sightseeing in Prague already. 5. She hasn't yet tried Vietnamese food.

Exercise C

1. already 2. yet 3. already 4. ever 5. never
6. ever 7. never 8. before

Exercise D

Answers will vary.

Exercise E

Answers will vary.

WRITING BOOSTER

Exercise A

- My parents went on a cruise to the Bahamas, but they haven't been to Bermuda yet.
- I've been to the top of the CN Tower, and the view is amazing.
- They went skiing in the Himalayas, and the trip was thrilling.
- I've tried snails before. They were disgusting. / I've tried snails before, and they were disgusting.
- Devin has never traveled to continental Europe, but he has visited Ireland before.
- We have met before. We were on the same sightseeing tour yesterday.
- He's from Russia. He has studied English, but he would like to learn Mandarin.

Top Notch Workbook Key

La Piana Associates

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the 'La Piana Associates' text.

Top Notch Workbook Key:

The Digital Business Start-Up Workbook Cheryl Rickman, 2012-05-07 How do I know if my idea will work How do I decide on the business model How do I find my audience Your digital business start up journey begins here From the bestselling author of *The Small Business Start up Workbook* Cheryl Rickman brings you a thoroughly practical guide to starting up a digital business covering the full journey from idea to exit with easy to implement strategies to make your online venture an ongoing success With a combination of tips exercises checklists anecdotes case studies and lessons learned by business leaders this workbook will guide you through each step of digital business Learn how to Assess whether your business idea will work online digitally Choose the right business model for your proposition and avoid wasting time Assess demand viability and uncover untapped needs and gaps in the market Build a usable engaging website and mobile app Create a buzz using social networking Drive high quality traffic to your site and convert visitors into paying customers Use search engine optimization SEO and marketing SEM tools effectively Raise finance and protect your business Build and maintain a strong brand Recruit and retain a strong team Sell the business or find a suitable successor Reviews for the book If you want advice on starting your own internet business don't ask me read this book instead It is more up to date and costs far less than a good lunch Nick Jenkins Founder of Moonpig.com This book excels in providing practical guidance on how to create a successful digital business which exceeds customer expectations and keeps customers happy each step of the way Scott Weavers Wright CEO of Kiddicare.com and MD of Morrison.com non food If you read just one book on digital business make it this one It is inspirational informative and interactive in equal measure Highly recommended Rowan Gormley Founder and CEO of NakedWines.com Interspersed with inspiring and useful stories from successful entrepreneurs this book can help aspiring business owners through a step by step process of refining their start up ideas and building a solid business Elizabeth Varley Founder and CEO of TechHub

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practical ones Integration issues and how to handle them Section I Going the Distance provides a broad view of integration its challenges and how to meet them Topics include the basic tenets of organizational change what success looks like in a well implemented merger the purpose and content of an integration plan how to address people issues through leadership and planning and the relationship between effective leadership effective communication and their combined contribution to integration success How to create a useful integration plan Section II Creating an Integration Plan takes you step by step through this essential process You ll learn about integration of boards cultures management staff and volunteers programs communications and marketing and systems one by one in detail the steps needed to create each section of the plan common challenges roadblocks and crises that will arise and how to respond when they do and processes procedures and interventions likely to be most helpful and necessary Software helps you create an organized plan Included with the book is a CD ROM with a detailed integration plan template Use it to keep your planning organized and on track This useful guide also includes sample integration plans worksheets checklists and tips and quotes from leaders of merged organizations Nonprofit Mergers Part II is a must read for anyone considering embarking on or just completing a merger *The Small Business Start-up Workbook* Anita Roddick, Cheryl Rickman, 2005-05-27 In this practical and comprehensive workbook Cheryl Rickman offers a modern approach to self employment and business start up Packed with real life case studies and practical exercises checklists and worksheets it provides a step by step guide to researching and formulating your business ideas planning the right marketing strategies and managing a team that will drive your vision forward with you You ll discover what with hindsight well known entrepreneurs would have done differently what their biggest mistakes have been and what they ve learnt Dame Anita Roddick Julie Meyer Stelios Haji Ioannou Simon Woodroffe and others reveal their best and worst decisions and contribute their wisdom and tips for succeeding in business You ll learn how to develop research and plan the idea design and create the right products and services define and understand your customers and target audience secure finance and manage cash flow and accounts create a winning brand and marketing message gain and retain customers achieve competitive advantage plan create launch and promote your website and manage your business and time This fresh approach to small business start up also includes information and recommendations on making your business ethical and socially responsible along with exercises to help build self confidence and visualize success The 21 Irrefutable Laws of Leadership Workbook John C. Maxwell, 2007-09-16 Required reading for both developing and experienced leaders this one of a kind workbook companion to a leadership classic outlines the core leadership principles that will make you more effective more influential and more successful wherever you are in your career If you ve never read *The 21 Irrefutable Laws of Leadership* you ve been missing out on one of the best selling leadership books of all time In this companion workbook leadership expert John C Maxwell shares powerful insights gleaned from his forty plus years of leadership success Maxwell helps you Take your leadership skills to the next level Discover life changing principles of influence empowerment intuition

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The Five O'Clock Club Job Search Workbook Kate Wendleton,2007 The Five O Clock Club Job Search Workbook presents a highly successful national job search program with an approach to career development The keystone to the Five O

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