

Answer Key

Pre-Test (*OneSaturday*)

- | | |
|------|-------|
| 1. 3 | 6. 4 |
| 2. 4 | 7. 1 |
| 3. 3 | 8. 3 |
| 4. 2 | 9. 2 |
| 5. 3 | 10. 2 |

Glossary to Pre-Test (*OneSaturday*)

- acceptance = if there is acceptance of an idea, most people believe it or agree that it is true or suitable
- emergence = the appearance or coming into existence of something
- flirt = if you flirt with someone, you behave as if you are sexually attracted to them in a playful or not very serious way
- subscriber = someone who pays to receive a service or pays to receive regular copies of a magazine, newspaper etc.
- reflection = if you say that something is a reflection of a person's attitude or a situation, you mean that it is caused by that attitude or situation and reveals something about it
- stigma = something that is considered by other people/society to be unacceptable or a disgrace
- estate agent = someone who works for a company that sells people land and houses
- log on (to) = to gain access/entry to a computer system/the Internet, usually by typing your name or identity code and a password
- pose = if someone poses a problem or a danger, it is the cause of that problem or danger

concern	= a fact or situation that worries you
boost	= to cause to increase, improve, or be more successful
tap	= if you tap a resource or situation, you make use of it by getting something from it that you want or need
in conjunction with	= together with
strategic partner	= a partner who can supply something that your business lacks
in this respect	= in this way/regard
profitability	= the ability to make a profit
revenues	= money that a company, organization, or government receives from people
generate	= make/produce
turnover	= the turnover of a company is the value of the goods or services sold during a particular period of time
translate into	= if one thing translates or is translated into another, the second happens or is done as a result of the first
initial	= used to describe something that happens at the beginning of a process/first
associated with	= connected with
listing	= a listing on the stock exchange means that your company is listed there, allowing people to buy and sell shares in it

Chapter 1

Activity 1A

- | | |
|--------------|----------------|
| 1. worldwide | 6. acquire |
| 2. candidate | 7. maintain |
| 3. turnover | 8. subsidiary |
| 4. submit | 9. attractive |
| 5. insights | 10. integrated |

Activity 1B

- | | |
|------|-------|
| 1. G | 6. E |
| 2. J | 7. C |
| 3. F | 8. D |
| 4. H | 9. A |
| 5. B | 10. I |

Activity 1C

- | | |
|--------------|----------------|
| 1. exporter | 2. applicant |
| 3. overseas | 4. caliber |
| 5. fluent | 6. relocate |
| 7. personnel | 8. arrange |
| 9. interview | 10. commission |

Activity 1D

- | | |
|-----------------|--|
| subsidiary n. | a company controlled by another company which owns all or a majority of its shares |
| integrated adj. | being put together as a whole |
| attractive adj. | pleasing; charming |
| candidate n. | a person who seeks, or who has been proposed for, an office, an award, etc. |
| turnover n. | the amount of business done during a given period of time in terms of the money used in buying and selling |
| to acquire v. | to get or gain by one's own efforts or actions |
| to maintain v. | to keep in a certain condition or position |
| to obtain v. | to get possession of |
| insights n. | a clear understanding of the inner nature of some specific thing |
| respective adj. | as relates individually to each of two or more persons or things |

strategies n.	skills in managing or planning, esp. by using stratagem
mature adj.	fully or highly developed
mobile adj.	moving or capable of moving
payroll n.	a list of employees to be paid, with the amount due to each
to submit v.	to present
compensation n.	payment for services; esp., wages or remuneration
meticulous adj.	marked by extreme care in treatment of details
legislator n.	lawmaker
to establish v.	to set up; to found; to start
to determine v.	to decide upon; to reach a decision about after thought and investigation
eligible adj.	fit to be chosen; legally or morally qualified
proposal n.	a plan
to liaise v.	to establish liaison
fundraising n.	the act or occupation of soliciting money for welfare agencies, political parties, etc.
curriculum vitae n.	a summary of one's personal history and professional qualifications; resume
fabulous adj.	extremely good or impressive; amazing
enthusiasm n.	intense or eager interest; zeal, fervor
remuneration n.	pay
willingness n.	doing or giving something readily and cheerfully
caliber n.	degree of worth or value of a person or thing; quality or ability
motivated v.	provided with a motive or motives; incite or impel
to handle v.	to manage, to control, to direct
outgoing adj.	sociable; friendly
to coordinate v.	to bring into proper order or relation; harmonize

Activity 1E

- A. 1. suit
2. opportunities
3. market
4. challenging
5. companies
6. individuals
7. throughout
8. skills
9. available
10. from
- B. 1. expansion
2. experience
3. knowledge
4. handle
5. secretarial
6. initiative
7. vacancies
8. personnel
9. department
10. required
- C. 1. projects
2. immediately
3. maintain
4. publications
5. campaigns
6. minimum
7. excellent
8. innovative
9. challenging
10. competitive
- D. 1. network
2. makers
3. following
4. relevant
5. cooperation
6. candidate
7. equivalent
8. skills
9. written
10. interviewing

Salary Negotiation

Pre-reading activities

Answers may vary.

Activity 2A

- | | |
|----------------|-----------------|
| 1. enhance | 9. shift |
| 2. devotes | 10. put forward |
| 3. forthcoming | 11. relocate |
| 4. odds | 12. ingredients |
| 5. prospective | 13. disclosed |
| 6. rationale | 14. established |
| 7. precedent | 15. illustrated |
| 8. outset | |

Activity 2B

- | | |
|-----------|-----------|
| 1. 4 | 6. 3 |
| 2. 1 | 7. 1 |
| 3. 3 | 8. 3 |
| 4. 2 | 9. 1 |
| 5. 3 | 10. 4 |
| 11. False | 12. False |
| 13. True | |

You can end with a higher salary.

14. A car, housing allowance, relocation expenses

Chapter 2

Activity 1A

- | | |
|----------------|--------------------|
| 1. suggested | 6. relocate |
| 2. possibility | 7. familiar |
| 3. enclosing | 8. interview |
| 4. afforded | 9. contact |
| 5. valuable | 10. qualifications |

Activity 1B

- | | |
|---------------|-------------|
| 1. apply | 6. matches |
| 2. advertised | 7. involved |
| 3. employed | 8. command |
| 4. welcome | 9. discuss |
| 5. notice | 10. contact |

Activity 2A

- | | |
|----------------|--------------------|
| 1. position | 6. campaigns |
| 2. staff | 7. representatives |
| 3. environment | 8. development |
| 4. train | 9. presentations |
| 5. manage | 10. relocate |

Activity 2B

- | | |
|---------------|------------------|
| 1. experience | 6. pressure |
| 2. office | 7. communicating |
| 3. word | 8. scheduling |
| 4. software | 9. promotional |
| 5. skills | 10. customers |

Information, Please**Pre-reading activities**

Answers may vary.

Activity 3A

- | | |
|----------------|-----------------|
| 1. pose | 9. conventional |
| 2. aroma | 10. odd |
| 3. extensive | 11. reflect |
| 4. identical | 12. dubious |
| 5. ingredients | 13. premise |
| 6. plain | 14. adhere |
| 7. pledge | 15. loyalty |
| 8. deliberate | |

Activity 3B

- | | |
|------|---|
| 1. 4 | 8. 2 |
| 2. 4 | 9. 4 |
| 3. 3 | 10. 2 |
| 4. 3 | 11. |
| 5. 1 | 12. People are hyped out. (Sick of the hype;
exposed to too much marketing; become
cynical and mistrustful) |
| 6. 3 | 13. Products developed from natural or
commonly used ingredients; no animal
testing; emphasis on? |
| 7. 1 | 14. Word of mouth |

Chapter 3

Activity 1A

Verb	Adjective	Adverb	Noun
1. to train	trainable	-	training
2. to dictate	dictational	-	dictation
3. to rely	reliable	reliably	reliability
4. -	senior	-	seniority
5. to extend	extensive	extensively	extension
6. to brief	brief	briefly	briefness
7. to irritate	irritable	irritably	irritation
8. to negotiate	negotiable	negotiablely	negotiation
9. to consider	considerable	considerably	consideration
10. to manipulate	manipulative	-	manipulation

Activity 1B

- | | |
|---------------|--------------|
| 1. encounter | 6. pressure |
| 2. require | 7. overseas |
| 3. ambitious | 8. candidate |
| 4. gregarious | 9. potential |
| 5. recruit | 10. benefits |

Activity 1C

Answers may vary.

Activity 2A

- | | |
|---------------|-----------------|
| 1. typist | 6. receptionist |
| 2. president | 7. supervisor |
| 3. accountant | 8. salesperson |

4. manager

9. bookkeeper

5. programmer

10. secretary

Activity 2B

Answers may vary.

The following are some examples.

1. What do you see yourself in five years?
2. What would you do if a team member was not pulling their weight?
3. What sort of things put you under pressure? Give me an example and tell me how you cope.
4. Why would others want you on their team?
5. Why have you applied for this job?

Human Thought Process

Pre-reading activities

Answers may vary.

Activity 3A

- | | |
|--------------|---------------|
| 1. struck | 6. stem from |
| 2. prone | 7. biased |
| 3. sacrifice | 8. irrational |
| 4. odds | 9. random |
| 5. erroneous | 10. ignore |

Activity 3B

- | | | |
|------|------|------|
| 1. 4 | 4. 4 | 7. 4 |
| 2. 3 | 5. 3 | |
| 3. 1 | 6. 4 | |

Chapter 4

Activity 1A

1. Her father had helped to **establish** relations with the Communist regime in Beijing.

Her grandfather **established** the company 45 years ago.

2. He would **remain** faithful to his wife to his dying day.

The profits that **remain** after paying all the company's expenses were minimal.

3. The company is one of the few completely **family-owned** concerns left in this part of the world.

4. Samsung is one of the **leading** manufacturers of computers in Asia.

5. The Emerald Buddha is **unique**; there's no other like it in the whole world.

6. The reactor is based on a German **design**.

The reactor was **designed** by German engineers.

7. The family owned **exclusive** rights to the late father's works; no-one else could publish them without permission.

8. The two companies decided they would do better if they combined forces, so they agreed upon a **merger**.

9. It would not be **appropriate** to wear jeans to your cousin's wedding reception at the Oriental.

10. Peter knew very little about the computer system, whereas Jack had had **extensive** training in its use.

Activity 1B

- | | |
|-------------|----------------|
| 1. profile | 6. competition |
| 2. founder | 7. sales |
| 3. brochure | 8. employee |
| 4. website | 9. range |
| 5. merger | 10. license |

Activity 2A

- | | |
|------|-------|
| 1. d | 6. b |
| 2. g | 7. i |
| 3. e | 8. c |
| 4. j | 9. f |
| 5. a | 10. h |

Activity 2B

1. Water **consists of** both hydrogen and oxygen.
2. Noi **is in charge of** the Accounting Department.
3. Barbara **is responsible for** taking care of the children and doing the household chores.
4. The sales department **is supported** in its task by the marketing division.
5. Benefits **include** two weeks' holiday per year and full health insurance.
6. The questionnaire **was divided into** three parts.
7. Air **is composed mostly of** nitrogen and oxygen.
8. If he continues to behave like this, he **runs the risk of** losing both his job and his family.
9. The city could **be improved by** building more parks and green areas.
10. Studying in a small group like this **is more efficient** than studying in large classes of students.

Activity 3A

- | | |
|--------------|----------------|
| 1. landscape | 9. tone down |
| 2. thriving | 10. revenue |
| 3. upscale | 11. run-down |
| 4. woo | 12. goldmine |
| 5. paralyzed | 13. downmarket |

- | | |
|-------------|---------------|
| 6. backer | 14. betrayals |
| 7. showdown | 15. inherited |
| 8. alliance | |

Activity 3B

1. 2
2. 2
3. T
4. 3
5. 4
6. 4
7. 3
8. 2
9. - Rudolfo and Aldo's fight for control (shifting boardroom alliances and betrayal)
 - Aldo having his father jailed for tax evasion
 - Jet-setting lifestyle of Maurizio and Patricia
 - Assassination of Maurizio by Patricia
10. Patrizia's imprisonment and the end of Gucci family control over the company
11. - Restricted sales to stores wholly owned by Gucci
 - Controlled every aspect of company's image
 - Regained sense of exclusivity
12. He got the Hollywood set to wear Gucci.
13. 4
14. 3
15. 2

Chapter 5

Activity 1A

- | | |
|----------------------------------|------------------------------|
| 1. continuation | 6. synthetic |
| 2. assembly, assembling | 7. analysis |
| 3. standardized, standardization | 8. manufactured |
| 4. extraction | 9. process |
| 5. productive | 10. specified, specification |

Activity 1B

- | | |
|-------------|--------------|
| 1. modern | 6. facsimile |
| 2. desktop | 7. dictation |
| 3. portable | 8. scanner |
| 4. cordless | 9. printer |
| 5. phone | 10. computer |

Activity 3A

- | | |
|-----------------|---------------|
| 1. sparingly | 7. all in all |
| 2. picky | 8. poll |
| 3. get on with | 9. nasty |
| 4. pleasantries | 10. precluded |
| 5. glance | 11. virtues |
| 6. brevity | 12. fall flat |

Activity 3B

- | | | |
|------|----------------|------|
| 1. 4 | 5. 4 | 9. 2 |
| 2. 3 | 6. 3 | |
| 3. 1 | 7. X = c, d, e | |
| 4. 4 | 8. 3 | |

Post Test

Part I A

- | | |
|------------|---------------|
| 1. contact | 6. such |
| 2. joining | 7. travel |
| 3. resume | 8. relocate |
| 4. with | 9. end |
| 5. prove | 10. questions |

Part I B

- | | |
|-----------------|----------------|
| 1. successful | 6. arrange |
| 2. requirements | 7. salary |
| 3. valid | 8. interview |
| 4. speak | 9. photo |
| 5. week | 10. classified |

Part II

- | | |
|------|--------------|
| 1. 4 | 5. forebears |
| 2. 3 | 6. 4 |
| 3. 2 | 7. 2 |
| 4. T | |

Glossary to Post Test (Cooperation)

cynicism = (the quality of) not trusting or respecting the goodness of other people or their actions / believing that people are interested only in themselves

e.g. He always refers to politicians with a great deal of cynicism.

generosity	= the willingness to give money, help, kindness etc., esp. more than is expected e.g. The businessman donated \$10,000 to the school library. The headmaster thanked him for his generosity.
joy	= great happiness e.g. He was filled with joy to learn that his wife had given birth to twin boys.
neural	= involving a nerve or the body's nervous system e.g. The drug paralyzes the body's neural network.
dilemma	= a situation in which a difficult choice has to be made between two possibilities, both of which are often unpleasant e.g. Bush is faced with a dilemma: wage war alone against Iraq and remove an evil dictator and his weapons of mass destruction, or lose face by giving in to public opinion and the will of the UN.
circuitry	= all the circuits (here: of the nervous system) considered as a single system e.g. The factory made the circuitry for guided missiles.
associated with	= be connected (in people's minds) with e.g. Thailand is associated with the production of silk.
activated	= if you activate something, you cause it to start e.g. The alarm was activated by breaking an invisible light beam.
MRI	= magnetic resonance imaging = a medical method which doctors use to look at the inside of a person's body e.g. An MRI scan is clearer and more accurate than a traditional X-ray.

determine	= to find out certain facts or information e.g. The police ordered a medical examination to determine the cause of death.
alliance	= an official agreement between one or more countries / parties to help and support one another, esp. during a war e.g. The US and Great Britain form the main part of the alliance against Iraq.
neighborhood	= area
respond to	= to react to e.g. Animals, like children, respond positively to kindness.
licit / illicit	= legal or approved of / illegal or disapproved of e.g. The underground lottery is an illicit activity.
urge	= a strong desire, esp. one that is difficult to control e.g. Whenever she passed the store, she could not resist the urge to buy a box of chocolates.
innate	= (of a quality) which you are born with rather than something which you learn / inborn e.g. Human beings are born with an innate need to find a mate and have children.
reinforce	= to make something stronger e.g. Watching a movie of the novel helped to reinforce students' understanding of the book.
anthropologist	= a person who studies human beings, their customs, beliefs and relationships in scientific way
ancestors	= a person, plant or animal that is related to one existing at some later point in time (opposite: descendant)
game	= wild animals hunted for food (and sometimes for sport) e.g. The writer, Hemingway, was a big game hunter.

capacity	= the ability to do a particular thing e.g. Only man has the capacity to make logical decisions.
confer	= (here) give (normally used with titles) e.g. The university conferred an honorary degree upon her.
trait	= characteristic e.g. Patience is one of the traits of a good teacher.
uniform(ly)	= the same / not varying or different in any way e.g. The workers within the industry demanded to be treated in a uniform manner. e.g. The workers were not treated uniformly.
distributed	= spread or scattered e.g. This species is fairly evenly distributed across Western Europe.

Part III

- | | |
|--------------|---------------|
| 1. upscale | 6. run-down |
| 2. woo | 7. goldmine |
| 3. paralyzed | 8. downmarket |
| 4. alliance | 9. betrayals |
| 5. tone down | 10. inherited |

Vocabulary

- | | |
|---------------|---------------|
| 1. generosity | 8. cynicism |
| 2. illicit | 9. activate |
| 3. speculate | 10. innate |
| 4. alliance | 11. mistrust |
| 5. capacity | 12. associate |
| 6. distribute | 13. response |
| 7. determine | 14. greedy |