Answer Key

Pre-Test (OneSaturday)

1. 3  
2. 4  
3. 3  
4. 2  
5. 3  

6. 4  
7. 1  
8. 3  
9. 2  
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
2. candidate
3. turnover
4. submit
5. insights
6. acquire
7. maintain
8. subsidiary
9. attractive
10. integrated
Activity 1B
1. G
2. J
3. F
4. H
5. B
6. E
7. C
8. D
9. A
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 liase 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

<p>| | | | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>A. 1. suit</td>
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<td>2. opportunities</td>
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<tr>
<td>3. market</td>
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<td>4. challenging</td>
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<td>5. companies</td>
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<td>6. individuals</td>
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<td>7. throughout</td>
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<td>8. skills</td>
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<td>9. available</td>
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<td>10. from</td>
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<td>B. 1. expansion</td>
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<td>2. experience</td>
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<td>3. knowledge</td>
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<td>4. handle</td>
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<td>5. secretarial</td>
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<td>6. initiative</td>
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<td>7. vacancies</td>
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<td>8. personnel</td>
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<td>9. department</td>
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<td>10. required</td>
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<td>C. 1. projects</td>
<td>2. immediately</td>
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<td>3. maintain</td>
<td>4. publications</td>
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<td>5. campaigns</td>
<td>6. minimum</td>
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<td>7. excellent</td>
<td>8. innovative</td>
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<td>9. challenging</td>
<td>10. competitive</td>
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<td>D. 1. network</td>
<td></td>
<td>2. makers</td>
<td></td>
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<td>3. following</td>
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<td>4. relevant</td>
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<td>5. cooperation</td>
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<td>6. candidate</td>
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<td>7. equivalent</td>
<td></td>
<td>8. skills</td>
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<td>9. written</td>
<td></td>
<td>10. interviewing</td>
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### 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
2. advertised
3. employed
4. welcome
5. notice
6. matches
7. involved
8. command
9. discuss
10. contact

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

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

Information, Please

Pre-reading activities

Answers may vary.
Activity 3A

1. pose
2. aroma
3. extensive
4. identical
5. ingredients
6. plain
7. pledge
8. deliberate

9. conventional
10. odd
11. reflect
12. dubious
13. premise
14. adhere
15. loyalty

Activity 3B

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

8. 2
9. 4
10. 2
11.
12. People are hyped out. (Sick of the hype; exposed to too much marketing; become cynical and mistrustful)

13. Products developed from natural or commonly used ingredients; no animal testing; emphasis on?

14. Word of mouth
### Activity 1A

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

### Activity 1B

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

### Activity 1C

Answers may vary.

### Activity 2A

1. typist
2. president
3. accountant
4. -
5. -
6. receptionist
7. supervisor
8. salesperson
4. manager
5. programmer
9. bookkeeper
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
2. prone
3. sacrifice
4. odds
5. erroneous
6. stem from
7. biased
8. irrational
9. random
10. ignore

Activity 3B

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

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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
2. founder
3. brochure
4. website
5. merger
6. competition
7. sales
8. employee
9. range
10. license
Activity 2A

1. d
2. g
3. e
4. j
5. a

6. b
7. i
8. c
9. f
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
2. thriving
3. upscale
4. woo
5. paralyzed
6. tone down
7. thriving
8. upscale
9. tone down
10. revenue
11. run-down
12. goldmine
13. downmarket
6. backer
7. showdown
8. alliance

Activity 3B

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

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

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

Activity 3B
1. 4
2. 3
3. 1
4. 4
5. 4
6. 3
7. \(X = c, d, e\)
8. 3
9. 2
Post Test

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

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

Part II
1. 4
2. 3
3. 2
4. T
5. forebears
6. 4
7. 2

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.
<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>determine</td>
<td>to find out certain facts or information</td>
</tr>
<tr>
<td>alliance</td>
<td>an official agreement between one or more countries / parties to help and support one another, esp. during a war</td>
</tr>
<tr>
<td>neighborhood</td>
<td>area</td>
</tr>
<tr>
<td>respond to</td>
<td>to react to</td>
</tr>
<tr>
<td>licit / illicit</td>
<td>legal or approved of / illegal or disapproved of</td>
</tr>
<tr>
<td>urge</td>
<td>a strong desire, esp. one that is difficult to control</td>
</tr>
<tr>
<td>innate</td>
<td>(of a quality) which you are born with rather than something which you learn / inborn</td>
</tr>
<tr>
<td>reinforce</td>
<td>to make something stronger</td>
</tr>
<tr>
<td>anthropologist</td>
<td>a person who studies human beings, their customs, beliefs and relationships in scientific way</td>
</tr>
<tr>
<td>ancestors</td>
<td>a person, plant or animal that is related to one existing at some later point in time (opposite: descendant)</td>
</tr>
<tr>
<td>game</td>
<td>wild animals hunted for food (and sometimes for sport)</td>
</tr>
</tbody>
</table>

e.g. The police ordered a medical examination to determine the cause of death.

The US and Great Britain form the main part of the alliance against Iraq.

Animals, like children, respond positively to kindness.

The underground lottery is an illicit activity.

Whenever she passed the store, she could not resist the urge to buy a box of chocolates.

Human beings are born with an innate need to find a mate and have children.

Watching a movie of the novel helped to reinforce students' understanding of the book.

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
2. woo
3. paralyzed
4. alliance
5. tone down

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