

Answer key

Unit 1

1a (pages 4 and 5)

1
purple

2
1 F 2 F 3 T 4 T 5 F

3
1 spend 2 seems ... like 3 belong 4 possess
5 feel 6 need 7 are disappearing 8 move 9 is getting
10 are speculating

4
1 natural 2 common 3 minority 4 the cold 5 smaller

5
1 use 2 contain 3 come 4 are now reporting
5 is increasing 6 know 7 cause 8 don't understand
9 is becoming

6
1 Do (you) like ... Does (it) look. 2 'm./am looking
3 does (this bag) belong. 4 does (it) taste.
5 Are (you) thinking. 6 suppose

7
1 He goes out with friends at weekends. or At weekends, he goes out with friends.
2 He's / He is spending time with his family today. or Today he's / he is spending time with his family.
3 He's / He is making lunch at the moment. or At the moment, he's / he is making lunch.
4 He usually makes lunch.
5 He does housework every day. or Every day he does housework.
6 He never does DIY.

1b (pages 6 and 7)

1
1 No.
2 Two or more of their senses get mixed up.
3 Yes. It's a bit too much sometimes.
4 Mark's synesthesia means that he tastes words.
Kaminsky's synesthesia mixed colour, hearing, touch and smell.
5 Seeing words in colour.
6 Our brains.

2
1 taste 2 hear 3 hearing 4 touch 5 smell

3
1 Where does Mark come from?
Canada.
2 Who else in his family has the same condition?
His sister.
3 What's / What is the name of his condition?
Synesthesia.
4 Which sense gives Mark problems?
Taste.
5 What is Stevie Wonder famous for?
He's a musician.
6 What colour does Mark's sister associate with Tuesday?
Brown.

5b

Possible answers:
1 How many brothers have you got?
2 Do you like your job?

3 Why do you always go to France?
4 Where are you from?
5 Can you speak any other languages?
6 What are your favourite stories?

6

1 luck 2 knowledge 3 power 4 mourning 5 passion

7

1 happiness 2 courage 3 love 4 wisdom 5 sadness

1c (page 8)

1

5

2

1 green 2 men 3 three 4 lead

3

1 ten per cent
2 She can't tell if the DVD player is on or off – because the buttons are red and green.
3 blue
4 red, green, blue
5 police officer, airline pilot

4

1 e 2 g 3 c 4 a 5 d 6 b 7 b 8 f

5

1 A: Louisa is seeing someone new.
2 B: I see. Well, thanks anyway.
3 B: You need to see a doctor.
4 A: Do you see how easy it is?

1d (page 9)

1

1 C: It's a pleasure to meet you.
2 C: Why don't I give you my card?
3 C: May I introduce myself?
4 C: Let's stay in touch.
5 C: It's been good talking to you.
6 C: I'm very pleased to meet you.

2

1 May I introduce myself?
2 It's a pleasure to meet you or I'm very pleased to meet you
3 It's been good talking to you, or let's stay in touch.
4 Why don't I give you my card?

3

1 for 2 on 3 at 4 in 5 for 6 at

4a

1 e 2 d 3 b 4 c 5 f 6 a

4b

1 2 4 6

5

1 Are you? 2 Is it? 3 Yes, I have. 4 Yes, I do.
5 No, I can't. 6 Are they?

1e (page 10)

1a

1 letter 2 informal 3 known 4 to give information

1b

1 About our work: b c
2 Satisfied customers: a
3 About us: d

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JOBBER AND ELLI



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The Virtual Manager Kevin Sheridan, 2012-01-22 The mere suggestion of employees working from home is enough to make many managers sweat Faced with the prospect of managing an employee they can't even see many discover that their managerial style just doesn't work anymore As an increasing number of jobs can be executed from home managers must learn how to adapt their leadership style to cater to remote employees Based on years of research The Virtual Manager provides any manager with the tools he or she needs to successfully work with virtual employees Trust us it's not like managing office bound employees This book is a tell all user manual for a new generation of managers To stay competitive in a global marketplace it is essential to incorporate virtual employees into talent management strategy The Virtual Manager arms managers with the knowledge they need to become effective virtual leaders including actionable advice on how to Leverage the top engagement drivers for virtual employees Develop or alter policies and procedures to fit virtual employees needs Impact business outcomes through a flexible work strategy

How to Build a Successful Virtual Assistant Business (CDN-2nd Edition) Janice Byer & Elayne Whitfield-Parr, 2011-03-09 How to Build a Successful Virtual Assistant Business is the perfect resource for anyone interested in starting or building their own Virtual Assistant practice It helps you every step of the way from choosing the right name for your business to determining your rates to marketing your services and even helps you when it comes time to expand your business plus so much more This book takes critical information needed to turn your desire to start your own Virtual Assistant business into a profitable endeavor that are guaranteed to bring success including dozens of sample letters contracts and other documents an extensive list of helpful websites and software and input from VAs in all stages of business ownership

Smartups Rob Ryan, 2012-06-15 Building successful start ups was never quite as easy as it seemed and the changing economic climate has raised the stakes reduced the margin of error New entrepreneurs can't stumble into wealth on the power of half formed ideas or turn dreams into reality without doing a lot of homework It's time to get smart This book teaches would be entrepreneurs the skills they need to get through the venture capital process with companies that will survive to grow and succeed Rob Ryan a pioneer in the high tech industry founded Ascend Communications in 1989 and throughout the nineties provided firms with the infrastructure they needed to keep up with the rapid growth of the Internet At the beginning of 1999 Ascend was sold to Lucent for 25 billion Since retiring from Ascend and starting Entrepreneur America Ryan has helped launch a string of successful companies including Virtmed RightNow and Virtual Ink All provide electronic solutions to real world problems meet existing rather than manufactured needs and save their customers time and money In Smartups Ryan focuses on methods he's developed over the years for building a sustainable business that makes money He emphasizes the importance of testing ideas on customers and making sure that a product offers something new and important Recognizing a team's key competencies is crucial Ryan says He also finds it necessary to take certain steps at the correct stages of a company's inception Smartups will show you how to

turn your idea into a real product take it to investors and get your start up started right **Virtual Leadership** Penny Pullan,2022-03-03 Virtual work and teams have become normal in organizations around the world This book is the guide for those who cannot always be together in person with colleagues whether fully remote or hybrid Virtual Leadership offers practical strategies and proven methods for getting the best out of hybrid or remote work and teams This useful guide explains how to create cohesive teams collaborate creatively and effectively connect across barriers of distance and culture building on the foundation of a leader s own mindset and approach It provides clear guidance on how to run engaging and effective meetings as well as how to encourage high performance from motivated and happy team members in between meetings Fully revised throughout this second edition provides a new chapter entirely focused on hybrid ways of working offers advice for those leading teams in a formal capacity as well as for those where leadership is an occasional part of their role gives ideas and practical tips on how to overcome the many complications of virtual work presents diverse case studies and examples from business education community healthcare and beyond sparking insights that can be adapted to other environments Leading virtual teams effectively requires a new set of skills and a facilitative leadership approach Written by a leading expert in the field Virtual Leadership is here as your guide **Managing Risk in Virtual Enterprise Networks: Implementing Supply Chain Principles** Ponis, Stavros,2010-03-31 This book deals with risk management in enterprise network formations stressing the importance of risk management in enterprises organized in networks followed by the presentation of the researcher suggested approaches which most of the time emphasizes in a supply chain Provided by publisher [The Virtual Extension](#) Rasmus Lema,2003 **Management Today** Terri A. Scandura, Frankie J. Weinberg,2024-02-22 Integrating core management concepts with evidence based research and strategies Management Today Second Edition provides students of all backgrounds with the foundations they need to start and enhance their careers Authors Terri A Scandura and Frankie J Weinberg share their experiences as active researchers and award winning teachers throughout the book to engage and inspire the next generation of managers Students can apply what they have learned through self assessments reflection exercises and experiential activities Real world case studies explore business scenarios students may encounter throughout their own careers Practical concise and founded upon cutting edge research this text equips students with the necessary skills to become impactful members of today s business world *Practical Guide to Using Focused Build for SAP Solution Manager* Aušra Gustainienė, Domantas Mincė ,2023 Dive into the world of SAP Solution Manager s Focused Build application with this essential guide designed to help you manage development and configuration activities effectively This book aims to go beyond technical information and setup guides by sharing practical experiences valuable tips and insights on what works and what doesn t Understand the relationship between Focused Build and SAP Solution Manager and explore the key features that can enhance your project management experience Determine if Focused Build is the ideal tool for your projects Familiarize yourself with Focused Build s end to end processes and the various roles

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Integrated E-learning Wim Jochems, Jeroen J. G. van Merriënboer, Rob Koper, 2004 This book forms a serious in depth study of the subject and proposes that e learning is not simply a matter of digitizing traditional materials but involves a new approach which must take into account pedagogical technological and organizational features to form a well designed education system

How to Build a Successful Virtual Assistant Business - Intl Edition Janice Byer, CCVA, MVA, VAC, & Elayne Whitfield-Parr, BA, CCVA, MVA, VAC, PREVA, 2011-03-09 How to Build a Successful Virtual Assistant Business is the perfect resource for anyone interested in starting or building their own Virtual Assistant practice It helps you every step of the way from choosing the right name for your business to determining your rates to marketing your services and even helps you when it comes time to expand your business plus so much more This book takes critical information needed to turn your desire to start your own Virtual Assistant business into a profitable endeavor that are guaranteed to bring success including dozens of sample letters contracts and other documents an extensive list of helpful websites and software and input from VAs in all stages of business ownership

IT Asset Management Foundation (ITAMF) - Workbook - Second edition Jan Øberg, 2020-11-15 IT Asset Management Foundation ITAMF is a certification that validates a professional s knowledge on managing the IT assets as part of an organization s strategy compliance and risk management The content covered by the certification is based upon the philosophy of ITAMOrg a membership organization and thought leader in IT Asset Management The certificate IT Asset Management Foundation is part of the ITAMOrg qualification program and has been developed in cooperation with international experts in the field This workbook will help you prepare for the IT Asset Management Foundation ITAMF exam and provides you with an overview of the four key areas of IT Asset Management Hardware Asset Management including mobile devices Software Asset Management Services People Information Asset Management including Bring Your Own Device BYOD

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Harders,2008-03-30 This reference book is for anyone involved in generating surgical training scenarios as well as in VR based training in general It examines the main components required to define a scenario in the context of surgical scene generation Generation of the scene geometry modelling of organ appearance definition of biomechanical parameters The book is the ideal reference for any reader involved in generating training scenarios as well as in VR based training in general

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Information Visualization Chaomei Chen,2006-05-23 Information visualization is not only about creating graphical displays of complex and latent information structures It also contributes to a broader range of cognitive social and collaborative activities This is the first book to examine information visualization from this perspective This 2nd edition continues the unique and ambitious quest for setting information visualization and virtual environments in a unifying framework It pays special attention to the advances made over the last 5 years and potentially fruitful directions to pursue It is particularly updated to meet the need for practitioners The book is a valuable source for researchers and graduate students

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Interaction in Communication Technologies and Virtual Learning Environments: Human Factors Ragusa, Angela T., 2010-01-31 This international and interdisciplinary book presents research from a wide range of disciplines business communication education governance law marketing microbiology mining music nursing pharmacy philosophy psychology and sociology utilizing varied technologies to achieve high quality practical and successful communication Provided by publisher

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