

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:

1. Non-verbal communication is gestures and other body language.
2. North Americans expect a firm handshake.
3. Chinese indicate the numbers one to ten on one hand.
4. 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

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

Top Notch Workbook Answer

La Piana Associates

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

Top Notch Workbook Answer:

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 and legacy Observe your own career and evaluate yourself using an evaluation tool that reveals your leadership strengths and weaknesses Learn from stories and observations from the worlds of business politics sports the military and non profit organizations so you can transform as a leader Each of the twenty one lessons contains the following sections Definition of the Law Understand the law and how it operates Case Studies Explore three primary cases some positive some negative that reveal and illustrate the law Leadership Insight and Reflection Draw important personal conclusions about the impact of this law on your life Taking Action Assess yourself in this law and develop specific action steps to grow or make important changes Group Discussion Questions Explore the core issues and share your insights through a guided discussion with your group This workbook isn't designed to be merely a theoretical exercise It's meant to help you become a better leader And while you can easily go through this study on your own there's nothing more transformational than learning with other like minded people So gather a group of any size and see what happens as you help each other become the kind of leaders that people want to follow *How To: Stay On Top Of Your Game Workbook Series - Book Two: Victorious Living as a leader* Bishop Annie Njeri, 2018-01-12 In this book Bishop Annie has shared in depth about victorious leadership from her forty years experience in leadership Leadership is all about relationships Who are mature leaders Mature leaders are possibility thinkers and positive leaders Mature leadership is the capacity and will to rally people to a common purpose and the character which inspires confidence in them Mature leadership is leaving footprints which can be easily traced It's building a foundation with focus and tenacity that the next generation will build on and make sure the vision mission you have will not die Leadership sickness Prescription for leadership sickness Leaders bounce back

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La Piana Associates,2004-05-15 You've completed the merger agreement. Now how do you make the merger work? Nonprofit Mergers Part II helps you create a comprehensive plan to achieve integration. It addresses large strategic issues as well as small 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. Written Expression Disk with Workbook India Podsen,2013-12-17 This workbook provides principals with the tools they need to put into practice the concepts outlined in Written Expression: The Principal's Survival Guide, a volume in Eye On Education's hardcover series The School Leadership Library. The workbook expands the topics covered in the hardcover book and provides additional examples. On the diskette, you will find many of the sample documents printed in both the hardcover book and this workbook. You may use these files as templates for your own writing tasks. **GED RLA For Dummies** Achim K. Krull, Murray Shukyn,2015-10-05 Read and write your way to excellence on the GED RLA Test. Does the thought of taking the GED RLA Test make you red in the face? Fear not. With the help of GED RLA Test For Dummies, you'll get up to speed on the new structure and computer-based format of the GED and gain the confidence and know how to pass the RLA Test like a pro. Packed with helpful guidance and instruction, this hands-on test prep guide covers the concepts covered on the GED RLA Test and gives you ample practice opportunities to assess your understanding of the Language Arts Writing and Language Arts Reading sections of the exam. Designed to test your understanding of reading, writing, and editing skills, the GED RLA Test can be tough for the uninitiated. Luckily, this fun and accessible guide breaks down each section of the exam into easily digestible parts, making everything you'll encounter on exam day feel like a breeze. Inside, you'll find methods to sharpen your reading and language arts test skills, tips on how to approach GED RLA question types and formats, practice questions, and study exercises, and a full-length practice test to help you pinpoint where you need more study help. Presents reviews of the GED RLA test question types and basic computer skills. Offers passages and questions that assess reading comprehension.

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Self-instructional Workbook for Emergency Care J. David Bergeron,1990 Workbook is intended to be used as part of a formal Emergency Medical Technician course taught by a qualified instructor

The Workbook ,1987

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