

Answer key

Unit 1 Lifestyle

Reading and Use of English: Multiple matching, pages 4–5

1

1 B 2 A 3 B 4 C 5 D 6 A 7 D 8 C 9 B
10 A

2

1 side 2 nerves 3 feet, end 4 place 5 holiday
6 lifestyle 7 own 8 shows

3

b on my own
c on our feet for hours on end
d get on each other's nerves
e putting on shows
f go on with this lifestyle

Vocabulary, pages 6–7

A Lifestyle

1 healthy 2 luxurious 3 chaotic 4 sedentary
5 alternative

B Clothes

1

1 scruffy 2 scarf 3 casual 4 tight 5 plain
6 socks 7 trainers 8 baggy 9 belt 10 helmet
11 bracelet 12 fashionable

2

1 a pleated skirt 2 a checked waistcoat
3 a flowery dress 4 striped swimming trunks
5 spotted socks

C Get

1

1 by 2 over 3 back 4 away 5 off 6 out of

2

1 touch 2 paid 3 rid 4 ready 5 worse
6 impression 7 exercise

D Word combinations

1

1 party 2 interview 3 event 4 premiere 5 life

2

1 sporting event 2 social life 3 dinner jacket
4 world premiere 5 radio interview 6 political party

Language focus, page 8

A Adverbs of frequency

1 I always set my alarm clock.
2 I am never late

3 I rarely drink it.

4 My mum cooks paella once a week.

5 we have never been to Paris.

B Be used to, get used to and used to

1 Lucy used to use a bike to get to school.

2 She's got used to getting up early in the morning.

3 My dad used to get me to clean his car every Sunday.

4 Paul didn't use to get paid much when he worked as a waiter.

5 Many young people are not used to doing hard work.

Reading and Use of English: Transformations, page 8

1 hardly ever stay/am hardly ever

2 used to getting

3 looking forward to going

4 has/s taken (me) so

5 is/s rare for Anna to

6 not like Richard/him to be

Reading and Use of English: Multiple-choice cloze, page 9

1 A 2 C 3 D 4 C 5 B 6 D 7 A 8 C

Writing: Informal letter and email, pages 10–11

1

	Formal	Informal
Complaining	7	4
Asking for information	1	10
Giving information	5	9
Apologizing	3	6
Giving advice	8	2

2

Formal	Informal
1 inform me	10 let me know
8 We strongly advise you not to	2 You really shouldn't
3 for the delay in responding to you	6 it's taken me so long to get back to you
7 Moreover	4 And
5 I have a wide range of experience in working	9 I've done loads of jobs in hotels

Informal letter

2

Paragraph 1 a Paragraph 2 c Paragraph 3 b

Odysseyware Essentials Of Communication Answer Key

A. Herholdt



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Communication Skills for the World of Work. Answer Key A. C. L. Holmes, Elizabeth A. Holmes, 1981 Exploring Communications Richard D. Seymour, 1987-01-01 A very basic textbook suitable for secondary schools Communication Skills Interview Questions and Answers - English Navneet Singh, Communication skills are essential in any role and employers often assess candidates abilities in this area during interviews Here are some common communication skills interview questions along with suggested responses Can you describe a situation where you had to communicate complex information to a non technical audience Example Response In my previous role as a software developer I was tasked with presenting a new software update to a group of non technical stakeholders To ensure clarity and understanding I prepared a simplified overview of the update focusing on the benefits and impact on their workflow rather than technical details I used visual aids such as diagrams and charts to illustrate key points and engaged the audience by inviting questions and facilitating discussion How do you handle difficult conversations or conflicts in the workplace Example Response When faced with difficult conversations or conflicts I approach them with empathy active listening and a solutions oriented mindset I strive to understand the perspectives of all parties involved encourage open dialogue and seek common ground for resolution I remain calm respectful and objective focusing on finding mutually agreeable solutions that address underlying concerns and preserve positive working relationships Describe a time when you had to deliver constructive feedback to a colleague or team member Example Response In a previous project I noticed that a team member was struggling to meet deadlines and deliverables Instead of ignoring the issue I scheduled a one on one meeting with them to provide constructive feedback and support I approached the conversation with empathy and understanding highlighting specific areas for improvement and offering actionable suggestions for overcoming challenges I also emphasized my belief in their abilities and offered my assistance in any way needed to help them succeed How do you ensure effective communication in a remote or virtual work environment Example Response In remote or virtual work environments effective communication becomes even more important I prioritize clear and frequent communication through various channels such as video calls email chat platforms and project management tools I set expectations for response times and availability establish regular check ins with team members and leverage technology to facilitate collaboration and transparency I also encourage open communication and proactive sharing of updates feedback and concerns to ensure everyone stays aligned and engaged Can you provide an example of a time when you had to communicate a complex idea persuasively to gain buy in from stakeholders Example Response In a previous project I proposed a new strategy for optimizing our supply chain processes to senior leadership To gain buy in I conducted thorough research and analysis to support my proposal highlighting the potential benefits and ROI I

tailored my message to resonate with the interests and priorities of each stakeholder addressing their concerns and demonstrating the value of the proposed strategy I also solicited feedback addressed objections and provided evidence based reasoning to build credibility and trust These examples demonstrate how candidates can effectively respond to communication skills interview questions by providing specific examples demonstrating their approach and mindset and highlighting their ability to communicate effectively in various situations

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web observe the relevant information in the instruction manual for all actions involving switchgear and switchboards danger pay special attention to the hazard notes in the instruction manual marked with this warning symbol make sure that under operation condition of the switchgear or switchboard the specified data are not exceeded

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