

# Answer key

## LANGUAGE WORK

### 1 Communication

#### Vocabulary

**A**

2 c 3 a 4 b 5 c 6 c 7 a

**B**

2 c 3 c 4 a 5 d 6 b

**C**

1 tell	6 tell
2 tell	7 say
3 tell	8 tell
4 say	9 say
5 tell	10 say

**D**

1 tell  
2 say  
3 told  
4 tell  
5 say  
6 told

#### Language review

**A**

2 bush  
3 purposes  
4 grapevine  
5 end ... stock  
6 head ... tail  
7 brick wall

**B**

1 to keep someone in the loop  
2 to get it straight from the horse's mouth  
3 to come straight to the point  
4 to put somebody in the picture  
5 to be on the same wavelength

**C**

2 get straight to the point  
3 kept in the loop  
4 got it straight from the horse's mouth  
5 are on the same wavelength

**D**

2 b 3 a 4 a 5 d

**E**

2 was at a loss for words  
3 give me the low-down  
4 air their views  
5 dropped a hint

#### Writing

**A**

The words in *italics* are used to  
c) contrast cases.

**B**

Sentences 1, 4 and 5 use linkers correctly.

**C**

#### Sample answers

2. Even though the talk was extremely interesting, I left the room after a couple of minutes.  
or  
Even though the talk was awfully boring, I sat through it.
3. Despite the fact that he knew he was wrong, he refused to admit it.
6. I felt alert throughout the meeting in spite of my tiredness.  
or  
I felt sleepy throughout the meeting because of my tiredness.

**D**

- 1 to beat about the bush = to delay talking about the most important part of a subject  
2 bearish = the stock market is said to be bearish when prices are expected to fall, and people sell a lot of shares as a result  
3 to waffle = to talk a lot without making any clear or important points  
4 a fog = a future  
5 clarity = if there is a clarity of something, there is not enough of it

**E**

#### Sample answer

Mr C. Tate, Head of HR  
(Subject: Communication skills training course)

Dear Mr Tate,  
I should like to attend a Communication & People Skills course organised by our local college. The course is from 7 to 13 October and the fee is £650.  
I believe this seminar would contribute enormously to my professional development and would ultimately benefit the whole department, as the main focus is on interpersonal skills.  
I would be very grateful if you could enable me to get financial support from our Staff Development Scheme.  
Thank you for considering my request.  
With best wishes,  
[Your name or initials]

### 2 International marketing

#### Vocabulary

**A**

2 marketing strategy  
3 product portfolio  
4 brand identity  
5 market segmentation  
6 customer retention

**B**

2 b 3 d 4 a 5 b 6 c 7 b 8 d

# Essential Repaso Answer Key

**Emilie Sanchez**



## Essential Repaso Answer Key:

*Children's Books in Print, 2007*, 2006      **The British National Bibliography** Arthur James Wells, 2002  
**MultiCultural Review**, 2008      *Ultimate Spanish* Irwin Stern, Living Language (Firm), 2009 Unabridged      **Hispania**, 1971 Vol 1 includes Organization number published Nov 1917      *Spanish for Communication* Ana C. Jarvis, Raquel Lebrede, 1992 Designed for more advanced introductory level students Spanish for Communication develops the basic language skills necessary for successful communication in everyday situations At the beginning of each lesson a realistic dialogue provides the context for the introduction of grammar and vocabulary which is then reinforced through questions situational roleplays and realia based activities and is correlated to Basic Spanish Grammar      **Getting Along in Spanish** Ana C. Jarvis, Raquel Lebrede, 1992 Designed for introductory level students this communication manual develops practical vocabulary for everyday situations The Fifth Edition corresponds in structure and content with Basic Spanish Grammar 6 e including a second Lecci n preliminar In each lesson essential vocabulary and grammatical structures are reinforced through realistic dialogues questions situational role plays and realia based activities The correlated audio program features up to date dialogues paused and unpaused versions vocabulary lists for each lesson and Pr ctica orales corresponding to the review sections      **Subject Guide to Books in Print**, 2001      **The Publishers' Trade List Annual**, 1980      **El-Hi Textbooks and Serials in Print, 1996** R R Bowker Publishing, Bowker, 1996-02      *Dicho Y Hecho* Albert C. Dawson, Laila M. Dawson, 1981 An introductory textbook of Spanish emphasizing four basic skills speaking listening writing and reading  
**Spanish for Law Enforcement** Oliver, Ana C. Jarvis, Raquel Lebrede, 1996-11      *Spanish for Teachers* Ana C. Jarvis, Raquel Lebrede, Jarvis, 1996-07      *Convocacion addresses*      Answer key to accompany Gramática esencial Jorge Nelson Rojas, Rojas, Richard A. Curry, 1995-01-01  
Repaso David Stillman, 2000-11 This new version of the very popular worktext Repaso is non consumable and intended for in class use It contains all the grammar review material and activities in the original Repaso but is designed for students to do work on their own paper Verb charts are also included      Conversacion Y Repaso Workbook/Lab Manual + Lab Audioscript Lynn A. Sandstedt, Ralph Kite, John G. Copeland, 2003-06 Contains answers to the workbook exercises      **Little Brown Essential Workbook Answer Key** Dowling, Fowler,

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