

## Listening and Speaking 4

### Unit 1 Student Book Answer Key

## Q: Skills for Success

### Second Edition

#### The Q Classroom

##### Activity A., p. 2

Answers will vary. Possible answers:

1. I was the captain of my sports team. It was difficult because I had a lot of responsibility.
2. My company's president is a good leader because he takes care of everyone who works for him.
3. The conductor is the leader of the orchestra. He is an effective leader because he is able to conduct many musicians at the same time. The musicians are all looking at him.

##### Activity B., p. 3

Answers will vary. Possible answers:

1. I agree with Yuna. Leaders should think about the people they're leading and not just themselves. They should make decisions that will help everyone on their team.
2. I agree with Felix. Leaders are under a lot of pressure to make good decisions all the time. / I disagree with Felix. Leading others may be difficult at times, but leaders have a lot of power. I think it's harder to follow a leader you don't like than to actually be a leader.

#### NOTE-TAKING SKILL

##### Activity A., p. 5

Answers will vary. Possible answers:

If you are a leader, then you know that highly motivated people do better work than people who are discouraged, tired, or just unenthusiastic. But how can you keep a team excited over the long haul? How can you motivate them to do their best? Those aren't easy questions, but here are three simple ways to start. First of all, make sure you're communicating your expectations clearly. When you explain what you expect, you're providing your team members with a specific goal. And this will help your team focus their energy and efforts on what is important. Beyond that, make sure to provide your whole team with feedback that will help them improve. Helpful feedback makes it easier for us to learn and develop, and it also helps us to identify and correct problems before they get too big. Lastly, remember to reward good work.

Don't just be a critic. Rewards can be anything from a "thank you" to a party, a pay raise, or even a day off. Be creative, and don't be cheap. Make sure your team knows when they've done well. They'll get excited when they know a reward is on its way, and they'll feel like their hard work is actually paying off.

##### Activity B., p. 6

| Topic: Motivating teams | Main ideas and key phrases                                                                                                    |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| First way               | Make expectations clear <ul style="list-style-type: none"> <li>- gives team a goal</li> <li>- focuses efforts</li> </ul>      |
| Second way              | Provide helpful feedback <ul style="list-style-type: none"> <li>- helps team learn</li> <li>- fixes problems early</li> </ul> |
| Third way               | Reward them <ul style="list-style-type: none"> <li>- builds excitement</li> <li>- makes them feel appreciated</li> </ul>      |

#### LISTENING 1

##### WORK WITH THE LISTENING

##### Activity A., p. 7

Answers will vary. Possible answers:

| Topic: Being a friend's boss | Main ideas and key phrases                                                                                                                                                                                                                                                                                                   |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Ginny Fischer's experiences  | <ul style="list-style-type: none"> <li>• Hired closest friend</li> <li>• Brought up tough issues, like salary</li> <li>• Friendship stayed strong</li> <li>• Both are successful</li> <li>• Discussed changes and challenges</li> <li>• Keep personal stuff out of office</li> <li>• Treats friend same as others</li> </ul> |
| Carly Drum's experiences     | <ul style="list-style-type: none"> <li>• Hired four friends</li> <li>• One brought personal problems to work</li> <li>• Addressing this was challenging</li> <li>• Employee was offended</li> <li>• Employee later apologized</li> <li>• They talked and developed a plan</li> <li>• Learned to set boundaries</li> </ul>    |
| Tory Delany's experiences    | <ul style="list-style-type: none"> <li>• Got promoted at restaurant</li> <li>• Became general manager</li> <li>• Made rules and boundaries</li> <li>• Enforced them</li> <li>• Became co-owner of restaurant</li> </ul>                                                                                                      |

##### Activity B., p. 8

1. c
2. a
3. b

# Fourth Edition Building Skills Unit 1 answers

**Clemens Wendtner**



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## **Table of Contents Fourth Edition Building Skills Unit 1answers**

1. Understanding the eBook Fourth Edition Building Skills Unit 1answers
  - The Rise of Digital Reading Fourth Edition Building Skills Unit 1answers
  - Advantages of eBooks Over Traditional Books
2. Identifying Fourth Edition Building Skills Unit 1answers
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Fourth Edition Building Skills Unit 1answers
  - User-Friendly Interface
4. Exploring eBook Recommendations from Fourth Edition Building Skills Unit 1answers
  - Personalized Recommendations
  - Fourth Edition Building Skills Unit 1answers User Reviews and Ratings
  - Fourth Edition Building Skills Unit 1answers and Bestseller Lists
5. Accessing Fourth Edition Building Skills Unit 1answers Free and Paid eBooks
  - Fourth Edition Building Skills Unit 1answers Public Domain eBooks

- Fourth Edition Building Skills Unit 1 answers eBook Subscription Services
- Fourth Edition Building Skills Unit 1 answers Budget-Friendly Options
- 6. Navigating Fourth Edition Building Skills Unit 1 answers eBook Formats
  - ePub, PDF, MOBI, and More
  - Fourth Edition Building Skills Unit 1 answers Compatibility with Devices
  - Fourth Edition Building Skills Unit 1 answers Enhanced eBook Features
- 7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Fourth Edition Building Skills Unit 1 answers
  - Highlighting and Note-Taking Fourth Edition Building Skills Unit 1 answers
  - Interactive Elements Fourth Edition Building Skills Unit 1 answers
- 8. Staying Engaged with Fourth Edition Building Skills Unit 1 answers
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Fourth Edition Building Skills Unit 1 answers
- 9. Balancing eBooks and Physical Books Fourth Edition Building Skills Unit 1 answers
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Fourth Edition Building Skills Unit 1 answers
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Fourth Edition Building Skills Unit 1 answers
  - Setting Reading Goals Fourth Edition Building Skills Unit 1 answers
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Fourth Edition Building Skills Unit 1 answers
  - Fact-Checking eBook Content of Fourth Edition Building Skills Unit 1 answers
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks

#### 14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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