

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... stick
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 flop = a failure
5 clarity = if there is a clarity of something, there is not enough of it

E

Sample answer

Mr C. Talle, Head of HR

Subject: Communication skills training course

Dear Mr Talle,

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

Motifs Fifth Edition Manual Answer Key

Daniela Niemeyer



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