

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 - gives team a goal - focuses efforts
Second way	Provide helpful feedback - helps team learn - fixes problems early
Third way	Reward them - builds excitement - makes them feel appreciated

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	• Hired closest friend • Brought up tough issues, like salary • Friendship stayed strong • Both are successful • Discussed changes and challenges • Keep personal stuff out of office • Treats friend same as others
Carly Drum's experiences	• Hired four friends • One brought personal problems to work • Addressing this was challenging • Employee was offended • Employee later apologized • They talked and developed a plan • Learned to set boundaries
Tory Delany's experiences	• Got promoted at restaurant • Became general manager • Made rules and boundaries • Enforced them • Became co-owner of restaurant

Activity B., p. 8

1. c
2. a
3. b

Fourth Edition Building Skills Unit 1 answers

Chao Zhang



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