MARKET LEADER ANSWER KEYS

UNIT 1

Warmer

| Drums | Paintings | |
|------------------------|------------------------|--|
| Pigeon post | Sculpture | |
| Smoke signals | Music | |
| Semaphore | | |
| Morse code | | |
| Telephone | | |
| Newspapers | Language sign language | |
| Radio | Body language | |
| Television | Dance | |
| Internet | 2000-0000 | |
| Interactive television | | |

Vocabulary: Good communicators

A

- Good communicators: articulate, coherent, eloquent, fluent, focussed, extrovert, persuasive, responsive, sensitive, succinct.
- Bad communicators: hesitant, inhibited, rambling, reserved.

11%

- 1. focussed, succinct.
- hesitant, inhibited, reserved
- rambling
- 4. fluent, eloquent, sensitive
- 5. articulate, coherent
- persuasive
- extrovert
 responsive

Reading: internal communication

O.

- Senior managers hide behind their computers.
- Staff use voice mail to screen calls.
- 3. employees sitting next to each other send e-mails rather than speak to each other.

B

- They had language and geographical difficulties, huge amounts of paperwork and great difficulty tracking and monitoring jobs.
- They installed an automated system so that data was only entered once but could be accessed by everyone in the company.
- Theobold recommends checking e-mail only three times a day and allocating a set time t deal with it.
- People use the "reply all" button so e-mail goes to all people who don't need it as well as those who do.

Market Leader 1st Edition Answer

Julia Schneider

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