Answer key

1 Corporate culture

1.1 About business Work culture and placements

1 It depends on company culture. New employees need to try to work out quickly what is expected in each of the three situations and to adjust to the company culture as soon as they can. To start off though, it's probably safest to dress smartly, not be the first or the last to leave the office, maybe make one or two contributions to a meeting, but most importantly to listen and learn at first.

2
1 The experiment demonstrated how an unwritten rule is created.
2 Seven examples of unwritten rules:
- nobody should ever climb the ladder
- wasting time is more important than achieving results
- the boss is always right, even when he's wrong
- if you're not at your desk, you're not working
- nobody complains, because nothing changes
- women, ethnic minorities and the over 30s are not promoted
- the customer is king, but don't tell anyone, because management are more interested in profitability

3 New staff quickly learn when their ideas and opinions are listened to and valued, and when it's better to keep them to themselves, which aspects and aspects of their performance will be checked and evaluated, and when objectives and instructions they can safely ignore. They learn how the way staff speak to management, to customers and to each other, and how the differences between what is said, decided or promised, and what actually gets done.

3
Suggested answers:
1 Organizations and companies can try to avoid negative unwritten rules by respecting commitments, giving and listening to feedback, defining and applying clear procedures, providing training to develop a positive work culture.
2 A government department:
Office etiquette: formal dress code, strict office hours, inflexible, subject to security constraints
Relationships with colleagues, management and clients / business partners: hierarchical and formalist
Autonomy and initiative: limited, strict procedures for everything
A small public relations firm:
Office etiquette: probably very informal, relaxed, flexible, results-oriented rather than time-conscious
Relationships with colleagues, management and clients / business partners: friendly and participative, little or no visible hierarchy
Autonomy and initiative: wide, but must be justified
A manufacturing company:
Answers will depend on national and corporate culture.
3 Answers will vary.

4
1 Alexandra was not accepted by her colleagues. David spent an intern.
2 Alexandra misunderstood the [unwritten] office rules on waiting hours. David assumed Monica would know to inform him she had a dentist's appointment, but she didn't. Monica misinterpreted David's frequent use of changing the supervisor–intern relationship.

5
Students' mistakes:
Alexandra's story: didn't ask about / was not sensitive to unwritten rules, didn't talk to colleagues.
David's story: took friendly culture at face value, didn't accept criticism, didn't learn from the problems.

Supervisors' mistakes:
Alexandra's story: didn't tell student about unwritten rules, gave student too much autonomy, didn't make sure student met colleagues.
David's story: didn't explain local work culture, didn't keep enough distance from intern, didn't understand the intern's confusion.

6 Answers will vary.

1.2 Vocabulary Work organization and responsibility

1
Suggested answers:
1 foreman, supervisor, project leader, line manager, director (by hierarchical status)
2 section, department, office, branch, unit, subsidiary, division, company (by size)
3 task, job, assignment, project (by importance)

2
David Damen – CEO
Administration: Monica Overstreet is Office Manager – two accountants
Marketing and Sales: Bertrand Newman – Marketing and Sales Manager – one art director, one PR officer and two salesmen
R&D: Douglas Pearson – R&D Manager – seven research scientists
Engineering: Herb Munroe – Projects Manager – two software engineers and one technical writer
IT and Technical Support: Roxane Perrie – IT Manager – one webdeveloper and two support engineers

3
1 Because Wamdar is a small company.
2 Because Wamdar is growing fast, so it's going to change as they hire new staff.
3 Because right now they don't have an HR department as such.
4 The CDO runs the business on a day-to-day basis. The CEO deals with strategy and sits on the board of the parent company.
5 Ilyas is Wamdar's parent company. They took Wamdar over a couple of years ago.
6 He resigned when he was appointed Head of IT at a big consultancy firm but was fired after three months.
7 Research and Development, Engineering, and Marketing and Sales.
8 Doug Pearson coordinates development projects; he liaises with Marketing and Engineering.

4
1 c) 2 e) 3 d) 4 a) 5 b)
6 i) 7 h) 8 j) 9 f) 10 g)

5
1 alongside 2 under 3 as 4 at 5 in 6 on

1.3 Grammar Past tenses and advice structures

1
1 sold 2 had fallen 3 was beginning / had begun
4 had given 5 called 6 had improved 7 had leaked
8 had closed 9 were rising 10 closed

2
1 ask 2 asking 3 asking 4 to ask 5 asking 6 ask
7 to ask 8 ask 9 to ask 10 to ask 11 asking 12 to ask
Strong recommendations: 1, 4, 7, 9, 12
Careful or friendly suggestions: 2, 3, 5, 6, 8, 10, 11

3
1 The CEO did very well for himself. The CEO gave a party.
2 The CEO challenged his boss. He shoved the executive in the pool.
3 There was a loud splash. Everyone followed the CEO to the barbecue.
4 The CEO was sorry for his life. Everyone arrived back at the pool.
5 The CEO reached the edge. The crocodile tried to catch his leg.
6 A crocodile tried to bite the CEO. The CEO climbed out of the pool.

4
1 had done; was proudly showing
2 had built
3 had just started; was
4 turned around; ran back; was welcoming
5 had almost caught; reached
6 had / 'd just managed; heard

5
Student A:
1 c) 2 e) 3 d) 4 a) 5 b)
6 h) 7 i) 8 g) 9 j) 10 f)
Student B:
1 c) 2 d) 3 a) 4 b) 5 h) 6 g) 7 e) 8 f)

6
1 h) 2 d) 3 e) 4 c) 5 a)
6 g) 7 i) 8 j) 9 f) 10 b)
(7 i) and 10 j) are also possible)

1.4 Speaking Meetings – one-to-one

1
Answers depend on local and work culture. Suggested answers:
1 In most English-speaking cultures, this is the norm, with the notable exception of Africa, where superiors, and frequently peers, are addressed by their surname. Use of the first name is also unusual in much of Asia, and in Germany.
2 Some cultures, like France, make a clear distinction between business and personal life. Others, like the Swedish furniture company Ikea, organize regular social events, where all levels of staff are expected to mix freely.
3 In most Latin cultures, managers will expect subordinates to perform tasks like making coffee. Senior staff in Nordic cultures may be shocked and even insulted by such a request.
4 This is usually dependent on the type of work involved than on local or work culture. Personal calls for staff in production may be very unwelcome, whereas in departments like sales or marketing, where work organization is more flexible, there is usually no particular problem.
5 This is the case in many English-speaking and Nordic cultures, especially in the USA. In Latin and Asian countries, the opposite is often true, with a certain kudos or even machismo associated with working late.
6 This probably depends on the organization as much as on the culture. In large scientific meetings, for example, the majority of attendees will not be expected to speak.

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Table of Contents The Business 20 Intermediate Answer Key

1. Understanding the eBook The Business 20 Intermediate Answer Key
    - The Rise of Digital Reading The Business 20 Intermediate Answer Key
    - Advantages of eBooks Over Traditional Books
2. Identifying The Business 20 Intermediate Answer Key
    - 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 The Business 20 Intermediate Answer Key
    - User-Friendly Interface
4. Exploring eBook Recommendations from The Business 20 Intermediate Answer Key
    - Personalized Recommendations
    - The Business 20 Intermediate Answer Key User Reviews and Ratings

- The Business 20 Intermediate Answer Key and Bestseller Lists

5. Accessing The Business 20 Intermediate Answer Key Free and Paid eBooks
   - The Business 20 Intermediate Answer Key Public Domain eBooks
   - The Business 20 Intermediate Answer Key eBook Subscription Services
   - The Business 20 Intermediate Answer Key Budget-Friendly Options
6. Navigating The Business 20 Intermediate Answer Key eBook Formats
   - ePub, PDF, MOBI, and More
   - The Business 20 Intermediate Answer Key Compatibility with Devices
   - The Business 20 Intermediate Answer Key Enhanced eBook Features
7. Enhancing Your Reading Experience
   - Adjustable Fonts and Text Sizes of The Business 20 Intermediate Answer Key
   - Highlighting and Note-Taking The Business 20 Intermediate Answer Key
   - Interactive Elements The Business 20 Intermediate Answer Key
8. Staying Engaged with The Business 20 Intermediate Answer Key
   - Joining Online Reading Communities
   - Participating in Virtual Book Clubs
   - Following Authors and Publishers The Business 20 Intermediate Answer Key
9. Balancing eBooks and Physical Books The Business 20 Intermediate Answer Key
   - Benefits of a Digital Library
   - Creating a Diverse Reading Collection The Business 20 Intermediate Answer Key
10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
11. Cultivating a Reading Routine The Business 20 Intermediate Answer Key
    - Setting Reading Goals The Business 20 Intermediate Answer Key
    - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of The Business 20 Intermediate Answer Key
    - Fact-Checking eBook Content of The Business 20 Intermediate Answer Key
    - 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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