

The Q Classroom

Activity A, p. 2

Answers will vary. Possible answers:

1. honesty, kindness, intelligence, sense of humor
2. dress nicely, smile, be polite
3. The people are at a meeting in an office. The man is speaking to his coworkers. He's leading the meeting. His coworkers are listening to him speak.

Activity B, p. 3

Marcus: c, h

Yuna: a, f

Felix: b, d

Sophy: e, g

PREVIEW THE UNIT

Activity A, iQ Online Resource

Answers will vary.

Activity B, iQ Online Resource

Answers will vary.

READING 1

PREVIEW THE READING

Activity A, p. 4

- talking about things like traffic or weather

Activity B, p. 4

Answers will vary. Possible answer:

I like meeting new people at school because it's a chance to make a new friend. Usually I have a lot in common with my classmates, so I don't feel really nervous. I say hello and smile, and I introduce myself. When I smile, it shows I am a friendly person. I also ask my new classmates questions to make them feel more comfortable. I usually ask them where they are from or what hobbies they have. Sometimes we

guess about what our new teacher is going to be like.

Activity C, p. 4

Answers will vary.

WORK WITH THE READING

Activity B, p. 7

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

Vocabulary Skill Review, p. 7

Nouns: confidence, stranger

Verbs: appreciate, demonstrate, impress, lead to, maintain, select

Activity D, p. 8

d

Activity E, p. 8

1. T
2. T
3. T
4. F Small talk is equally important after you are hired.
5. F Just five minutes of small talk can lead to more successful business deals.
6. F Ask new people details about their family to find common interests.
7. T
8. F Effective small talk can leave a good first impression on others.

Activity F, pp. 8–9

1. strangers
2. small talk
3. new people
4. saying anything offensive
5. maintaining eye contact

Reading and Writing 3
Unit 1 Student Book Answer Key

Q: Skills for Success
Second Edition

6. people who shy away from small talk

Activity G, p. 9

b→e→a→d→c

Activity H, p. 9

Answers will vary. Possible answer:

I think the wrong way to use small talk is when people ask about topics that are offensive or too personal. For example, you shouldn't make jokes that could hurt the other person's feelings or beliefs. You also shouldn't use bad words or say anything mean about other people. Finally, I think it is wrong to talk about the problems in your life. It can make the other person feel very uncomfortable.

WRITE WHAT YOU THINK

Activity A, B, p. 9

Answers will vary. Possible answers:

1. The last time I used small talk was on my first day of school. I didn't know any of my classmates. I started up a conversation with a couple of people sitting next to me. We talked about what classes we were taking and the music we liked.
2. I agree with the author that small talk is a big deal. If we don't know how to make small talk correctly, we might offend someone, and we might not be able to make friends. Also, people use small talk a lot at work to get better jobs, so it's very important.

READING SKILL

Activity A, p. 10

1.
 - a. SD
 - b. MI

2.
 - a. SD
 - b. SD
 - c. MI
3.
 - a. MI
 - b. SD
 - c. SD

Activity B, p. 10

Paragraph 1: Put a group of strangers in a room together, and they'll probably start a conversation.

Paragraph 6: Next, keep the conversation going.

Paragraph 7: Third, maintain eye contact.

Paragraph 8: Some people shy away from small talk.

READING 2

PREVIEW THE READING

Activity A, p. 11

- Find out as much as you can about the job.
- Don't interrupt the interviewer when he or she is talking.

Activity B, p. 11

Answers will vary. Possible answer:

If someone is going on a job interview, I think he or she should be respectful. The person should show up on time and use polite words like please and thank you. He or she should be a good listener and shouldn't talk too much. The person shouldn't say anything offensive, and he or she should never lie. The person needs to act right and be kind.

Activity C, p. 11

Answers will vary.

WORK WITH THE READING

Activity B, pp. 13–14

1. exaggerate
2. weakness
3. consider
4. punctual
5. slang
6. responsible
7. expect
8. research
9. professional
10. accomplishment

Activity D, p. 14

Answers may vary. Possible answer:

Job Interview <i>Dos</i>	Job Interview <i>Don'ts</i>
Dress professionally.	Don't be negative.
Learn about the company.	Don't use slang or bad words.
Think of questions and practice.	Don't interrupt.
Be punctual.	Don't exaggerate.
Make eye contact.	Don't lie.
Sit up straight.	Don't forget to breathe.
Listen carefully.	
Be polite.	
Find shared interests.	
Talk about your accomplishments.	
Stay positive.	
Smile.	
Ask questions.	

Activity E, pp. 14–15

1. T
2. F Most companies expect you to wear business clothes to an interview.
3. F Arrive 10–15 minutes early to help yourself relax before you step into the office.
4. T
5. F It's bad to lie about a past job to impress the interviewer.
6. T
7. F At the end of the interview, ask specific questions about the job or company.

Activity F, p. 15

1. f

2. c
3. e
4. b
5. a
6. h
7. g
8. d

WRITE WHAT YOU THINK

Activity A, p. 15

Answers will vary. Possible answers:

1. I think “Dress professionally” is the most important tip because the interviewer won’t even listen to what you have to say if you are dressed badly. If you dress neatly and professionally, it shows that you care about the impression you are making. It also shows that you will look professional if you get the job. I think talking about my accomplishments is the hardest thing to do because I always feel like I am bragging. But I know that interviewers really want to know about my accomplishments.
2. I think the best way to make an interviewer interested in me is by giving thoughtful answers to the questions and being enthusiastic about the job. If I give thoughtful answers, it will show that I want to do my best. Employers want to hire people who are willing to work hard and do their best. If I’m enthusiastic, the interviewer will see that I really care about the job. Employers don’t want to hire people who don’t want to work at their companies.

Activity B, p. 15

Answers will vary.

VOCABULARY SKILL

Activity A, p. 16

	Noun	Verb	Adjective	Adverb
1.	accomplishment	accomplish	accomplished	X
2.	confidence	X	confident	confidently
3.	consideration	consider	considerable	considerably
4.	demonstration	demonstrate	demonstrational	X
5.	impression	impress	impressive	impressively
6.	offense	offend	offensive	offensively
7.	responsibility	X	responsible	responsibly
8.	selection	select	selective	selectively

Activity B, p. 17

1. accomplishment
2. consideration
3. confidence
4. demonstrate
5. impressive
6. offend
7. responsibly
8. select

Activity C, p. 17

Answers will vary. Ensure that students have used word forms correctly. Possible answers:

1. Getting a job is a big accomplishment.
I can accomplish anything when I try my best.
I feel accomplished when I finish my homework.
2. I wish I had the confidence to answer questions in front of the class.
I am confident that I can improve my grades by studying more.
The band played confidently for the audience.
3. After some careful consideration, I made a decision to stay in school.
I will consider your advice.
She has made a considerable effort to work harder.

His grades have dropped considerably since he stopped studying.

4. After watching the demonstration, I wanted to try. I asked him to demonstrate how he figured out the problem. I am making a demonstrational video for how to cook spaghetti.
5. A firm handshake always leaves a good impression.
I am trying to impress my teacher by arriving early to class.
His work ethic is really impressive; he managed to finish the project in one day!
Elephants are impressively large animals.
6. I think cheating is a terrible offense. I hope I didn't offend her with my comment.
I don't watch that TV show because I find it offensive.
I don't think he meant to say that offensively; he's having a bad day.
7. It is important to take responsibility for your actions.
Who is responsible for eating all the cookies?
Always remember to speak responsibly.
8. We have a wide selection to choose from.
Select the option you want and we will bring it to you right away.
I am selective when I choose the dessert I want to eat.
She reads selectively, preferring short stories and mysteries.

WRITING SKILL

PART 1

Activity A, pp. 18–19

1. Circle: When you start a job, you can leave a bad impression on your new coworkers very quickly without even realizing it.
2. 12
3.
 - a. speaking loudly on your phone
 - b. taking the last cup of coffee and not making another pot
 - c. leaving your cell phone on
4. It may disturb the quiet coworkers need to do their work.
5. Finding your dream job may take a lot of time and effort, but unfortunately, leaving a bad impression on your coworkers can be done quickly and easily!

Activity B, p. 19

1. c
2. a
3. d

WRITING SKILL

PART 2

Activity A, pp. 20–21

Some answers will vary. Possible answers:

1. Sometimes we say something that leaves people with a bad impression, but it is possible to fix the situation.
2.
 - A. Figure out why others are upset or uninterested.
 1. Think about the conversation.
 2. Try to remember what you said that offended others.
 - B. Be prepared.

1. Make a plan about what to say and not to say.
2. Don't make the same mistake twice.
- C. Be positive and interested.
 1. Don't bring up the bad past experience.
 2. Ask questions, listen carefully, and respond thoughtfully.
3. Concluding sentence: There is no standard formula to turn a negative impression into a positive one; however, if you stay positive and seem interested in changing their opinion about you, you are more likely to get them to like you the next time!

Activity B, pp. 21–22

Some answers will vary. Possible answers:

1. Topic sentence: There are several ways to make new friends.
2. Subtopics and supporting details:
 - A. You can make new friends in class.
 1. Come to class early.
 2. Sit next to another student.
 3. Use small talk to start a conversation.
 - B. You can make new friends at work.
 1. You and your coworkers will have a lot in common.
 2. You could hang out after work with coworkers.
3. Concluding sentence: Making new friends is not always easy, but with a little effort, you can build friendships with the people around you, and in the process, you may even find your new best friend!

Activity C, iQ Online Resource
Answers will vary.

GRAMMAR

Activity A, p. 23

1. Circle: People want to be around you
Underline: when you have good listening skills
2. Underline: If you tell a joke,
Circle: you could offend someone
3. Underline: When you dress appropriately,
Circle: people take you seriously
4. Circle: You are more likely to make a good impression
Underline: if you are confident and prepared
5. Underline: If you don't ask questions,
Circle: people may not think you're interested in what they're saying

Activity B, p. 23

Answers may vary. Possible answers:

1. will take
2. feel
3. will have
4. come
5. doesn't study

Activity C, p. 24

Answers will vary. Possible answers:

1. you will be tired
2. you might not get the job
3. he will think you don't care about him
4. you may offend someone
5. the interviewer will think you're not responsible

UNIT ASSIGNMENT

PLAN AND WRITE

Activity A, iQ Online Resource

Answers will vary.

Activity B, iQ Online Resource

Answers will vary.