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 more 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
  – working long hours 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 50s are not promoted
  – the customer is king, but don't tell anyone, because management are more interested in profitability
3   New staff quickly learn whose ideas and opinions are listened to and valued, and when it's better to keep them to themselves; which assignments and aspects of their performance will be checked and evaluated, and whose objectives and instructions they can safely ignore. They learn from the way staff speak to management, to customers and to each other, and from 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 formalized
   Autonomy and initiative: limited, strict procedures for everything
   A small public relations firm:
   Office etiquette: probably very informal, relaxed, flexible, results-orientated 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 upset an intern.
2   Alexandra misunderstood the (unwritten) office rules on working hours. David assumed Monica would know to inform him she had a dentist's appointment, but she didn't; Monica misinterpreted David's friendliness as 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 problem
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 conclusion

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 Darren – COO
Administration: Monica Overstreet is Office Manager + two accountants
Marketing and Sales: Bertram Newman – Marketing and Sales Manager – one sales director, one PR officer and two salesmen
R&D: Douglas Pearson – R&D Manager + seven research scientists
Engineering: Herb Munroe – Program Manager + two software engineers and one technical writer

IT and Technical Support: Roxane Pawle – IT Manager + one web developer and two support engineers

3
1   Because Warndar is a small company.
2   Because Warndar 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 COO runs the business on a day-to-day basis. The CEO deals with strategy and she's on the board of the parent company.
5   Irysis is Warndar's parent company. They took Warndar 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 programmes; 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   told   2   had fallen   3   was beginning / had begun
4   had given   5   called   6   had improved   7   had learnt
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 team. He showed the executives the pool.
3   There was a loud splash. Everyone followed the CEO to the barbecue.
4   The CEO swam for his life. Everyone arrived back at the pool.
5   The CEO reached the edge. The crocodiles tried to catch him.
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 swimming
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   b)   2   d)   3   c)   4   e)   5   a)
6   j)   7   i)   8   f)   9   f)   10   h)
(7 h) and 10 i) are also possible).

1.4 Speaking **Meetings – one-to-one**

1
Answers depend on local and work cultures. 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. Some staff in Nordic cultures may be shocked and even insulted by such a request.
4   This usually depends more 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.

Answers Workkeys Teamwork Test

S Marginson

Answers Workkeys Teamwork Test:

   Workplace Essential Skills ,2000   **Testing and Assessment in Vocational Education** ,1994 This background paper provides a picture of general progress in vocational education assessment instruments and policies Chapter 1 explains the paper s purposes and presents a summary of its contents Chapter 2 traces the evolution of federal accountability requirements in vocational education law and explains the intent of the 1990 provisions Chapter 3 profiles current state testing and assessment policies in vocational education It analyzes how state assessment policies and practices are changing in response to Perkins Act requirements and considers how these changes could affect both other reforms in vocational education and the nature of learning and instruction in vocational education itself Chapter 4 describes some testing and assessment resources available to measure various kinds of occupational skills including tests developed by three main vendors Chapter 5 explores alternative approaches for defining teaching and measuring broad technical skills and highlights issues that should be considered in moving toward assessments that meet needs identified by Congress Chapter 6 describes how the U S Department of Education has implemented performance standards One appendix lists legislative milestones related to accountability in federal vocational education programs Another appendix explains acronyms YLB   Workforce Readiness Harold F. O'Neil, Jr.,Harold F. O'Neil,2014-03-05 Current economic difficulties and the challenge of competing in the world market have necessitated a rethinking of American approaches to the utilization of people in organizations Management now recognizes a need to have workers take on more responsibility at the points of production of sale and of service rendered if the United States is to compete in rapidly changing world markets This development means that much more is expected of even entry level members of the American workforce Thus even more is expected of our high schools and colleges to provide this type of workforce The need of American management for workers with greater skills and who can take on greater responsibility has spawned many commissions task forces and studies All of them have contributed to the vast evidence documenting the need for a more highly skilled workforce These studies are summarized and synthesized in this book However what remains largely undone is the development of methods to assess the necessary skills that have been identified A major portion of this book deals with assessment issues Workforce Readiness Competencies and Assessment explores the state of the art in the specification of competencies skills and their assessment for students entering the world of work from both high school and college Both individual and team competencies are examined via data that has been reported and collected in various settings schools laboratories and industrial facilities   *Innovations in Computerized Assessment* Fritz Drasgow,Julie B. Olson-Buchanan,1999-03-01 Computerized assessment offers many opportunities for innovations in measurement In contrast to static paper and pencil instruments computerized assessment can capitalize on the dynamic capabilities of the computer For example the difficulty of administered items can be adopted to the ability of the examinee thus eliminating items that are too hard or too easy Multimedia computers provide the opportunity to revolutionize

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