

WRITING BOOSTER**Exercise A**

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

Exercise B

Do's: a, b, c, f, h, i, k

Don'ts: d, e, g, j

Exercise C

Errors are underlined.

Maria, Thanks! I lunch yesterday. It was GR8! CU. let's continue our conversation about the project, maybe Wednesday next week? My place? There's still lots I discuss CU! But please don't forget to bring the info we talked about LMS about next week. CU LSR.

Peter

Possible answer:

Maria,

Thank you for lunch yesterday. It was great to see you. Let's continue our conversation about the project. Are you available on Wednesday next week? Can you come to my office? There's still a lot to discuss. By the way, please don't forget to bring the information we talked about.

Let me know about next week.

Thanks so much.

Peter Benson

UNIT 2**Exercise 1**1. toothache 2. swollen gums 3. lost filling
4. broken tooth**Exercise 2**

Answers will vary.

Exercise 3

1. b 2. c 3. c 4. b

Exercise 41. chest 2. weak 3. nauseous 4. sneezing
5. coughing 6. stomach**Exercise 5**1. must be 2. must not feel 3. must hurt
4. must have 5. must not be 6. must not want**Exercise 6**1. must 2. must 3. must not
4. must 5. must not 6. must not**Exercise 7**

Answers will vary.

Exercise 81. a blood test 2. a shot 3. an X-ray
4. An EKG 5. a checkup**Exercise 9**1. an appointment 2. a pain 3. chest
4. an EKG 5. fit 6. appreciate**Exercise 10**

1. yes 2. no 3. no information 4. yes 5. no

Exercise 111. may 2. must 3. must 4. might
5. must 6. might 7. will**Exercise 12**2. may not / might not be able to
3. may not / might not be able to
4. may / might be able to
5. must not be able to**Exercise 13**1. acupuncture, herbal therapy, homeopathy,
spiritual healing 2. acupuncture
3. conventional medicine 4. spiritual healing
5. herbal therapy 6. homeopathy**Exercise 14**

Answers will vary.

Exercise 15

1. a 2. b 3. a 4. b 5. d

Exercise 16

Possible answers.

Type of treatment	How it's similar to reflexology	How it's different from reflexology
homeopathy	They are both natural treatments. They are ancient treatments.	It uses remedies that cause similar symptoms.
herbal therapy	They are both natural treatments. They are ancient treatments.	It uses teas and pills.
acupuncture	They both believe areas of the body are connected. They are ancient treatments.	It uses needles.

Top Notch 3, Third Edition

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Unit 2

Top Notch Workbook Answer

Bradley S. Bowden, Joan M. Bowden

Top Notch Workbook Answer:

The 21 Irrefutable Laws of Leadership Workbook John C. Maxwell, 2007-09-16 Required reading for both developing and experienced leaders this one of a kind workbook companion to a leadership classic outlines the core leadership principles that will make you more effective more influential and more successful wherever you are in your career If you've never read The 21 Irrefutable Laws of Leadership you've been missing out on one of the best selling leadership books of all time In this companion workbook leadership expert John C Maxwell shares powerful insights gleaned from his forty plus years of leadership success Maxwell helps you Take your leadership skills to the next level Discover life changing principles of influence empowerment intuition and legacy Observe your own career and evaluate yourself using an evaluation tool that reveals your leadership strengths and weaknesses Learn from stories and observations from the worlds of business politics sports the military and non profit organizations so you can transform as a leader Each of the twenty one lessons contains the following sections Definition of the Law Understand the law and how it operates Case Studies Explore three primary cases some positive some negative that reveal and illustrate the law Leadership Insight and Reflection Draw important personal conclusions about the impact of this law on your life Taking Action Assess yourself in this law and develop specific action steps to grow or make important changes Group Discussion Questions Explore the core issues and share your insights through a guided discussion with your group This workbook isn't designed to be merely a theoretical exercise It's meant to help you become a better leader And while you can easily go through this study on your own there's nothing more transformational than learning with other like minded people So gather a group of any size and see what happens as you help each other become the kind of leaders that people want to follow

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Distance provides a broad view of integration its challenges and how to meet them Topics include the basic tenets of organizational change what success looks like in a well implemented merger the purpose and content of an integration plan how to address people issues through leadership and planning and the relationship between effective leadership effective communication and their combined contribution to integration success How to create a useful integration plan Section II Creating an Integration Plan takes you step by step through this essential process You ll learn about integration of boards cultures management staff and volunteers programs communications and marketing and systems one by one in detail the steps needed to create each section of the plan common challenges roadblocks and crises that will arise and how to respond when they do and processes procedures and interventions likely to be most helpful and necessary Software helps you create an organized plan Included with the book is a CD ROM with a detailed integration plan template Use it to keep your planning organized and on track This useful guide also includes sample integration plans worksheets checklists and tips and quotes from leaders of merged organizations Nonprofit Mergers Part II is a must read for anyone considering embarking on of just completing a merger

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