

SEQUENCE I : The Importance of Ethics

“Treat others

- 1- **Reading comprehension**
- 2- **Pronunciation**
- 3- **Word Building**
- 4- **Grammar**
- 5- **Keep in Mind**
- 6- **Writing**

Reading Comprehension

as
you would like to be treated yourself”



We believe in treating all employees fairly, with mutual respect regardless of gender, race, color, language, religion, age, or national origin.

We work with others honestly and sincerely. When we say we will do something, we will do it; when we say we cannot or will not do something, then we won't do it.

Ethics can be defined as having a set of moral principles. That definition implies a sense of obligation, duty, responsibility. Therefore, we should ensure that we treat our clients, employees etc with courtesy, respect, honesty, generosity and kindness.

Moral and ethical principles must not only be applied to business but to all the professions that is, for example, accountants, lawyers, dentists, doctors etc.

Activity 1:

Read the first paragraph and find the words corresponding to the definitions below:

a)- In a way that is honest and just :

b)- With no consideration for :

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c)- The fact of being male or female :

Activity 2:

**Say if the statements below are true (T)
or false (F):**

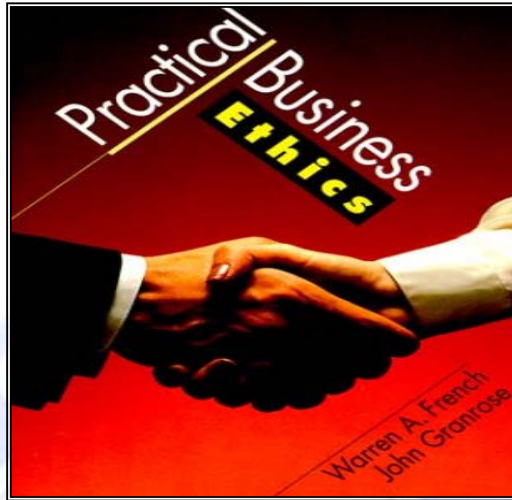
- a). The key to ethics is to behave with others
as we would like them to behave with us.
- b). Ethical principles are secondary values.
- c). A person cannot be treated differently
because of his/her age, race or gender.
- d). Courtesy, respect, honesty, generosity
and kindness are important.
- e). Ethics concerns essentially business.
- f). Being a reliable person – that is someone
you can count on to do what he/she has
promised to do – is essential

**- Read the Code of Business Ethics a company has
adopted to guide employees:**

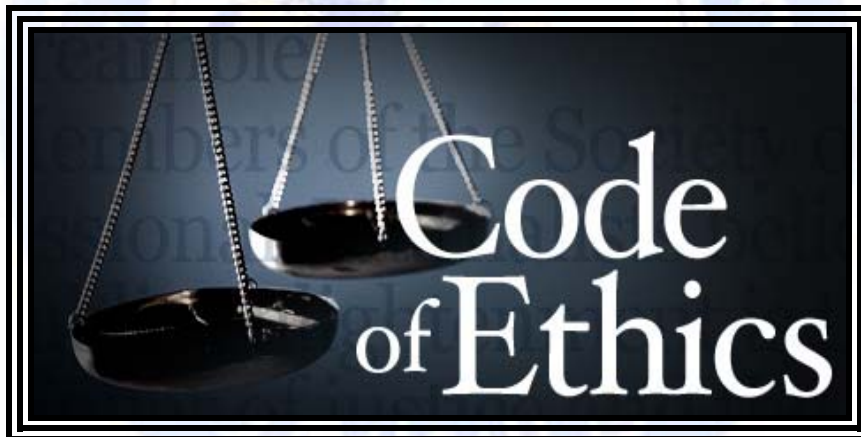
The Code of Business Ethics



New employees are asked to read, understand and sign the Code of Business Ethics and employees are periodically asked to affirm their commitment to the principles listed in the Code.



Complying with the law



It is the duty of each employee to know, understand and comply with any laws, regulations, and rules that apply in his/her job. Violation of the law will result in disciplinary action and subject the employee to personal liability.

Avoidance of conflicts of interest

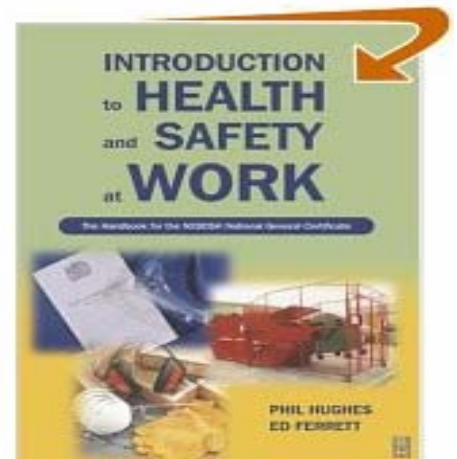
Employees **should always act** in the best interest of the company and avoid conflict of interest.

Conflicts of interest arise when an employee receives personal advantages as a result of his or her position with the company.

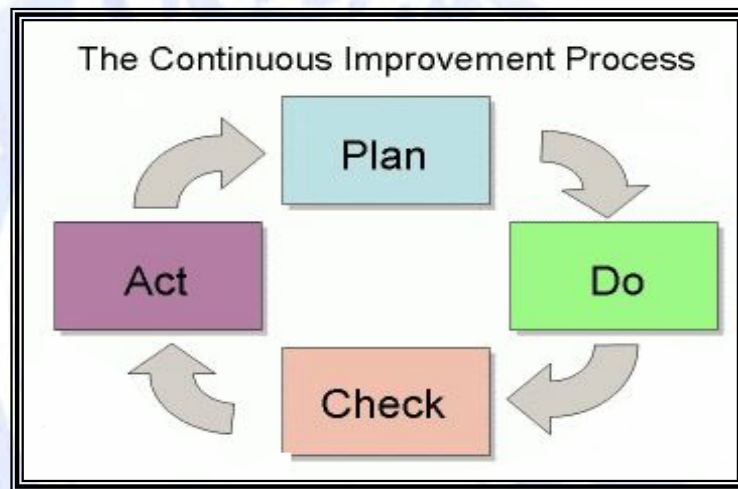
Commitment to safety

Each employee **should perform** his /her job safely at all times, protecting the others and himself or herself from injury.

An employee **should immediately report** any unsafe situation he/she is unable to resolve.



Commitment to excellence

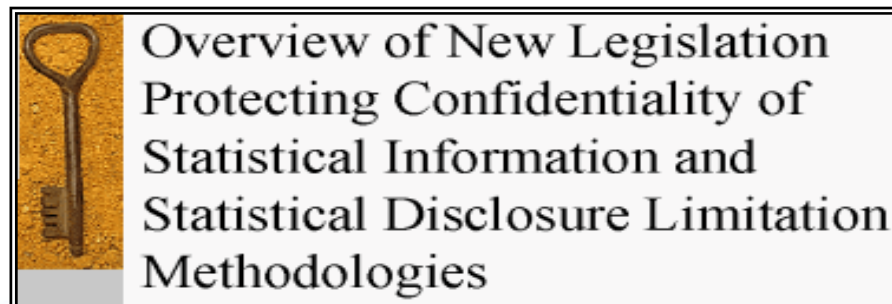


We are satisfied with nothing less than the best in everything we do.

Each employee **should:**

- **Represent** the Company with dignity and in a respectful manner.
- **Strive for** continuous improvement .
- **Work with** others to achieve the common goal of quality service.

Confidential Company information

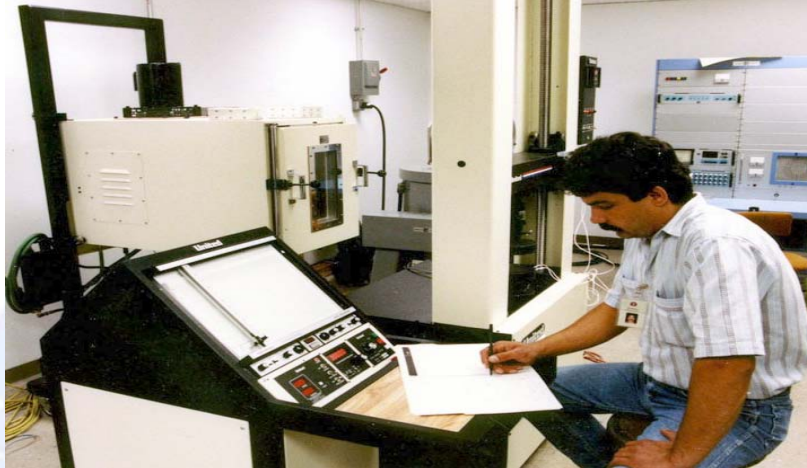


Each employee, has the responsibility to hold all confidential information concerning the company, except when disclosure is authorized.

Unfamiliar word:

***to strive for: to struggle hard**

Appropriate use of Company *assets



Each employee, has a responsibility to use company equipment only for work business purposes. This includes protecting company property from loss, theft, abuse and unauthorized use.

Reporting violations



If an employee knows about or suspects misconduct, illegal activities, fraud, or violations of company policies, he/she has a duty to report his/her concerns.

Unfamiliar word:

***asset: something valuable or useful**

Activity 1:

Find in the Code of business Ethics idea similar to the ones expressed below:

e.g.: Understanding and respecting the law is everyone's duty. → It is the duty of each employee to know, understand and comply with any laws, rules and regulations, that apply in his / her job.

1. Breaking the law implies legal responsibility.

→

2. Getting personal favours because of your position at work is not ethical.

→

3. Everyone is involved in the safety issues.

→

4. Self-improvement and team work are recommended.

→

5. The company equipment must be used only for work.

→

6. Information concerning the company must be protected.

→

7. Reporting suspicions about disrespect of regulations or illegal activities is every employee's duty.

→

Pronunciation

Activity 1:

Read aloud the phonetic transcription and write the corresponding word in the second column:

Phonetic transcription	Words
1. /sə ,plaɪə /	1. supplier
2. / ,laɪə 'bɪlɪti /	2.
3. / straɪv /	3.
4. / 'k ətəsi /	4.
5. / in'ʃʊr /	5.
6. / dɪs'klouz /	6.
7. / ə 'wɜːnɪs /	7.
8. / kəm'plaɪ /	8.

Activity 2:**Match each definition with the right word:**

Definitions	Words
1. A company that provides products.	a). awareness
2. Being responsible for something. especially for injury or damage.	b). courtesy
3. To try very hard to do something.	c). to comply
4. Polite and respectful behaviour	d). supplier
5. To guarantee a result.	e). to strive
6. To make something known publicly.	f). to ensure
7. Knowledge or understanding of a particular subject or situation	g). liability
8. To do what you are asked to do.	h) to disclose

1. d	2. ...	3. ...	4. ...	5. ...	6. ...	7.	8.
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Word Building: - Noun formation

- Some adjectives form their nouns with the ending -y:

e.g.: honest => honesty

responsible => responsibility

Activity 1:

Complete the table below with the right word

Activity 2:

Adjectives	Nouns
1. generous	1.
2.	2. liability
3. efficient	3.
4.	4. courtesy
5.	5. community
6. dignified	6.
7.	7. flexibility
8. injured	8.
9.	9. property
10. poor	10.

Supply the correct words from activity 1 in the following sentences:

e.g: Two employees were badly injured in the accident.

1. She works well, quickly, and without wasting time, or energy. She is a very employee.
2. She always answers politely and respectfully.
She is a very person.
3. She has working hours. On the condition that she respects the deadlines, she can work when it suits her.
4. Being with customers is highly appreciated. That means that you are expected to give detailed them information when you are requested to do so.
5. He is always ready to give more to help others.
He is a very person.
6. People respect him for his He keeps a calm and serious behaviour, even in difficult situations.
7. The company has admitted for the accident.
8. Every employee has to go through the procedures when dealing with customers.

Grammar

1. Present tenses:

Present Simple	Present continuous
<p>Use the present simple for:</p> <ul style="list-style-type: none"> - habitual actions, general rules, permanent situations and principles. <p>e.g.:</p> <ul style="list-style-type: none"> - Mary <u>updates</u> the office intranet site. (<u>regularly</u>) - She <u>sends</u> e-mails (<u>regularly</u>). - He <u>follows</u> the required procedure for all products (<u>habitually</u>) 	<p>- Use the present continuous for:</p> <ul style="list-style-type: none"> - temporary actions and actions that are happening at the moment you are speaking. <p>e.g:</p> <ul style="list-style-type: none"> - Mary <u>is updating</u> the office intranet site. (<u>now</u>) - She <u>is sending</u> several e-mails today - He <u>is following</u> the required procedure for this product.

“State of being verbs”

Do not use the Present continuous with the verbs listed below:

<p>appear be belong to believe care contain consist of</p>	<p>feel forgive hate hear know love like</p>	<p>matter mean need own possess recognize refuse</p>	<p>remember see suppose think understand want</p>
--	--	--	---

e.g.: - I am a programmer.

- Do you understand what he means?

- He does not remember her e-mail address.

Activity 1: Present simple or Present continuous?

✓ Tick the right statements and correct the false ones:

1. Many employees are wanting a raise.

.....

2. The computer department staff is working extra hours to change the software financial system.

.....

3. Our team works on a new project.

.....

4. I am thinking his computer is faster than mine.

.....

5. They are owning a large farm.

.....

6. As prices rise, the purchasing value of money declines.

.....

7. Malaysia experiences a period of rapid economic growth.

.....

8. Business cycles follow phases of rapid growth (expansion) And slow growth (recession).

.....

9. Each employee, is having the responsibility to use the company equipment for work purposes.

.....

10. This responsibility includes protecting company equipment from loss, theft, and unauthorized use.

.....

11. They are taking new measures to protect company property.

.....

12. The company is belonging to a new group now.

.....

Activity 2:

Use the information given in the table below to write sentences corresponding to the photos a – f as in the example:

Names	Jobs	Place of work	What is he / she doing now?
Kim	cook	Vietnamese restaurant	make /strawberry cake
Bill	architect	Office	give / instructions/ entrepreneur
John	cardiologist	Hospital	question / patient
Mary	musician	conservatory	play /guitar/ friend's birthday
Malia	schoolgirl	primary school	do/vocabulary exercise
Mark	painter	Home	paint/ "Child's Dreams"
Mike	dentist	private cabinet	examine/ patient

Example:



Kim **is** a cook. He **works** in a Vietnamese restaurant. Now he **is making** a strawberry cake.

1. Malia is

.....

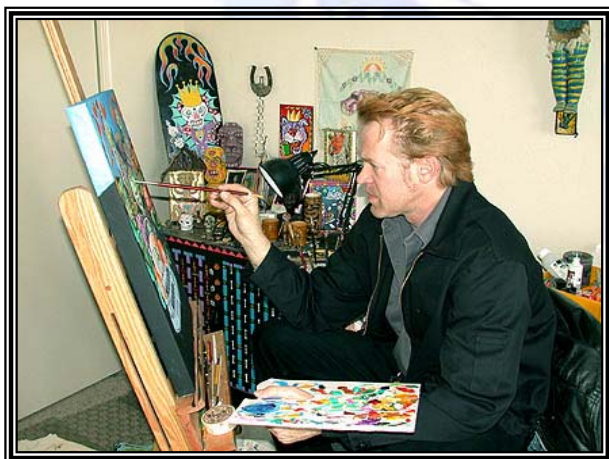
.....



2. Mark

.....

.....



5. Bill

.....

.....



5. Myriam

.....

.....



6. John

.....

.....

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7. Mike

.....

.....

.....



2. Should / ought to / had better

Use: Should/ought to for:

- giving advice or making a recommendation

- talking about a responsibility or a duty

e.g.: We should / ought to **ensure that we treat others with courtesy, respect and kindness.**

e.g.: **Employees** should / ought to **act in the best interest of the company**

should / ought to **are very close in meaning.**

Subject + should + STEM
 ought to

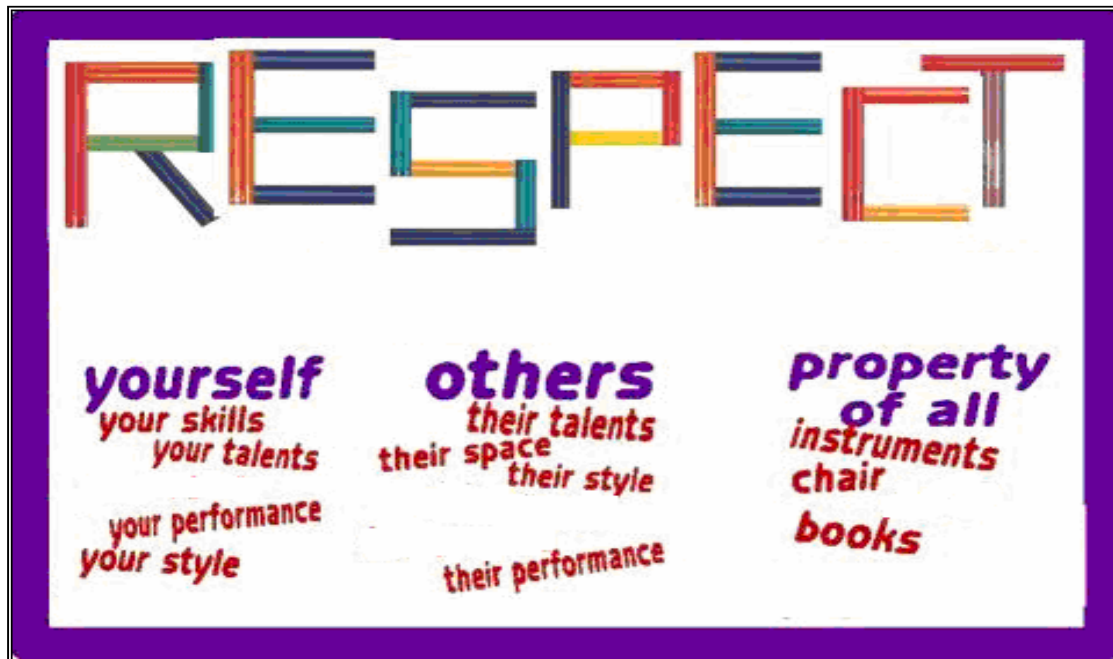
Activity 1:

Find what the manager says to the employees according to their responses.

Use should or ought to as in the example:

**Sample Code of Ethics****RESPONSIBILITY and INTEGRITY**

Manager: 1. You should/ought to participate and say what you believe . 2. You should/ought to 3. You	Employees repeat: 1. I will participate and say what I believe. 2. I will do what I say I am going to do when I am going to do it 3. I will hold all confidential information obtained from the company.
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RESPECT	
<p>Manager:</p> <p>1.</p> <p>.....</p> <p>2.</p> <p>.....</p> <p>3.</p> <p>.....</p>	<p>Employees repeat:</p> <p>1. I will listen and acknowledge others viewpoints.</p> <p>2. I will disagree with other opinions respectfully.</p> <p>3. I will be friendly and thoughtful to all.</p>

TEAM WORK

Manager:

1.
-
2.
-
3.
-

Employees repeat:

1. I will strive for high quality.
2. I will recognize others' contributions and successes .
3. I will cooperate with my colleagues and support their efforts .



CREATIVITY

<p>Manager:</p> <p>1.</p> <p>2.</p> <p>3.</p>	<p>Employees repeat:</p> <p>1. I will contribute to the company achievements by positive thinking.</p> <p>2. I will try to settle points of disagreement through discussion .</p> <p>3. I will allow myself to experiment, fail and try again.</p>
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KEEP IN MIND

We can use had better instead of should/ought to, especially in spoken English, to say that we think it would be sensible or advisable to do something.

e.g.: Instead of saying:

You should / ought to report the electrical problem to the maintenance department.

You can say:

You 'd better report the electrical problem to the maintenance department.

Activity 1:

Rewrite the following sentences using you'd better instead of you should/ought to

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e.g.: **You shouldn't walk** under a ladder. It's supposed to bring bad luck.

➔ **You'd better not walk** under

a ladder. It's supposed to bring bad luck.



1. You shouldn't be late. The meeting is important.
.....

2. You should respect the company rules.
.....

3. You should read the document carefully before signing it
.....



Activity 2:

Write these words out correctly:

- | | |
|--------------------|-------------------------|
| 1. wuflanul | 4. necopimecnet |
| 2. laromin | 5. pirmepor |
| 3. thesonsid | 6. bahosdoiuralen |

WRITING

a). Reorder the words so as to write correct sentences

e.g.: as / position / the / their / benefits / in / a result/of /
receive / company /personal /

➔ Employees are not allowed to receive personal benefits
as a result of their position in the company

1. for/equipment/use/company's/personal/their/ benefits / the.

➔ Employees are not allowed to

2. /or / payments / accept /customers / or / favours / gifts, / from /

➔ Employees are not allowed to

3. / for / use / the / for / interest / company / information /
/ their / personal /

➔ Employees are not allowed to

b). Write the full sentences from a). using You shouldn't as in the example.

e.g.: - **You shouldn't receive** personal benefits as a result
of your position in the company.

1.

2.

3.

c)-Think of two other ethical rules to illustrate the pictures below.



1. You should

.....
.....

2. You should

.....



27th August 2006, Marie Curie Centre, Algiers: Students participating to 'Bring a Smile to Kids' program organized for suffering children by the association "Le Souk".

3. You should



Taking part to 'Cleaning my Neighborhood' program.

4. You should