

# KEY ANSWERS

## Sequence I : -Project code of Ethics

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

## Reading comprehension

- The importance of Ethics

**Activity 1:**

- a) – fairly      b)- regardless      c)- gender

**Activity 2:**

- a). true      b). false      c). true  
d). true      e). false      f). true

**Activity 3:**

- 1.unlawful      2. immoral      3.dishonest  
4. incompetence      5. improper      6. dishonourable

- The Code of Business Ethics

Activity 1:

1. Violating the law can seriously ... subject the Company to liability, and subject the employee to personal liability.
2. Employees avoid conflict of interest ... that arise when an employee receives personal advantages as a result of his or her position with the company.
3. It is each employee's responsibility to look out for and resolve unsafe situations.
4. Each employee should strive for continuous improvement and ... work with others to achieve the common goal of quality service.
5. Each employee, has a responsibility to use company facilities and equipment for legitimate business purposes.
6. Each employee, has a responsibility to hold all confidential information obtained from the Company or its customers.
8. 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.

## Pronunciation

### Activity 1:

2. liability 3. strive 4. courtesy 5. insure  
6. disclose 7. awareness 8. comply

### Activity 2:

1. d	2. g	3. e	4. b	5. f	6. h	7. a	8. c
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2. liability 3. to strive 4. courteous 5. to ensure  
6. to disclose 7. awareness 8. to comply

## Word Building

### Activity 1: a)- noun formation:

1. generosity 2. liable 3. courteous 5. communicative  
6. dignity 7. flexible 8. injury 9. proper 10. poverty

### Activity 2:

1. efficient 2. courteous 3. flexible  
4. communicative 5. generous  
6. dignity 8. liability 9. proper

## Grammar

### 1. Present tenses:

#### Activity 1:

**Sentences 2; 6; 8; 10; 11 are correct.**

1. Many employees want a raise.
3. Our team is working on a new project.
4. I think his computer is faster than mine.
5. They own a large farm .
7. Malaysia is experiencing a period of rapid economic growth.

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

12. The company belongs to a new group now.

### Activity 2:

1. Malia is a schoolgirl. She goes to primary school. Now she is doing a vocabulary exercise.
2. Mark is a painter. He works at home. Now he is painting "Child's Dreams"
3. Mr Smith is an architect. He works in an office. Now He is giving instructions to the entrepreneur.
5. Myriam is a musician. She works in the Conservatory. Now she is playing for her friend's birthday party.
6. John is a cardiologist. He works in a hospital. Now he is questioning a patient.
7. Mike is a dentist. He works in a private cabinet. Now he is examining a patient.

### 2. Should / ought to / had better

#### Activity 1: The Code of Ethics

### RESPONSIBILITY & INTEGRITY

2. You should/ought to do what you say you are going to do when you are going to do it.
3. You should/ought hold all confidential information obtained from the company.

### RESPECT

1. You should/ought listen and acknowledge others viewpoints.
2. You should / ought disagree with other opinions respectfully.
3. You should/ought be friendly and thoughtful to all.

## TEAMWORK

1. You should/ought to strive for high quality.
2. You should/ought to recognize others' contributions and successes .
3. You should/ought to cooperate with your colleagues and support their efforts .

## CREATIVITY

1. You should/ought to contribute to the company achievements by positive thinking.
2. You should/ought to try to settle points of disagreement through discussion .
3. You should/ought to allow yourself to experiment, fail and try again.

## Keep in Mind

### Activity :

1. **You'd better not** be late. The meeting is important. .
2. **You'd better respect** the company rules.
3. **You'd better** read the document carefully before signing is advisable.

### Activity 2:

#### Write these words out correctly:

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

## Writing

### Activity 1:

#### a)- Employees are not allowed to:

1. use company's equipment for their personal benefits
2. accept valuable gifts, payments or special favours from customers.
3. Use the company information for their personal interest.

#### b)- You shouldn't ...

1. **You shouldn't** use company's property for your personal benefits

2. **You shouldn't** accept valuable gifts, payments or special favours from customers.
3. **You shouldn't** use the company information for your personal interest.

c)- **Suggested ethical rules :**

1. You should give your bus seat to elderly people.
2. You should help handicapped persons whenever you can.
3. You should participate to the association program.
4. You should take part to “Cleaning my neighbourhood program”

