

Topic: Some business managers ignore to be ethical and practice illegal acts.
As a successful businessman, write an article of about 80 to 120 words to
speak about the importance of ethics in business.

1. behaving ethically helps in ensuring
a good Reputation.

⇒ The availability of ethics in workplace
helps in creating a good working
environment.

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The Importance of Ethics in Business

Ethics are a set of moral values and principles that control or influence a person's behaviour and determine what is right wrong and appropriate in the workplace. These principles are very crucial for our professional life.

To start with, when managers follow business ethics, discipline issues will be minimized. **When** a business director or chief acts ethically, employees follow in his footsteps. He gains their respect because with a well-respected leader, a successful business is easy. **In addition**, the availability of ethical practices can create a good working environment. It establishes healthy and pleasant cooperation for all the employees, making them feel comfortable with each other. It also increases trust among them. **Furthermore**, Strong business ethics often encourage managers to show appreciation for an employee's hard work. **As a result**, team members may be more loyal to the company and strive to be more productive. And this helps ensure a good reputation for a company, factory, organization...

To sum up, to be a successful businessman you'd better hold your work to a high standard of fairness, honesty and quality because "ill-gotten gains never prosper". That's why, ethics are important not only in business but in all aspects of life.

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Part One: Reading.
A- Comprehension:

(15 Points)
(07 pts)

Read the text carefully then do the following activities:

We are taught the importance of ethics and morals from a very early age. We are taught right from wrong- that stealing, lying, cheating and bullying are things that bad people do while caring for others, working hard, respecting the rules and taking care of the environment are some of the fundamentals of being a "good person". But how do those ethics we learn in the early stages of our childhood relate to business? How can big companies ensure that their businesses are operating in an ethical way and why is it even important?

Writing for Forbes last year, CEO of the Institute for High-Character Leadership, Bruce Weinstein argued that "The principles of ethics that help us solve ethical dilemmas in everyday life are the same principles that provide guidance in business, health care, law and education" and he cited "1. Do not harm, 2. Make things better, 3. Respect others, 4. Be fair and 5. Care" as those key principles.

Maintaining good practices and strong business ethics should be a key consideration for all organisations, whatever the size, for numerous reasons, but the first and foremost is reputation. A positive reputation is an invaluable asset and once lost, it is incredibly difficult to rebuild.

<http://bee-midtown.com/ethics- importance- business/>

1. Write the letter that corresponds to the right answer.

A. The text is a- an extract from a book b- a survey c- a web article



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2. Are the following statements true or false.

- a- People are taught to be ethical from infancy. T
- b- Good persons break the rules. F
- c- Neither everyday life nor business has the same principles of ethics. F
- d- Reputation plays an important role in business. T

3. Fill in the table with information from the text

Ethical practices	Unethical practices
- <u>be fair</u>	- <u>stealing</u>
- <u>Respect others</u>	- <u>lying</u>

4. Answer the following questions according to the text.

- a- What advice does the author give to organizations?
- b- What will happen if an organization loses its reputation?

5. In which paragraph is it mentioned that our daily life and business have similar principles.

6. What or who do the underlined words refer to in the text?

a- their (§1)

b- it (§3)

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B/ Text Exploration:

(08 points)

1. Find in the text words or phrases that are opposite in meaning to:

a- Weak (§3) =/=..... **Strongy** b- Few (§3) =/=..... **numerous** c- Found (§3) =/=..... **lost**

2. Complete the chart as shown in the example.

	Verb	Noun	Adjective
<i>Example</i>	To elect	election	elected
	To harm	<i>harm</i>	<i>harmful</i>
	<i>to organize</i>	organization	<i>organized</i>
	<i>to consider</i>	<i>consideration</i>	considered

3. Rewrite sentence 'b' so that it means the same as sentence 'a'

- a. Businessmen should give much importance for ethics.

b. Much importance *should be given by Business for ethics*
- a. Governments should pass strict laws against corrupt people.

b. It's high time *you passed*
- a. If you behave ethically, your business will prosper.

b. Unless

4. Classify the following words according to the number of their syllables

importance - solve - business - ethics

One syllable	Two syllables	Three syllables
<i>solve</i>	<i>business</i> <i>ethics</i>	<i>importance</i>



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Corruption is any, illegal, immoral and dishonest act that has been recently widespread in all communities, So what should be done to eradicate this dilemma?

firstly,

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5. Fill in the blanks with only four words from the list given:

ethical - integrity - if - fight - worked

It's our responsibility to1..... embezzlement and other unethical practices. It's high time we2..... hand in hand so as to put an end to immoral behaviour.3..... we all cooperate and keep our probity and4..... we can succeed.

Part Two: Written Expression

(05 points)

Choose ONE of the following topics.

Topic one: Corruption is an unethical practice that we must fight. Using the following notes, write a composition of about 80 to 120 stating what should the international community do to eradicate corruption.

- High level of responsibility, integrity and honesty.
- Careful collaboration between public authorities and organizations.
- Clear and stringent (strict) anti-corruption laws and policies.
- The United Nations should sign a document against corruption.

Topic Two: Millions of children all around the world leave school to work. Write a short essay of about 80 to 120 words in which you state the measures that should be taken to reduce or stop this kind of abuse.

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Hard work is not the only thing that makes children lives difficult, their families are poor so they have no shelter and no sources. Because they have no education, they are condemned to be poor all their lives.

The British charity "*Save the Children*" says that it is important to talk child labourers to find solutions. Not all work is bad or dangerous. In some cases, if children can't work, they or their families can't survive. Boycotts of products made using child labour result in the children being forced to do a work that is more dangerous. Save the Children supports projects that give young workers access to education and better working conditions.

For example, in the Democratic Republic of Congo, teenagers from poor families receive some money to start businesses. They can buy products to sell at the market and make some money. Because they are the bosses, they can choose when to work and they have money to pay for school.

Embroiders like Nancy can go to class organized by "*Save the Children*". The charity also helps them get reasonable pay for their work. Nancy says: "Now, we know our products sell very well in Europe. Before, I didn't know how much money I received. It was written down. I couldn't read it. I thought it was a good idea to ban products made by children. However, I live in the practical world, and I am very concerned about my family."

From: langues.Superforum.Fr

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Part One: A/- Reading Interpretation: (7 pts)

1)- Are the following statements true or false according to the text:

- a- One of the reasons why children work is that their families are rich. **F**
- b- Work is always dangerous for children. **F**
- c- Working children suffer from lack of education. **T**
- d- In Congo, children are financed to start business. **T**

2) - Answer the following questions according to the text:

- a- Why is the boycott of goods made by children not good for them?
- b- What will happen if children don't work?

3) - The text is about:

- a- Improving the lives of working children.
- b- Rights and duties of working children.
- c- Child labour in Congo.

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4) - What or who do the underlined words refer to in the text:

their (§1)=.....

we (§4)=.....

B/- Text Exploration: (8 pts)

1)- Find in the text words which are closest in meaning to the following:

a- risky (§2)= dangerous Purchase (§3)= buy

2)- Find in the text words which are opposite in meaning to the following:

easy (§1)≠ difficult Unconcerned (§4)≠ unconcerned

3)- Complete the table as shown in the example:

Verb	Noun	Adjective
<u>Example: to produce</u>	<u>Product/ production</u>	<u>productive</u>
To employ	<u>Employment</u>	<u>Employer</u>
<u>to endanger</u>	<u>danger</u>	dangerous
<u>to violate</u>	violation	<u>violated</u>

4) - Rewrite sentence "b" so that it means the same as sentence "a":

2) - a- Children from poor families are forced to work hard.

b- I wish children from poor families were forced /

3) - a- We should stop child labour.

b- How better stop / / /

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5)- Classify the following words according to the pronunciation of the final "ed"

forced-received – exploited-worked

/t/	/d/	/id/
forced worked	received	exploited

Part Two: Written Expression (5 pts)

Choose one of the following topics

Topic One: Some people in developing countries argue that child labour benefits poor families by providing them with enough food for survival. Write a composition in which you give your opinion about this issue and you defend it using the following arguments:

- Economic exploitation- hard work – long hours- not well- paid
- bad conditions- health problems – violate the right for education

Topic Two:

Fraud and corruption are widespread phenomena. Write a composition suggesting measures to fight these malpractices.

Solutions

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