

## Step up your game

1 Have a look at the definitions (1–8) about ethics in business and write down the appropriate term.

- 1 a situation in which a business or a person becomes unable to pay their debts: \_\_\_\_\_
- 2 an action that breaks or acts against sth., especially a law, agreement, principle, or sth. that should be treated with respect: \_\_\_\_\_
- 3 illegal, bad, or dishonest behaviour, especially by people in positions of power: \_\_\_\_\_
- 4 the act of getting money from people or forcing them to do sth. by threatening to tell a secret of theirs or to harm them: \_\_\_\_\_
- 5 the act of using so. unfairly for your own advantage: \_\_\_\_\_
- 6 the activity of making illegal copies of things such as bank notes, DVDs, or official documents: \_\_\_\_\_
- 7 the crime of getting money by deceiving people: \_\_\_\_\_
- 8 the crime of giving so. money or sth. else of value, often illegally, to persuade that person to do sth. you want: \_\_\_\_\_



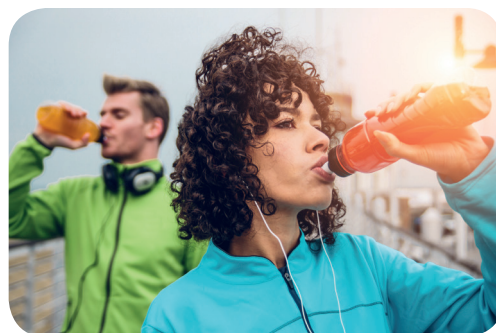
2 You are working at a marketing company and are currently preparing a product launch for the new sports drink with your partner company *Sportsforyou* at an international trade fair. There you have booked a 6 m<sup>2</sup> booth, but no equipment yet.

Together with your colleague, brainstorm what you need to promote the new sports drink effectively. Then write an e-mail to the organisers to inquire about the extra equipment.

In your e-mail of inquiry you should

- state why you are writing
- describe what you need
- inquire about costs and regulations.

Write about 200 words.



3 Get into pairs. You are going to role-play a situation between an employer and his/her part-time employee. First, decide who takes which role (1 or 2), then do the role-play. Use the phrases from the LanguageBox in Best Shots 4/5 – modular. HAK/HUM, p. 144.

### Role card 1 – employee

You have a part time job at a marketing company. Your main tasks involve answering e-mails, posting updates on social media and writing blogs. When talking to a friend the topic of telework came up. You like the idea and want to talk to your employer. Convince your employer to grant you that wish.

### Role card 2– employer

You are the boss of a marketing company. Some full-time employees are allowed to work from home one day a week, but you don't particularly like it because you have the feeling that it makes matters complicated when you can't get in touch with your employees all the time. Now, another employee wants to see you to discuss something.



With your class, you are participating in a transnational *UN* project about international relations at the *UN* in Vienna. On the opening day, there are presentations about international organisations. You have been asked to give a presentation about the *OECD*.

In your presentation you should

- describe what the *OECD* is and what it does
- emphasise why an organisation like the *OECD* is necessary in the global context
- evaluate which global issues should be tackled.

Speak for about six minutes.