

Review 6

Company and community

The company should ...

- enhance shareholder value.
- recognize employees' merit.
- give fair and adequate compensation.
- provide clean and safe working conditions.
- provide new equipment and new facilities.
- carry on research and develop innovation.
- encourage civic improvements.
- support good works and charities.
- protect the environment and natural resources.
- avoid exploiting developing countries.
- build a sustainable business.

And employees need to ...

- have a sense of security in their job.
- have equal opportunity for jobs and development.
- feel free to make suggestions and complaints.
- feel they can align themselves with the company's goals.

1 Read the corporate social responsibility declaration above. Complete the definitions 1–10 with words from the declaration.

- the profit that a company makes for its investors _____
- money paid because someone is injured or has lost their job _____
- rooms and equipment that are provided for a particular purpose _____
- organizations that give help to people who need it _____
- the land, water and air that people live in _____
- treating someone unfairly in order to get a benefit for yourself _____
- capable of continuing for a long time _____
- a situation in which people have the same chances as everyone else _____
- things you say or write when you are not happy _____
- agree with and support publicly (_____ yourself with): _____

2 Complete the sentences about ethical behaviour using the phrases a–h.

The company should ...

- acknowledge any problem ____.
 - act with integrity ____.
 - compensate victims ____.
 - limit the impact of ____.
 - negotiate settlements ____.
 - obey the law or ____.
 - recognize merit when ____.
 - uphold standards of ____.
- a) common decency e) for any damage caused
 b) any problem f) staff perform well
 c) that exists g) towards employees
 d) which satisfy everyone h) face a lawsuit or fine

3 Complete the remarks of a chairperson at various stages of a meeting. Use the phrases in the box.

- | | |
|--------------------------|---------------------|
| any other business | apology for absence |
| approving the minutes | break for coffee |
| close the meeting | come back to this |
| getting side-tracked | have any views |
| introduce the first item | see your point |
| stick to the agenda | take a vote |
| unanimous decision | wouldn't you agree |

Beginning

Good morning, ladies and gentlemen. Is everyone here? I have received just one (1) _____ from Celia. OK, I think we can begin. Let's start by (2) _____ of the last meeting. Any comments? They're quite straightforward, I think. Good. Now, there is a lot to discuss today, so let's try to (3) _____. OK, who is going to (4) _____?

Middle

That's interesting, but I think we're (5) _____. Could we (6) _____ later? OK. Now, Antonio, we haven't heard from you. Do you (7) _____ on this issue? ... Thank you, Antonio. I (8) _____, but you have to consider the impact on our budget. (9) _____ that there will be substantial costs if we do as you suggest? ... OK, there seems to be a consensus, so we don't need to (10) _____. This would be a good time to (11) _____.

End

Good, I think we've reached a (12) _____ on this. Before we finish we need to deal with (13) _____. Does anyone have any other issue that we haven't discussed? OK, I think we can (14) _____.

4 Put each verb in brackets into the correct form, active or passive. The first two are present simple and the last four are past simple.

'The company (1) _____ (try) to limit its impact on the environment, but sometimes mistakes (2) _____ (make). It is true that some radioactive waste (3) _____ (lose) in transit last week. However, I am pleased to report that we (4) _____ (take) action immediately. The driver of the truck (5) _____ (find), and we (6) _____ (dismiss) him after completing our enquiries. Press reports that he had been drinking are completely exaggerated.'

5 Find pairs of linking words/phrases with the same meaning.

- | | | | |
|---------------|----------------|---------------|------------|
| as a rule | clearly | consequently | especially |
| finally | in addition | in particular | in brief |
| in conclusion | in other words | moreover | obviously |
| on the whole | that is to say | therefore | to sum up |

6 Which two words/phrases from Exercise 5 would you use to:

- add a second point to support your argument? _____
- highlight one fact or point? _____
- make a generalization? _____