First term exam

Part one: reading

A. Comprehension :(8pts)   *Read the text carefully and do the activities*

Workplace transparency refers to the degree to **which** information is shared and communicated within an organization. It includes open and honest communication about company's strategies and performance, as well as access to information about the company's decision-making processes and operations.

Transparent work culture is important because it promotes trust and accountability among employees, improves communication and decision-making, and can lead to increased productivity. When employees feel that **they** are able to easily acquire the information they need to do their jobs effectively, they are more likely to feel invested in the success of the organisation. Additionally, a transparent culture can help identify and address problems more quickly, leading to more efficient and effective problem solving.

When there is a lack of transparency in the workplace, employees may feel that they cannot trust their managers or colleagues. This can create a toxic work environment and makes **it** difficult for people to collaborate effectively. When employees do not have the information they need to do their jobs effectively, it can lead to reduced productivity and increased frustration.

Adaptedfrom https://www.linkedin.com/

1-Choose the answer to complete each statement :
  A. Transparent workplace requires:
   a. An ethical communication **b.** Good strategies **c.**A good performance
  B. A key- element for companies' success is:
   a. Mutual trust   **b.**Problem analysis**c.**Efficient managers
  C. Non-transparent work environment …………..employees' performance
   a. Creates   **b.**Improves   **c.**Hinders

2- Answer the following questions according to the text.
  a. What does workplace transparency refer to?
  b. What is transparency built upon?
  c. Why is transparency necessary at the workplace? Mention two reasons
  d. Can the absence of transparency influence employees' performance?Justify

3- Identify the paragraph in which the following idea is mentioned.
Absence of transparency creates a negative atmosphere among employees

4-Find who or what do the underlined words refer to:
   a. Which(§1) =……………**b.**They(§2) =……………   **c.**It(§3)=……………

5- The text is: **a.**Argumentative **b.** Narrative **c.** Expository

B-Text exploration (07pts)

1- Find in the text words that are closet in meaning to the following:

a.Moral (§1)=……… **b.**Responsibility(§2)=…………………**c.**Efficiently(§3) =………………

2- . Complete the following table correctly :

Verb	Noun	Adjective
....	....	nepotic
	Transparency	....
To moralise	....	....

3- Complete sentence "b" so it means the same as sentence "a"

- **a.** Your company will not fail but only if you apply the corrective measures I suggested.
- **b.** Unless ………………………………………………….
- **a.** It is advisable for many companies to respect the code of ethics.
- **b.** Many companies.……………………………………………………………….
- **a.** I have strong desire that companies will prioritize transparency to build trust with their employees.
- **b.** I wish ………………………………………………………………………………….
- **a.** We think that Companies' mangers should adopt a transparent system to achieve their goals.
- **b.** It's high time……………………………………………………………………………………

4- Classify the following words according to the number of syllable

Employees- Transparency – Culture - Work

One syllable	Two syllables	Three syllables	Four syllables
………………	………………	………………	………………
………………	………………	………………	………………

5. Fill in the gaps with FOUR words from the list.

Builds - Managers -   Damages - Fundamental- Productive- Transparent

Transparency is a …………………aspect of successful companies in today's world. When a company is…………………., it..... ……………trust, accountability and ethical behaviour internally, between employees and ………………and with external stakeholders such as customers, investors, suppliers and the public.

Part Two: **Written Expression** (Choose only **ONE** topic) **5pts**

Topic one:

You attended a conference on the importance of transparency in the world of business. Use the notes you have taken during the lecture to write an article of about 80 to 100words for businesses' website to highlight the benefits of transparency for companies' progress and long-term success.

Make the best use of the following notes:

- Fostering a positive workplace culture
- Increasing the employees motivation, satisfaction and engagement
- Trust building between stakeholders
- Improvingthe reputation of the company

Topic two: How would you advise learners to stop cheating in exams and depend on their hard work instead ?

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