Module : **General English**
Unit 01 : **Ethics**
Level : **1st year ENS students**
Semester: **01**
Teacher : **K. Wiam**

Introduction

Ethics refers to the set of rules, principles, and values that help people decide what is right and what is wrong in their behavior. It guides how we treat others, how we make responsible choices, and how we act in different situations. Ethics is important because it helps us build trust, show respect, and create healthy relationships in our families, schools, workplaces, and communities. In this unit, you will explore the basic meaning of ethics and understand how ethical behavior plays an essential role in daily life, academic settings, and professional environments.

1. ***Importance of Ethics***: Ethics plays an important role in different situations**:**

✓ **In daily life:**

Ethics helps us behave in a good and respectful way with family, friends, and society.
Examples: being honest, keeping promises, showing kindness.

✓ **In school or university:**

Ethics helps students work fairly and respect academic rules.
Examples: avoiding cheating, respecting teachers, working responsibly in groups**.**

✓ **In the workplace:**

Ethics creates a safe and productive environment.
Examples: respecting colleagues, being responsible, avoiding discrimination or dishonesty.

2. Definitions of the main terms:

Ethical behaviors	Unethical behaviors
• **Honesty** : telling the truth and not hiding information.	• **Cheating** : breaking rules to gain an advantage (like copying answers in exams).
• **Respect** : treating people politely and valuing their feelings.	• **Lying** : giving false information or hiding the truth intentionally.
• **Responsibility** : doing your duties and accepting the results of your actions.	• **Stealing** : taking something that does not belong to you.
• **Integrity** : acting in a good and correct way even when no one is watching.	• **Bullying** : hurting or mistreating someone, especially someone weaker.
• **Fairness** : treating people equally and without discrimination.	• **Discrimination** : treating people unfairly because of their gender, color, religion, etc.
• **Kindness** : acting in a gentle and helpful way toward others.	• **Corruption** : using power or position to gain personal benefits unfairly.
• **Trustworthiness** : being reliable and someone that others can depend on.	• **Harassment** : disturbing or bothering someone in a repeated or harmful way.
• **Accountability** : accepting responsibility for your decisions and behavior.	• **Plagiarism** : using someone else's words or ideas without credit.
• **Loyalty** : supporting people or organizations in a true and honest way.	• **Dishonesty** : acting in a false, unfair, or untruthful way.

Reading techniques:

1.Skimming: is the process of quickly viewing a section of text to get a general

impression of the author's main argument, themes or ideas.

How to skim a text :

1.Read the title first:The title tells you the general topic and helps you predict what the

text is about.

2.Look at headings and subheadings: They show the main sections and ideas of the text.

3.Read the first sentence of each paragraph: This sentence usually contains the main idea (called the *topic sentence*).

4 Look for keywords: Focus on bold, italic, or repeated words ; they highlight important ideas.

5.Pay attention to pictures, charts, and diagrams: They give quick information about the general idea.

6.Read quickly don't stop for difficult words: The goal is understanding the **general meaning**, not every detail.

7.Notice the introduction and conclusion: These usually summarize the author's main argument or purpose.

8. Don't read examples or explanations: Skip details like examples, numbers, and stories ,they are not needed for skimming.

2. Scanning : Scanning differs from skimming in that you do not deal with all of the content, but search through the material for a specific purpose or a specific word (or its synonym):

- Finding the answer to a question.

- Seeking an appropriate quotation reference or statement.

- Locating names in a directory, words in a dictionary, prices in a catalogue, etc.

When you scan, you cover only as much of the content as is necessary to accomplish your purpose. Scan to quickly locate specific information: words, numbers, names, ideas, or the answers to specific study questions.

How to scan a text:

1. ***Know exactly what you are looking for:*** Before scanning, decide the specific information

   you want: a name, a date, a number, a definition, a place, or a keyword.

   This helps your eyes focus quickly.

2. ***Move your eyes quickly down the page***: Don't read line by line.

   Let your eyes *jump* across the text looking for the needed word or idea.

3. ***Look for visual clues:*** Use text features that help you find information faster: capital

   letters, numbers, bullet points, bold/italic words, short paragraphs

4. ***Search for synonyms too****:* Sometimes the exact word isn't used.

   Look for similar words (e.g., *price → cost*, *buy → purchase)*

5. ***When you find the key word, read around it****:* Once you locate the target word or

   number, read the small surrounding part to get the needed answer