

L2-Ethics in Daily Life

Keywords

upcoming	sacked	just	manipulate	endanger	privileges
peak hours	obligations	punctuality	norms	encounter	enhance
slackening	stationery	confidentiality	multi-disciplinary	cut throat competition	maligning
mending	indulge	cordial relations	Bribes	Hazard	diligently

In-text Questions 2.1

1. Mention five personal qualities that contribute to good work ethics:
 - i. regularity and punctuality
 - ii. confidentiality
 - iii. loyalty
 - iv. maintaining cordial relations with colleagues and clients
 - v. willingness to learn and take on new responsibilities

2. Select the most appropriate answer from the choices given in order to complete the sentences.
 - i. Work ethics means morality .
 - a. morality
 - b. efficiency
 - c. competence
 - d. justice

ii. Work ethics means a set of rules and standards.

- a. a set of rules and standards
- b. a set of norms and standards
- c. right decisions and standards
- d. a set of rules and right decisions

iii. Three components of the work situation are Worker, Workplace and work.

- a. rules
- b. procedures
- c. work
- d. co-workers

3. Separate the following as general ethics and work ethics :

- i. regularity
- ii. sincerity
- iii. punctuality
- iv. loyalty
- v. confidentiality
- vi. self respect
- vii. respect for the environment
- viii. truthfulness.

Ans:

General Ethics	Work Ethics
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General Ethics	Work Ethics
1. Self respect 2. Respect for the environment 3. Truthfulness 4. Sincerity	1. Regularity 2. Punctuality 3. Loyalty 4. Confidentiality

In-text Questions 2.2

1. Tick mark the statements which are ethically not correct.
 - a. Making STD calls to relatives from your office ✓
 - b. Bank clerk opening the counter on time
 - c. Bank clerks shunting you from counter to counter ✓
 - d. Going to a party in the office vehicle without making an entry in the log book. ✓
 - e. Closing the tap while brushing your teeth.
 - f. Employees working as a team
 - g. Out of turn promotions ✓
 - h. Bribing an official to get work done ✓
 - i. Jumping the queue ✓

In-text Questions 2.3

Fill in the blanks with suitable word(s).

- i. Be regular and punctual at work.
- ii. Be prepared to learn more and update yourself.
- iii. Find more innovative ways of doing your work.
- iv. Have respect for all kinds of work.
- v. Be loyal to your organization.

- vi. Follow a code of ethics in your work place for a better performance.
- vii. Unethical and corrupt workers should be held responsible for their actions.
- viii. Teaching of moral values and ethics should form a part of school and college curriculum.

Terminal Questions

1. Why should ethics and values be taught in schools and colleges?

Answer: Ethics should be taught in schools and colleges to:

- Be well trained and efficient
- Develop as disciplined citizens and build our nation
- Develop good habits since early stages of life

2. Your brother is in the habit of making excuses for not helping others at home. How will you explain him that his habit is wrong?

Answer: Helping others around the house is a good habit because team work:

- Helps to finish work on time, both at home and work space.
- Maintains cordial and peaceful environment both at home and work space.
- Sharing responsibilities of a house or work space gives us opportunities to learn and grow.

3. What will you do if you come to know that your colleague leaks confidential office information?

Answer: The steps that I will take are:

- Advise that he/she immediately report to higher authorities about the already leaked information.
- If the above advice is ignored, then expose the corrupt colleague.
- Drive an awareness campaign across the organization on company's code of ethics.

4. List some of the ethical habits you should develop as a student to enhance your performance.

Answer: The ethical habits that a student should develop are:

- Being regular and punctual to school or college.
- Doing the task assigned on time.
- Being polite, patient and respectful to all.
- Acquire knowledge and skill.
- Being open to learn new things.

Previous Year Questions

1. List any four unethical habits of a doctor due to which she/he may get suspended from his job.

Answer: The four unethical habits of a doctor due to which she/he may get suspended from his job are:

- a. Giving banned drugs.
- b. Practicing medicine without completing his/her degree.
- c. Operating on a patient without adequate knowledge and skill.
- d. Insisting to buy medicines only from one company.

2. Which two ethics are important to strengthen friendship?

Answer: The two ethics are important to strengthen friendship are:

- a. Being loyal to the friend.
- b. Not making fun of him/her in front of others.

3. Analyze two ways how resources are wasted in an office.

Answer: The two ways how resources are wasted in an office are:

- a. Light and fans are in use even when people are not there at working station.
- b. Water tap is not closed properly.

4. Write four reasons to teach ethics and values to youth.

Answer: The four reasons to teach ethics and values to youth are to:

- Be well trained and efficient
- Develop as disciplined citizens and build our nation
- Develop good habits since early stages of life
- Develop the ability to face multiple challenges and a fast changing environment

5. Name any two components of a work situation in the office.

Answer: The two components of a work situation in the office are:

- a. Clear statement of ethics
- b. Strict implementation of rules.

6. State *two* advantages of adopting work ethics at the workplace. 1

Answer: The two advantages of adopting work ethics at the workplace are:

- i. They help us to do a task to the best of our ability in a fair, just and impartial way.
- ii. They encourage us to develop and maintain a cordial work environment where all the people can enjoy each other's support and confidence.

7. State the need for work ethics. 2

Answer: The work ethics are needed:

- i. For the successful achievement of our goals and objectives.
- ii. For efficient utilisation of our resources.
- iii. To maintain discipline.

8. Enlist any *four* unethical behaviours that can be exhibited by students. 2

Answer: The *four* unethical behaviours that can be exhibited by students are:

- i. Coming late to school/college.
- ii. Being disrespectful towards teachers.
- iii. Not submitting assigned work on time.
- iv. Cheating during exams.

9. What *four* ethics should a school bus driver follow? 2

Answer: The *four* ethics that a school bus driver should follow are:

- i. Pick and drop students as per the school schedule.
- ii. Drive as per traffic rules prescribed.
- iii. Wait till parent or guardian comes to pick a child.
- iv. Be polite with children.

10. What step should a manager take to ensure that his office employees follow work ethics? [1]

Answer: The steps should a manager should take to ensure that his office employees follow work ethics are:

- i. Display code of ethics on a board in the front office of an organisation.
- ii. Follow those ethics without fail himself/herself.

11.	1 State any two appropriate ethical behaviours of a nurse.	1
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Answer: The two appropriate ethical behaviours of a nurse are:

- i. Being polite with the patient.
- ii. Giving to the patient all the required medicines and care prescribed by the doctor.