# Review Activities

# Chapter 12: Doing the Right Thing

For each chapter in Job Savvy, students have received **Workbook Activities** and margin activities with **Activities Supplements**. Students have direct access to these activities in the print and ebook workbook. As instructors, you may choose to assign the following **Review Activities** to help students review the content they have learned and practiced, and to evaluate student comprehension.

An administrative assistant secretary uses the company copier to print a dessert recipe for friends. A mechanic slips a wrench into a lunchbox and takes it home. A marketing representative carries a company secret to a competitor. A salesperson adds a few extra miles to the monthly travel report. Each of these situations deals with ethics.

Ethics are the rules used to make decisions about life. Our society sets certain ethical rules, and members of society are expected to observe these rules. To ignore these rules in the workplace could result in disciplinary action or even dismissal. In some cases, criminal punishment could result.

Chapter 12 ends with a discussion of several common ethical problems. Your students need to be aware of their responsibility to conduct themselves properly in their job situations. Unethical behavior can result in dismissal; ethical behavior will bring the respect of coworkers and superiors. Most of all, ethical behavior will increase self-respect.

## Review Activity: What Could Have Been Done Differently?

The purpose of this activity is to have students consider what a person might have done differently to avoid engaging in an ethical violation.

Organize students into groups five to six students. Allow three to five minutes for students using the Internet to identify a news story about an ethical violation. You might encourage them to add the nearest large city or the state to their search parameters so the situation the group identifies is more relatable to the students’ own lives. Allow another three to five minutes to read the article to prepare to discuss the article in their small group. Finally, allow ten to fifteen minutes to answer the following questions by applying “Guidelines for Making Ethical Decisions” (pages 186 and 187).

1. What is the ethical violation that is identified in the article you read?
2. What are your reasons for thinking it is an ethical violation?
3. What guideline(s) do you think the person, described in the article, could have used to help the person decide to take a more ethical action. Or, What could have been done differently?

Bring the groups back together as a class. Ask them, 1) what they learned from this activity, and 2) what made it difficult to answer the three questions.

## Review Activity: Guest Speaker

Contact an individual who teaches business ethics at a nearby college or university and request they speak to your students in class.

## Review Activity: Ethical Values Formation

Assign the Journal Activity on page 186. Students will write about the following two questions:

1. What are some ethical values you have?
2. What influenced you in forming these values?

Ask your students to bring this journal activity to class to share. During the class time discuss their ethical values and how those values were formed. Encourage your students to focus on what influenced the development of the values. Caution your students not to be judgmental.