# UNIT 4: FINANCE AND BUSINESS

## WRITING

**Exercise 1: Read the introduction to IELTS Writing Task 2. Then read the statements. Choose True or False.**

**IELTS Writing Task 2**

*In IELTS Writing Task 2, you are given a topic to write about in an academic or neutral style. It is important to read the task carefully. Your answers should discuss the relevant issues and give evidence or examples from your own personal experience or knowledge to support your ideas.*

*You should spend no more than 40 minutes on this task. You are asked to write at least 250 words and will lose marks if your answer is too short. You will also lose marks for irrelevance if your response is off-topic, if it is badly organised, if there is overuse of inaccurate language or if any text is copied directly from the question.*

*Task 2 is worth twice as many marks as Task 1 towards your final Writing mark. Therefore, candidates who fail to attempt to answer this task fully will dramatically reduce their chances of achieving a higher band.*

1 The style of language, grammar and vocabulary you use is not important when completing Task 2.

◯ True ◯ False

2 You need to support your ideas using your own knowledge.

◯ True ◯ False

3 You should aim to complete Task 2 in less than 40 minutes.

◯ True ◯ False

4 You won't lose marks if you don't reach the word limit of 250 words.

◯ True ◯ False

5 If your response doesn't answer the question appropriately, you will lose marks.

◯ True ◯ False

6 Sentence and paragraph structure are not assessed.

◯ True ◯ False

7 You should not copy word for word the statement or opinion as it is written in the question.

◯ True ◯ False

8 Task 1 and Task 2 are worth the same number of marks.

◯ True ◯ False


LIVEWORKSHEETS

**Exercise 2:** **Read the IELTS Writing Task 2 question and sentences 1–6. Which sentences are possible arguments for businesses doing more than just making money, and which are arguments against? Choose For or Against.**

***Social responsibility is defined as a business's obligation to follow objectives that are good for society as a whole, in addition to making profit.***

***Businesses should do more than just make money.***

***To what extent do you agree or disagree with this opinion?***

| | For | Against |
|---|---|---|
| **1** Organisations have to conduct business in a fair and just way. | ○ | ○ |
| **2** Government has more expertise in the area of social responsibility compared to the corporate world. | ○ | ○ |
| **3** Business activity creates many social problems, so businesses should be held accountable for tackling them. | ○ | ○ |
| **4** Employees should be free to give their time and expertise to worthy causes. | ○ | ○ |
| **5** Incorporating social and ethical issues into a business model is not economically feasible. | ○ | ○ |
| **6** Corporations that take on extra responsibilities are at a competitive disadvantage compared to those that do not. | ○ | ○ |

**Exercise 3:** **Read the information and the essay question. Then read the introductions to the essay. Would the writers of the introductions lose marks for copying? Choose Yes or No.**


LIVEWORKSHEETS

It is important not to copy the essay question word for word in your essay. Paraphrasing the essay question in the introduction is essential in order to avoid a penalty.

1 It has been suggested that social responsibility is a business's obligation. As well as making profit, businesses should follow objectives that are good for society.

◯ Yes ◯ No

2 Corporate social responsibility is the idea that businesses are obliged to pursue objectives that are beneficial for the whole of society, in addition to making money for their shareholders.

◯ Yes ◯ No

3 Many people argue that businesses, in addition to making money, should aim to create a better society.

◯ Yes ◯ No

4 Corporate social responsibility is thought to be a business's obligation to follow objectives that are good for society, in addition to making profit.

◯ Yes ◯ No

5 Arguably, businesses should follow objectives that contribute to a good society as well as those that are profitable for their shareholders.

◯ Yes ◯ No

**<u>Exercise 4:</u> Read the information. Then read the words and phrases in the box. What are their functions? Complete the table with the words and phrases.**


LIVEWORKSHEETS

When sequencing a paragraph, you are writing to describe a series of ideas or a process in a logical way. For example:

***First and foremost**, a business is owned by investors looking for a return on their money.*

additionally | in summary | next | lastly | after this | finally | thus

besides | first and foremost | specifically | firstly | likewise

| sequencing | other function |
|---|---|
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**<u>Exercise 5:</u> Read the paragraph about why businesses should only be concerned with making money. Choose the correct sequencing words to complete the sentences.**

*<u>At first / First and foremost / In the beginning</u>* , a company's raison d'être is to make money and pay dividends to its shareholders. A business should not have to shoulder the responsibility of supporting a society, because corporations that take on these extra responsibilities will have additional costs that have to be borne either by customers or the owners. *<u>Furthermore / Meanwhile / Next</u>* , a socially conscious company is at a competitive disadvantage compared to other companies. *<u>After then / Secondly / Then</u>* , supporting a functioning society is a government's responsibility as it can fulfil this role much more proficiently than the business world. *<u>After this / Besides / Finally</u>* , incorporating social and ethical issues into a business model is not economically feasible and could cause a company to go bankrupt and therefore risk increasing unemployment in the community.


LIVEWORKSHEETS

**Exercise 6: Read the information. Then read the words and phrases in the box. What are their functions? Complete the table with the words and phrases.**

When balancing views within a paragraph, you are writing to connect different ideas or points of view. For example:

***In spite of*** *not making much money this year, the company contributed significantly to our annual fundraising event.*

*The company often claims to be environmentally friendly,* ***yet*** *they still recycle fewer products than other businesses in the sector.*

otherwise | however | that is | indeed | there upon | despite this

in spite of this | yet | that said | likewise | in particular | although

hence | so

| balancing views | other function |
|---|---|
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**Exercise 7: Read the paragraph about why businesses should accept an element of social responsibility. Choose the correct words and phrases for balancing views to complete the sentences.**

First and foremost, *although / in spite of / otherwise* being in competition with each other, organisations have to conduct business in a fair and ethical way in order to maintain a level playing field in the market, *likewise / otherwise / yet* those that disobey the rules will be able to disregard environmental and human rights issues to gain a competitive advantage. Intense business activity can create many environmental and social problems, including the contamination of air and water resources as well as mental health issues for employees, *despite / in spite of / yet* these costs are never accounted for, and are usually a burden on society as a whole. Lastly, employees may have other motivations beyond simply earning an income, and *although / however / that said* this might conflict with their employers' interests, they should be free to choose who they give their time and expertise to.


LIVEWORKSHEETS

**Exercise 8:** **Put the words and phrases in the correct order to complete the concluding sentences.**

1

Instead of being left to government

and although these may not be directly attributable to any one company,

they should be taken into account by organisations

there are many environmental and social costs of doing business, in short, .

2

Without restrictions the reason for a business's existence it should be free to do so

for its owners or investors and is to make profit overall, .

3

Perfect competition within markets to conclude,

businesses must compete with each other otherwise there won't be

in an honest and transparent way, .

4

In spite of the wishes of many people to as a final point,

when there is worldwide competition among companies this is not economically feasible

in the business model of companies operating in a single country,

include social, ethical and environmental issues .

5

Corporations that take on extra social responsibilities are at a competitive disadvantage,

to summarise, compared to companies that do not do this

as they have far higher human resources and environmental management costs

despite having in mind the best interests of society as a whole, .



LIVEWORKSHEETS

**Exercise 9:** **Read the information. Then read the conclusion. Decide why the conclusion is not appropriate, developed and clear. Read the sentences and choose Yes or No.**

Conclusions that are unclear, inappropriate or repetitive will result in a lower band being awarded.

In conclude, a business must take responsibility for the serious social and environmental mess their business activity causes around the world so that we will all be able to live a better life in the future. I'm then gonna be able to do some charity work for my favourite charity, as well as work for any business I want.

1 The conclusion uses a correct concluding phrase.

◯ Yes ◯ No

2 The conclusion uses informal language.

◯ Yes ◯ No

3 The conclusion talks about ideas which are not relevant.

◯ Yes ◯ No

4 The conclusion is repetitive.

◯ Yes ◯ No

**Exercise 10:**

**WRITING TASK 2**

**You should spend 40 minutes on this task.**

***Companies are responsible only for making money for their investors. Therefore, they should not be held accountable for the environmental and social costs of their business activity to society as a whole.***

***Businesses should do no more than concentrate on making profit.***

**To what extent do you agree or disagree with this opinion? Give reasons for your answer and include any relevant examples from your knowledge or experience.**

**Write at least 250 words**


LIVEWORKSHEETS