

CHEBAIKI ABDELKADER HIGH SCHOOL
SECOND EXAMINATION OF ENGLISH

READING COMPREHENSION**Read the text carefully then do the activities****A/Reading comprehension****Read the text carefully then do the activities**

It's every business-owners nightmare — one of your employees is stealing money from you. You never think it's going to happen to you — especially in a small company, where you think that you're treating your employees like your family. But, it happens more than you think. Employee theft and embezzlement can ruin an entrepreneur or small business owner. According to the 2008 Report to the Nation from the Association of Certified Fraud Examiners, U.S. businesses lose 7% of their annual revenues to fraud. That translates to approximately \$994 billion in fraud losses. Small businesses are especially vulnerable.

The most common things to look out for: employees living beyond their apparent means or experiencing financial difficulties at the time of the frauds. What does this mean in today's economy where so many people may be facing financial difficulties? Even more reason to be vigilant!

Jay Myers learned his lesson the hard way. In 2003, Jay Myers was the founder of a successful Memphis-based video-conferencing firm Interactive Solutions, Inc. He had 16 employees and sales of over \$5 million. He had made the Inc. list of fastest growing companies in the country and business was going well. But, personally, he was recovering from a crisis — his beloved older brother, who had been a mentor to him (and headed up the Memphis Better Business Bureau, ironically!) had died very unexpectedly. Myers took his eyes off the ball for a bit. By the time he woke up, he realized that his bookkeeper had embezzled over \$250,000. How did it happen? He did a lot of the right things, but missed a few key checks and balances. He also was a little less careful and more trusting when he was getting over the loss of his brother — he thought that his employees were looking out for him. The good news is that the bookkeeper ended up in jail, he got a portion of the money back and he maintained the loyalty and support of his other employees. But, he was still out a lot of money and it did a lot to affect his trust

Written by [Liz Hamburg](#), Contributor President & CEO Taproot Foundation .

1/The text is: a-Argumentative b- Expository c-Narrative

2/Are the following statements true or false?

- a) Employee theft and embezzlement might affect small business owner.
- b) U.S. businesses lose most of their annual revenues due to fraud.
- c) Myers' bookkeeper had embezzled over \$250,000.
- d) The bookkeeper was imprisoned.

3/ In which paragraph is the name of the embezzler mentioned?

4. Answer the following questions according to the text.

- a) Could Employee theft and embezzlement affect small business owner?
- b) *What are* the most common things to look out for at the time of the frauds?
- c) What happened to Jay Myers?
- d) Was the bookkeeper sentenced?

5/ what or who do the underlined words refer to in the text?

your §1

That §1

he §3

B/ Text Exploration

-Find in the text words that are closest in meaning to:

a) damage \$1

b steal \$3

c) influence \$4

-Complete the chart as shown in the example

VERB	NOUN	ADJECTIVE
To smuggle	Smuggling	Smuggled
To embezzle		
.....	loss	
.....		financial

Rewrite these sentences using the given structure

1/ Could Employee theft and embezzlement affect small business owner?

Could

2/ He thought that his employees were looking out for him

He thought ;".....".

3/ Jay Myers was a little less careful and more trusting

It's about time

4/ Jay Myers regretted having treated his employees like his family

Jay Myers wishes

Classify the following words according to their number of syllables

portion maintained loyalty support professional bookkeeper

One syllable	Two syllables	Three syllables	Four syllables

PART TWO: WRITING (5points) Choose one topic only:

• *Topic 01

It has been said that one in three business failures is due **to employee theft** and nearly 80 percent of workers admit they have stolen. In no more than 120 words write a composition stating the main reasons of theft; use the following hints:

The worker feels poorly treated/ **the** opportunity is there /**The** business is making heaps of profit and I'm only taking what's really due to me for my hard work." /**their** employer has wronged them or underpays them/ **They** believe the employer is insured for such losses and is not affected

Topic 02: Write a composition on the following topic:

What is responsible business?

Prepared by brother Doubbi Belkacem