



Diversity, Equity and Inclusion (DEI)

Reading to Writing Summary

EXAMPLE

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Student

Two types of lesson

Lesson#1: [Medium] **** [B2/C1]

1. Predict the content of the text. Write down key terms & ideas.
2. Read the text & check words & meanings with a dictionary.
3. Identify the key points and supporting details and complete the **outline**.
4. Write a one-paragraph summary of 200-250 words.
5. Check key points with the **completed outline** & **model answer** (try to achieve 4 key points and 4 supporting points).
6. Answer the critical thinking questions & check possible answers.

Lesson #2: [Challenging] **** [C1]

1. Read the text – no dictionary.
2. Identify the key points and supporting details and complete the **outline**.
3. Write a one-paragraph summary of 200-250 words.
4. Check key points with the **completed outline** & **model answer** (try to achieve 4 key points and 4 supporting points).
5. Answer the critical thinking questions & check possible answers.

Teacher

Two types of lesson

Lesson#1: [Medium] **** [B2/C1]

1. Distribute the text a week /day before the test. Students read, check vocabulary & meanings.
2. Test day: distribute a **new copy of text** and the **summary question**.
3. Set 1 hour to read the text, take notes and write a one-paragraph summary of 200-250 words.
4. Feedback¹: take in and mark [[use our correction code*](#)].
5. Feedback²: distribute **completed outline** & **model answer**. Students compare with their own work.
6. Summary marking: **should contain at least 4 main ideas with support** – see **summary key points**.
7. Extra: critical thinking questions / group discussion (30 minutes).

Lesson #2: [Challenging] **** [C1]

1. Set 1 hour to read the **text** and write a one-paragraph summary of 200-250 words.
3. Feedback¹: take in and mark [[use our correction code*](#)].
4. Feedback²: distribute **completed outline** & **model answer**. Students compare with their own work.
5. Summary marking: **should contain at least 4 main ideas with support** – see **summary key points**.
6. Extra: critical thinking questions / group discussion (30 minutes).

Correction code*: www.academic-englishuk/error-correction

Diversity, Equity and Inclusion (DEI) **EXAMPLE**

By H. Kennedy (2023)

Diversity, equity and inclusion, often shortened to DEI, [redacted], initiate [redacted] place of work to promote equal representation and participation. According to Phillips (2021), whereas [redacted] among the workforce, equity and inclusion refer to the insertion of effective policies and programmes which make [redacted] valued. As a consequence, a workplace encouraging DEI can help to foster a more successful work environment by [redacted] [redacted] from arising and attracting a more diverse range of staff (ACAS, n.d.).

ACAS (n.d.) describes diversity as valuing differences among [redacted] religion, ethnicity, disability and gender. A 2019 study conducted by Dixon-Fyle et al. (2020) focusing on [redacted] reference to gender diversity, the most gender-diverse companies were 25% more likely to have above-[redacted] least 33% [redacted] outperform companies who had fewer. On the other hand, with regard to ethnic diversity, Dixon-Fyle et al. (2020) found that in 2019, outperformance in profit [redacted] organisations. Overall, the least diverse companies in terms of gender and ethnic diversity, were 27% more likely to underperform on profitability. Therefore, this increasing correlation [redacted] s [redacted] a company, the more profitable it will be.

Equity, or equality at a place of work entails equal job opportunities and fairness for both existing and prospective employees, [redacted], i.e. age, disability, marital status, race, religion, gender or sexual orientation are not used against them in an unfair way, known as the discrimination law (ACAS, n.d.). Also known as [redacted] in the [redacted] direct and indirect discrimination, harassment and victimisation, and has brought about several changes to [redacted] employees against harassment, granting new powers for employment tribunals, allowing claims to be [redacted] pay secrecy clauses, and preventing companies from asking job applicants about disability and health so that they [redacted] [redacted] and Equality and Human Rights Commission, 2015).

Inclusion in the workplace implies that all staff members feel their contributions at work are valued [redacted] safe to suggest different ideas but also raise issues to senior staff and managers (ACAS, n.d.). In another study [redacted] staff [redacted] discovered that overall sentiment on feelings of inclusion was rated 61% negative overall, with openness [redacted] neg [redacted] 63% and 80% negative. It is clear, therefore, that many companies, no matter how diverse, continue to struggle to [redacted] hiring [redacted] create an inclusive workplace.

In order to make all employees feel included, appreciated and that they are treated fairly, there are a number of [redacted] to, both internally and externally. Gassam Asare (2021) suggests that Human Resources departments [redacted] [redacted] are differently abled is provided accordingly, which may include working closely with individuals outside [redacted] about

accessibility, as well as incorporating accountability measures such [redacted] allowing employees to report exclusionary behaviour anonymously, and having a clear procedure for how it [redacted] recommend drawing up workplace policies that include training and development for all staff so that they all [redacted] make it work in practice, and how to best monitor and measure it. Finally, ACAS (n.d.) propose a systematic, [redacted] leadership and critical roles, the promotion of openness throughout the workforce and confronting [redacted].

Although some progress towards creating more diverse, equitable and inclusive workplaces has been made in [redacted] very little, or none at all. A data comparison between companies based in the USA and the UK and [redacted] in the [redacted] ethnic minorities on executive teams in 2019 was at 20% and 13% respectively, whereas gender and ethnic [redacted] (Dixon-Fyle [redacted] effective DEI practices need to be implemented across the board and the globe.

Reference list

ACAS, (n.d.). [redacted] [online]. Available at: <https://www.acas.org.uk/improving-equality-diversity> [Viewed 11.01.2023].

Dixon-Fyle, S., [redacted], (2020). *Diversity wins: How inclusion matters* [online]. Available at: <https://www.mckinsey.com/featured-articles/diversity-wins-how-inclusion> [Viewed 10.01.2023].

[redacted] *Your Company Should Adopt In 2022* [online]. Available at: <https://www.forbes.com/sites/janicegassam/2021/12/29/4-dei-practices-3bc5e09b41d5> [Viewed 11.01.2023].

Government Equalities Office and Equality and Human Rights Commission, (2015) [redacted] [online]. Available at: <https://www.gov.uk/guidance/equality-act-2010-guidance> [Viewed 11.01.2023].

Phillips, N., (2021). [redacted] Available at: <https://trainingindustry.com/articles/> [Viewed 10.01.2023].

Summary: Key Points

Take notes on the key points of the text.

1. Main idea:
Support:
2. Main idea:
Support:
3. Main idea:
Support:
4. Main idea:
Support:
5. Main idea:
Support:
6. Main idea:
Support:

Summary: Key Points (ANSWERS)

Take notes on the key points of the text.

<p>1. Main idea: Definition of DEI</p> <p>Support:</p> <ul style="list-style-type: none"> • DEI = coll. term 4 approaches, initiatives & protocol set out in workplace 2 promote equal [redacted] • Diversity = diff. among staff (Philips, 2021). • [redacted] make sure all staff are treated fairly & feel valued (Philips, 2021). • DEI workplace = [redacted] frm happening & attract diverse staff (ACAS, n.d).
<p>2. Main idea: Extended definition of diversity</p> <p>Support:</p> <ul style="list-style-type: none"> • [redacted] (ACAS, n.d). • Gender-diverse org. = better profits (Dixon-Fyle et al., 2020). • [redacted] . w less (Dixon-Fyle et al., 2020). • Ethnic-diverse orgs. = > profits (Dixon-Fyle et al., 2020). • [redacted] = > profits.
<p>3. Main idea: Extended definition of equity</p> <p>Support:</p> <ul style="list-style-type: none"> • Equity = equal job opps. & fair. 4 current & new [redacted] protected [redacted] (The discrimination law (ACAS, n.d.) & The Equality Act 2020). • Above laws protect a/st direct & [redacted] • Changes since laws intro.: protect workforce from harassment, new powers 4 employ. [redacted] pay secrecy [redacted] asking abt disability & health when applying 4 job (Government Equalities Office and [redacted] 2015).
<p>4. Main idea: Definition of inclusion and results of a study into staff inclusion</p> <p>Support:</p> <ul style="list-style-type: none"> • Workplace incl. = [redacted] given opps. 2 suggest diff. ideas as well as raise issues w managers (ACAS, n.d.). • [redacted] & belonging & [redacted] by respondents (Dixon-Fyle et al., 2020). • [redacted] inclusive workplace.
<p>5. Main idea: Implementation strategies</p> <p>Support:</p> <ul style="list-style-type: none"> • HR departs. should b edu. [redacted]. abled employees is given (Gassam Asare, 2021). May incl. bringing in accessibility experts. frm [redacted]. • Incl. accountability [redacted], allow employees 2 report exclusionary behav. anonymously & have clear proc. 4 dealing w it. • Other recs: draw up [redacted] pol., what needs 2 happen 2 make it work, & how 2 best monitor & measure it (Dixon-Fyle et al., 2020). • DEI => [redacted] of bias (ACAS, n.d)

6. Main idea: How countries are fairing

Support:

- Data comp. btw orgs. in USA & [REDACTED] (Dixon-Fyle et al., 2020).
- Data comp. btw orgs. in USA & UK: rep [REDACTED]. (Dixon-Fyle et al., 2020).

Conclusion:

- > effect. DEI [REDACTED] incorp.

Summary

Task: Write a 200-250 word summary on the key features of the text.

Word Count: _____

Sample Summary: Diversity, Equity and Inclusion (DEI)

DEI stands for diversity, equity and inclusion. It is a [redacted] equal [redacted] various backgrounds. Diversity focuses on the presence of differences among staff members, and includes age, [redacted] ity refers to creating [redacted] for all current and potential staff members, and this means that an individual's [redacted] Act 2010. Inclusion is [redacted] feel a sense of belonging and value by making sure that staff are able to put forward [redacted] with their [redacted] the workforce feel accepted, valued and respected, various strategies can be implemented. Firstly, [redacted] on disability laws so [redacted] to those in need (Gassam Asare, 2021). Secondly, accountability measures can be put into effect [redacted] (ibid). Thirdly, organisational [redacted] training and development for all employees (Dixon-Fyle et al., 2020). Finally, openness should [redacted] promptly (ACAS, n.d). Although some [redacted] in terms of creating more [redacted], investigations have indicated that most [redacted] (Dixon-Fyle et al., 2020).

Word count 226

Critical Thinking Questions

i) What's the stance of the author? What is the evidence for this?

[2 points]

ii) Is this a credible article? Yes /no – why?

[2 points]

iii) Highlight four ideas in the text you would use for an essay on: 'How can *workplace*'?

[4 points]

iv) Highlight two areas in the text that you question, disagree with or lack evidence.

[2 points]

Critical Thinking Questions

i) What's the stance of the author? What is the evidence for this?

The writer believes that although a DEI workplace is important for the employees in terms of fairness, and for the managers in terms of increased financial performance, most companies are still not creating diverse, equitable or inclusive workplaces and that this needs to change.

The writer states throughout the article.

E.g,

- A workplace encouraging DEI **can help** to foster a **more successful** work environment.
- This increasing correlation between diversity and performance **strongly indicates** that the more diversity within a ...

ALL ANSWERS INCLUDED IN PAID VERSION...