

University Mohammed Seddik Ben Yahya - Jijel

Faculty of Law and Political Science

School of Political Science

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Professor: Mohammed Kara

## **Decision Making Process**

Decision making is the process of making choices by identifying a decision, gathering information, and assessing alternative resolutions.

Using a step-by-step decision-making process can help you make more deliberate, thoughtful decisions by organizing relevant information and defining alternatives. This approach increases the chances that you will choose the most satisfying alternative possible.

### **Step 1: Identify the decision.**

You realize that you need to make a decision. Try to clearly define the nature of the decision you must make. This first step is very important.

### **Step 2: Gather relevant information**

Collect some pertinent information before you make your decision: what information is needed, the best sources of information, and how to get it. This step involves both internal and external “work.” Some information is internal: you’ll seek it through a process of self-assessment. Other information is external: you’ll find it online, in books, from other people, and from other sources.

### **Step 3: Identify the alternatives**

As you collect information, you will probably identify several possible paths of action, or alternatives. You can also use your imagination and additional information to construct new alternatives. In this step, you will list all possible and desirable alternatives.

### **Step 4: Weigh the evidence**

Draw on your information and emotions to imagine what it would be like if you carried out each of the alternatives to the end. Evaluate whether the need identified in Step 1 would be met or resolved through the use of each alternative. As you go through this difficult internal process,

you'll begin to favor certain alternatives: those that seem to have a higher potential for reaching your goal. Finally, place the alternatives in a priority order, based upon your own value system.

### **Step 5: Choose among alternatives**

Once you have weighed all the evidence, you are ready to select the alternative that seems to be best one for you. You may even choose a combination of alternatives. Your choice in Step 5 may very likely be the same or similar to the alternative you placed at the top of your list at the end of Step 4.

### **Step 6: Take action**

You're now ready to take some positive action by beginning to implement the alternative you chose in Step 5.

### **Step 7: Review your decision & its consequences**

In this final step, consider the results of your decision and evaluate whether or not it has resolved the need you identified in Step 1. If the decision has *not* met the identified need, you may want to repeat certain steps of the process to make a new decision. For example, you might want to gather more detailed or somewhat different information or explore additional alternatives.

## **The Present Perfect Tense**

### **What is present perfect tense?**

The present perfect tense is one of the common verb tenses in English, used to show an action that happened in the past that is directly related to the present, such as actions that are still continuing or that indicate a change over time.

Don't let the name confuse you—even though the word present is there, the present perfect tense deals with actions that happened or started in the past. In fact, the present perfect tense is often used interchangeably with the simple past tense, although there are some special situations in which you can only use one or the other.

### **How do you use the present perfect tense?**

In the present perfect tense, the main verbs always use the auxiliary verbs (helper verbs) *has* or *have*. The main verb takes a participle form, specifically the past participle. The past participle is

often the same form as the simple past form of the verb, unless it's an irregular verb, which each have their own unique past participle form.

Only the auxiliary verbs are conjugated to fit the subject-verb agreement in the present perfect tense; the past participle of the main verb remains the same no matter what the subject is. Generally, you use have for all subjects except the singular third-person, which instead uses has.

First-person: I have come a long way.

Second person: You have come a long way.

Third-person plural: They have come a long way.

Third-person singular: He/she/it has come a long way.

The present perfect tense has specific constructions for standard statements, negatives, and questions.

### **The present perfect tense for statements**

For general statements, the most common use of the present perfect, use have or has plus the past participle form of the main verb.

[have/has] + [past participle]

Charlotte has become friends with Susanne.

### **The present perfect tense for negatives**

To use the present perfect tense in the negative, simply add the negative word (like not or never) after the auxiliary verb but before the past participle.

[have/has] + [negative] + [past participle]

I have not slept well since exams started.

My Midwestern friend has never seen the ocean.

This construction works for neither, nor sentences, too.

It's 11 in the morning, and she has neither eaten breakfast nor gotten dressed.