



Etiquette or Good Manners

English Higher Intermediate Level

Topic: Good Manners, Cultural differences, History of customs, English customs

Objectives: Developing the ability to independently read and analyse texts. Encouraging speaking, expressing an opinion, debating and advising.

Teaching and practising **used to** that expresses a habitual action in the past; conditional sentences type 1; probability and giving predictions and opinions. Reinforcing usage of defective verbs like: should and must when giving advice.

Teaching and exercising the passive voice in simple and continuous present and past tenses and present perfect tense; passive infinitive; using a verb to get instead to be in a passive construction. Teaching about British way of life and raising cultural awareness.

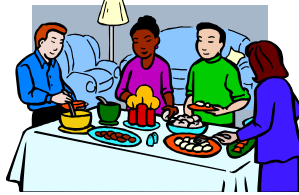
Writing an informal letter.

Links: History, Sociology, Culture, Environment.

Resources: Photocopy, dictionary, pen

Time: 3 hours

Etiquette or Good Manners



The word ‘etiquette’ comes from a French word which first meant ‘little ticket’. In France little tickets used to be given to the people who were going to take part in a public ceremony. On each person’s ticket there were directions telling him what to do during the ceremony. So etiquette came to mean the right way to act when you are with other people.

Every group of people has its rules of etiquette. But good manners in one group of people may not be good manners at all in another group. Some good manners are universal for everyone. However, some rules of etiquette are specific to certain cultures and have been respected only in a few countries. Also, people used to respect in the past some rules of good behaviour that are now forgotten. However, some good manners are long lived.

No one knows how all our rules of etiquette came to be. We can guess, however, how some of them came about. Most of good manners were being created by religious influence, cultural habits or practicality during the past.

The people of the Far East eat in silence - to them it is bad manners to talk during a meal. We think that helping to carry on a conversation is an important part of good manners.

One rule of table manners says that a spoon should never be left standing in a cup. It is easy to see how this rule came about. It would be easy to catch the spoon in a sleeve and upset the cup.

Some people think that the custom of shaking hands began when men who carried arms wanted to show that they were friendly. What better way to show that they were friendly than to hold out the bare hand?

On the continent shaking hands is very common and it is polite to do so when people are introduced to each other, when they meet and when they are saying goodbye to one other. However, in England people rarely shake hands. They hardly ever shake hands with their friends- except after seeing them after a long interval or saying goodbye before a long journey. English shake their hands when they are being introduced to someone for the first time, but young people often do not.



In the Middle Ages the faces of men in armour were hidden by the visors of their helmets. When a person in armour wished to show a person he met that he was a friend, he raised his visor or, better still, took off his helmet. Then later on men started taking their hats off when they met each other.



No matter how out rules of etiquette came to be people will make fun of us we break them. If we broke too many of them, probably no one would have much to do with us. We travel and move more and more. People from different places have different ways of acting, so it is important to try to do things the way people do in the country that you are visiting or you are moving into. It is important to learn what to do at the table, when visiting someone's house, on the train, in the street... Every society has its own rules and expects you to respect them.

The following proverb has been known very well in Britain: *When in Rome, do as the Romans do.*



Exercises:

I Are these questions and statements correct? If your answer is 'No' give a correct statement based on the text.

1. The word 'etiquette' comes from a Finnish word?
2. Little tickets were given to people watching a ceremony?
3. Directions on the tickets told people what to eat during the ceremony.
4. We don't know how all our rules of etiquette came to be.
5. In the Middle Ages the faces of men in armour were hidden.
6. In the Middle Ages men put on their helmets when they saw a friend.
7. Some people think that shaking hands began when they wanted to show that they were friendly and did not want to fight.
8. Good manners are the same in every country.
9. If we break the rules of etiquette people will like us for our originality.
10. English shake hands always.

II Answer the questions and discuss:

1. Why was armour worn in the Middle Ages?
2. What piece of armour covered the face?
3. What covered the head?
4. When do people today wear helmets?

5. Do we keep silent on talk to each other during the meal? Is it easy to talk and eat at the same time? What we have to make sure of if we talk and eat at the same time?
6. Why are good manners as important today as they used to be in the past?
7. When setting the table where would you put knives, forks and spoons?
8. What will you say if you accidentally sneeze, cough or step on somebody's foot?
9. What are examples of good manners in your country?
10. What are unacceptable things to do in your country/countries?
11. Which British good manners do you like? Are they the same as in your country? How different are they?
12. Why is it difficult to be polite when you are visiting a foreign country, especially a far away country?

III Sentences below are describing some of good manners in England. Underline the correct word:

1. It is unacceptable /acceptable to turn your back to a person while she/he is talking to you.
2. It is all right /not all right to push somebody out of the way to get the seat you were about to sit on?
3. It is polite/ impolite to stay seated on the bus while a pregnant woman is standing next to you.
4. It is unnecessary/ necessary to ask a friend to borrow his pencil.
5. You are supposed/ not supposed to say 'thank you' when people give you a present.
6. English people are likely/ unlikely to hug each other when they meet.
7. It is appropriate/ inappropriate to put your feet on the dining table when you feel tired.
8. You should /shouldn't apologize if you interrupt someone's conversation.
9. You must/ mustn't throw litter on the street.
10. It doesn't matter / matters if you use a word "please" if you ask for any favour.

LANGUAGE POINTS:

Used to

- **Habitual action or state in the past expressed by 'used to' as contrasted to a present.**
- **'Used to' occurs only in the past tense and always takes to infinitive**

USED TO + INFINITIVE OF THE VERB

be

wear

play

live

THINGS AREN'T WHAT THEY **USED TO BE**.

A recurring action in the past

It is different now.

PAST

NOW



A knight **used to wear** armour in the Middle Ages



A knight **used to be** protected against his enemies by his armour and the walls of his castle.

He **used to be** happy in his castle.

Exercises:

I Complete the following dialogues.

Example:

Do you live in New York?

No. I used to live in New York, but I live in Paris now.

1. Is little Tommy afraid of the dark?
2. Do you go in for tennis?
3. Do you often go to the opera?
4. Is Warren's telephone number 674-5914?
5. Does he spend his holidays in Ireland?
6. Does Cliff go out with Jane regularly?
7. Is Jane Cliff's girlfriend?
8. Do you know if Toby's address is still 35 St Catherine's Road?



II Use the following sentences to write about habitual action in the past.

1. She doesn't smoke now.
2. We don't see each other very often.
3. I don't play the guitar any longer.
4. They don't go out so much now they have a computer.
5. He doesn't go to the office by bus now he has a car.
6. I am not interested in badges any more.
7. Bob's father doesn't take part in tennis tournaments.
8. Mrs Clarks isn't my teacher now.
9. _____.

Do not mix these: USED TO USED

I used their computer today.

He used my towel again.

Conditional sentences Type I

- **Conditional Sentences Type I refer to the future. An action in the future will only happen if a certain condition is fulfilled by that time. We don't know for sure whether the condition will be fulfilled or not, but the conditions seems very realistic – so we think that it is likely to happen.**

The use of the Comma

The conditional sentence can be formulated in two ways, e. g.

If I phone her, she will hang up.

She will hang up if I phone her.

The comma is placed behind the 'if' clause and before the main clause when the sentence starts with the 'if' clause.



**IF+SIMPLE PRESENT TENSE, FUTURE
Or
FUTURE+IF+SIMPLE PRESENT TENSE**

IF WE BREAK THE RULES OF ETIQUETTE, PEOPLE WILL MAKE FUN OF US.

PEOPLE WILL MAKE FUN OF US IF WE BREAK THE RULES OF ETIQUETTE.

Exercises:

I Jim has quarrelled with his girlfriend Helen. He doesn't know what to do, so he is discussing the situation with his friend Stephen.



Example:

- | | |
|--|-------------------|
| 1. Phone | 1. Hang up |
| If I phone her she will hang up when she hears my voice. | |
| 2. write a letter | 2. make fun of me |
| 3. wait for her after school | 3. _____ |
| 4. try to speak to her | 4. turn her head |
| 5. stop eating | 5. _____ |

- | | |
|-----------------------------|-------------------|
| 6. go out with another girl | 6. _____ |
| 7. she phones me | 7. Say I am sorry |
| 8. _____ | 8. _____ |

II Write the sentences (2-8) changing the position of the "if "clause.

Probability

PROBABILITY: probably	likely
IMPROBABILITY: probably not	unlikely

The following sentences express probability or improbability of something happening:

People **are likely to make fun** of us if we break rules of etiquette.

People **are unlikely to enjoy** our company.

Notice the different pattern when ‘probably’ or ‘probably not’ are used:

People **will probably make fun** of us if we break rules of etiquette.

People **probably wouldn't enjoy** our company.

He is **likely** to come. He will **probably** come.

He is **unlikely** to come. He **probably** won't come.

Exercises:

I Re-state the following sentences using the word ‘probably’.

1. The maths teacher is likely to give us a test soon.
2. Astronauts are unlikely to go to different planets soon.
3. The prices are likely to go up again.
4. Some crafts are likely to disappear.
5. The fighting in the Middle East is unlikely to stop for some time.
6. The driver is likely to be questioned by the policeman.
7. He is unlikely to get married for a couple of years.

8. This house is likely to be pulled down.

II What the following people will take up as a career: Designer, Actress, Physicist...



She'll probably be....

She probably won't be...

She's likely to be...

He isn't likely to be...

1. Anne is pretty and loves acting.
2. Alec is interested in science and he is good at maths.
3. Margaret loves art. She can paint well.
4. My best friend....

The Passive Voice 1

A mask **hides** actor's face.

The face **is hidden** (by a mask).

Visors **hid** the faces of men in armour.

The faces of men in armour **were hidden** by the visors .

present simple tense	verb to be am/is/are (not)+	past participle(III): damaged, invented,done, gone, built, loved, signed, born, moved, hidden...
past simple tense	verb to be was/were(not)+	

- **The passive voice is used very often in spoken and written English. The object of the active sentence becomes the subject of the passive sentence and the emphasis is moved from the subject to the actual fact or the action.**

I **do** the job.

The job **is done**.

- **The passive is used when the doer of the action is unknown, unimportant or we don't want to mention him.**

Mistakes **are** always **made**.



Cheese **is made** from milk.

She **is** much **admired** actress.



I **was born** in Brussels.

However, when we want to stress the doer of the action he takes the end position.



Harry Potter **is written** by **J. K. Rowling**.

I **was bitten** by a snake last year.

Exercises:

I Write sentences in passive voice. Some of the sentences are in a question form.

1. The room / nicely furnish. The room is nicely furnished.
2. He/ send/ abroad? _____.
3. Shops/ well supply. _____.
4. The letter/ post/ a week ago. _____.
5. She/ take/ to hospital / last night. _____.
6. French/speak /in Belgium. _____.
7. The picture/give/ to me/ by my best friend. _____.
8. The lesson /finish? _____.
9. The house/build/ in 3 months. _____.
10. The book/write/ an American writer? _____.

II Put these sentences into passive:



1. Shakespeare wrote "Hamlet".
2. They did the job well.

3. People don't play basketball in our country.
4. They paid him for his work.
5. They gave her a book.
6. A Frenchman visited me.
7. He built the house 100 years ago.
8. Mother took a child to hospital.
9. I wrote the letter carefully.
10. John brought the parcel.

***Note**

The verb to get is sometimes used in spoken English instead of the verb to be.

Examples:

They **got married** last year. 


The lion **got shot**.

He **got arrested** because of his disorderly behaviour in public.

The spoon **got caught** by the sleeve.

We **got so drunk** last night.

The Passive Infinitive

People used to **be given** little tickets. 

He hoped **to be chosen** for the main role.

Everybody wants **to be loved**.

to be + past participle(III)

***Note**

- **Remember that modal verbs (must, should, would, can, could) are followed by infinitive without to.**

Children **shouldn't be left** on their own.

A spoon should never **be left** in a cup.

These letters **must be sent** immediately.

Nothing can **be done** now.

I must **be given** more time to do this.

Exercises:

I Complete the sentences with the passive infinitive of the verbs in brackets.


1. People like _____ about what is going on in the world. (inform)

2. I don't want _____ for no reason. (criticize)
3. Food cannot _____ longer than a week in this fridge.(keep)
4. Several specialists must _____ about this project. (consult)
5. Our school should _____ by the best pupils. (represent)
6. The road cannot _____ because of the fog. (see)
7. The dog seemed _____ for some reason. (frighten)
8. More goods have _____ this year. (export)



The Passive Voice 2

English shake their hands when they **are being introduced** to someone for the first time.

(A: When English **are introducing** someone for the first time...) 

Most of good manners **were being created** by religious influence during the past epochs.

(A: Religious influence **was creating** most of the good manners in past.)

Certain rules of etiquette **have been respected** only in a few countries.

(A: People in a few countries **have respected** certain rules of etiquette.)

present continuous tense	verb to be am/is/are (not)+	+being	+past participle(III): damaged, invented,done, gone, built, loved, signed, born, moved, hidden...
past continuous tense	verb to be in was/were		
present perfect tense	verb to have have/has	+been	

- **Passive has the two progressive forms:**

- a) **The present progressive passive – is used for actions in progress at the moment of speaking.**

I am being asked.

- b) **The past progressive passive – is used for an action that lasted for some time in a definite time in past or an action in progress at the time when another action occurred.**

I was being asked.

- **Passive has a present perfect form:**

a) **The present perfect passive – is used for an action that happened in the past with a result now.**

My car **has been washed**. (Somebody washed it.)

I can't have tea from my favourite cup. It **has been broken**.

Exercises:

I Put the verb in brackets in the required passive form.



1. He _____ while he worked in the garden.(to be /hurt)
2. The castle _____ in the 15th century. (to be /build)
3. This week I _____ out to dinner twice. (to be/ take)
4. The doctor _____ already for. (to be/send)
5. Many new roads _____ now. (to be/ build)
6. I _____ to the party. (have/to be/ invite)
7. My bicycle _____ when I came to take it. (to be/ repair)
8. The dinner _____ for you. (to be/ prepare)
9. A new twin tower _____ in our country.(to be/ build)
10. During the Gulf war the telephone cables _____ by the army. (to be/ cut)
11. The roof _____ today. (have/ repair)
12. The clothes _____ for you. (have/ iron)

***Note**

- **Passive is less personal. Its general effect is to give a statement or a text a more formal or objective style. It is often used in reports, official speeches, as well as in law, politics, newspapers and magazines.**

Exercises:

I Write a letter to your friend describing him/her life and customs in UK. Advise your friend on the main cultural customs and habits in UK and how he/she should behave while visiting you in UK. Try to use the verbs such as: suggest, recommend, propose and advise.

Dear ...,

Lots of love, Warm Regards, Best Wishes...