

## Topic 6. The Rules of Etiquette. Vocabulary Exercises.

### Exercise 1. Translate the bracketed parts of the following sentences.

- 1) Inevitably, the phrase Ps and Qs soon (включала, охватила) e----- taking trouble over the whole (гамма, палитра) g----- of good manners and etiquette.
- 2) Now any compliment is welcome, so long as it contains no (намек) h----- of surprise or hidden criticism, and isn't too intimate for the relationship.
- 3) In Japan it's (нескромный) i----- to accept (похвала) p----- for anything associated with oneself, and in some countries warm (похвала) p----- for an object (or even a woman) obliges the owner to give it (or her) to the praiser.
- 4) It's (невежливый, невоспитанный) b----- and (высокомерный, самонадеянный) a----- to (допускать, предполагать) a----- British or European ways are best and to ignore the different attitudes of other countries.
- 5) Saying the wrong things, eye contact, hand gestures, touching, (поклоны) b-----, using first names, how you eat and drink can be a (минное поле) m----- for the (неосмотрительный, неосторожный) u-----.
- 6) In Saudi Arabia greetings are particularly (замысловатый, тщательный, усердный) e-----: after shaking hands a Saudi is likely to kiss you on both cheeks and then take your hand in his as a gesture of kinship.
- 7) The British and Americans share at least one thing: they like to break the ice with a joke, which means sometimes being thought as (легкомысленный) f-----.
- 8) Avoid (неопределенный, нечеткий) v----- and (неопределённый, неточный) i----- expressions; use visual aids; look at the person with whom you are dealing – not the interpreter; look out for signs of confusion; and keep eye contact when culturally appropriate.
- 9) The British handshake is firm but used (скупое, редко) s-----; in Italy and France – where handshaking is something of a national pastime – a gentler, kinder (хватка, рукопожатие) g----- may stand you in good stead.
- 10) Confusion generated by faulty translation is less (веселый, оживленный) h-----.

### Exercise 2. Insert the words from the box into the following sentences.

***Refuted, venerated, explicit, lingua franca, elaborate, implication, tilt, fluent, meticulous, insulting.***

- 1) The words do keep a graceless manner from being .....
- 2) Nobody deserves the put-down of having a compliment .....
- 3) Many have far more ..... manners than our own and Western ways may arouse contempt.
- 4) So is the fact that in Africa, for example, age is ..... and men are dominant, and for a woman to give an old man an order humiliates him.
- 5) People from “high context” cultures such as France, Japan, Spain, Greece, Saudi Arabia, China and South Korea, who communicate by nuance and ..... and are less dependent on the spoken word.
- 6) Low context folk should try to be more .....
- 7) People in Mediterranean countries sometimes ..... their head back when they shake hands.
- 8) But obliging people to speak English when they are not completely ..... can lead to serious misunderstanding.
- 9) English is accepted as a ..... for business travellers in most parts of the world.
- 10) If someone says he's been in hospital you don't ask what was wrong; you say "I do hope it was nothing serious" and leave it to him to ..... if he wishes.

*Exercise 3. Insert the words from the box into the following sentences.*

*Neglected, prompt, digest, witty, negotiation, refreshments, humiliates, sincerity, undue, go down well.*

- 1) The hostess sees to it that nobody is ....., or nobody is left without refreshments.
- 2) However there is no need to press ....., especially strong drinks upon unwilling guests.
- 3) You'll make a ..... remark and those people listening in English laugh; then the French and Italian laugh; then there is pause because the Dutch and the Germans are waiting for the verb at the end of the sentence before they get it.
- 4) The American use of first names as a form of instant friendship does not always ..... in countries such as Germany, or even Britain.
- 5) Receive business cards with both hands: read, learn and inwardly ..... the name and pecking order and lay them out reverently on the table in front of you.
- 6) People do business with whom they feel comfortable. It comes down to ..... and spontaneous good manners.
- 7) The obligations of a guest begin the moment the invitation is received: the first obligation is a ..... reply.
- 8) So is the fact that in Africa, for example, age is venerated and men are dominant, and for a woman to give an old man an order ..... him.
- 9) Please and thank you are only the first step towards expressing due appreciation and not making ..... demands on others.
- 10) Experts recommend that both parties in a ..... bring their own people to interpret for important discussions.