

The Q Classroom

Activity A, p. 46

Answers will vary. Possible answers:

1. I invited several friends to come for dinner. I spent hours making a delicious meal. Only one friend came. The other friends never called to tell me they couldn't come. I didn't invite them for dinner again.
2. The young man is assisting a blind man on a subway. He is being very polite and helping the man find a seat.

Activity B, p. 46

1. Saying "thank you," "please," and "excuse me." Don't interrupt people. Don't ask personal questions. Smile. Eat slowly. Don't be messy.
2. Answers will vary.

PREVIEW THE UNIT

Activity A, iQ Online Resource

Answers will vary.

Activity B, iQ Online Resource

Answers will vary. Possible answers:

Polite	Rude
saying "please" and "thank you"; opening the door for another person; offering your seat to someone on a bus; listening when someone is speaking to you; using polite language for requests (Could you, would you mind, etc.)	talking loudly in public; answering your cell phone in a restaurant; not returning someone's call; chewing with your mouth open; staring at someone; asking a person's age or weight

READING 1

PREVIEW THE READING

Activity A, pp. 48–49

- a. respect
- b. behavior

- c. awkward
- d. make a good impression
- e. firmly
- f. manners
- g. appropriately
- h. gesture

Activity C, p. 49

The photos and captions suggest that this article will be about manners such as shaking hands, using eye contact, and giving gifts in different cultures.

Activity D, p. 49

Answers will vary.

WORK WITH THE READING

Activity B, pp. 50–51

1. F Polite behavior is often different in different countries.
2. T
3. F Personal space is different in different cultures.
4. F Each country has a different definition of being on time.
5. T
6. F It's useful to learn about cultural differences.

Activity C, p. 51

1. b
2. a
3. c
4. b
5. b
6. a

Activity D, p. 52

Paragraph Number	Country or Region	Topic
2	United States, the Middle East	greetings
4	North America, the Middle East, Latin America	personal space
5	United States, China	gift-giving
6	Germany, Argentina	time

7 | Vietnam, United States | gestures

Activity E, p. 52

Answers will vary. Possible answers:

1. Examples differ from culture to culture. In the United States, it is polite to shake hands firmly and to open a gift when it is given to you.
2. In the United States, people shake hands firmly and for a short period of time. In the Middle East, people shake hands gently and for a longer time.
3. In North America the comfortable distance is at arm's length. Where I live we stand closer together.
4. In Germany, you should arrive at 12:00. Where I live it is more polite to arrive a bit later.
5. It shows that you care about the other person's culture and want to make that person feel comfortable.

WRITE WHAT YOU THINK

Activity A, B, pp. 57-58

Answers will vary. Possible answers:

1. In North America, when people are speaking they stand about an arm's length apart. People stand closer together in some places, such as some countries in Latin American and the Middle East.
2. I think body language is different in different cultures because some cultures are more formal than others. For example, in cultures where respect is very important, it's not always polite to greet someone with a kiss on the cheek.

READING SKILL

Activity A, p. 53

Main Idea: There are cultural differences in the way people use personal space.

Detail: In North America people usually stand about an arm's length apart during a conversation.

Detail: in some countries in the Middle East and Latin America, people stand closer.

Activity B, p. 53

1. Around the world cultures have different ideas about giving gifts.
2. There are two supporting details: In the United States, if people give you a gift, you should open it while they are with you. . . . In China, you should open a gift after the person is gone.

Activity C, p. 54

1. Another cultural difference is time.
2. Two examples: In Germany, it is important to arrive on time. In Argentina, polite dinner guests usually come 30 to 60 minutes after the time of the invitation.

READING 2

PREVIEW THE READING

Activity A, pp. 54-55

1. c
2. a
3. a
4. b
5. b
6. c
7. a
8. c

Activity C, p. 55

- giving/receiving gifts
- table manners
- formality

Activity D, p. 55

Answers will vary.

WORK WITH THE READING

Activity B, p. 57

1. F Mansoor Al Ganem is worried about correct business etiquette.
2. T
3. F Many Americans are informal at home.
4. T
5. F Carlos thinks business customs are different in Egypt and in the U.S.

Activity C, p. 58

1. a. later
b. right away
2. a. travel, food, books, sports, family
b. age, salary, religion, politics
3. a. remove your shoes
b. don't remove your shoes
4. a. discuss business
b. have informal conversation before a meeting
5. a. are acceptable
b. are unacceptable

Activity D, pp. 58–59

1. manners
2. informal
3. kitchen
4. polite
5. hosts
6. shoes
7. left
8. conversation
9. relationships
10. interrupt

Activity E, p. 59

Answers will vary. Sample answers:

1. Good table manners in the United States include keeping elbows off the table; chewing with your mouth closed; complimenting the food
2. It is important to make your guests feel comfortable, but it is also important for visitors to learn about your culture.

WRITE WHAT YOU THINK

Activity A, p. 59

Answers will vary. Sample answers:

1. So that he/she is not rude or does not upset his/her host. To show that he/she is interested in and knowledgeable about other cultures.
2. This is good advice unless your hosts do not have good manners.

Activity B, p. 59

Answers will vary. Sample answers:

1. I think that people are less polite today. This is because they are not taught how to be polite from a young age. People are less formal now.
2. People learn to be polite. This is one reason why there are different customs around the world.

VOCABULARY SKILL

Activity A, p. 60

- in-*: inappropriate, inexpensive, informal
im-: imperfect, impolite, impossible
un-: unclear, uncomfortable, uncommon, undependable, untraditional, unusual

Activity B, p. 61

1. dependable
2. unclear
3. unusual OR uncommon
4. impossible
5. comfortable
6. inexpensive
7. impolite OR inappropriate
8. traditional OR formal
9. uncomfortable
10. inappropriate OR impolite

WRITING SKILL

Activity A, p. 62

Circled: there are several appropriate gifts to bring to a host

Underlined: flowers, Food, a small gift for the home

Activity B, pp. 62–63

1. in North America, people stand an arm's length apart. In some countries in the Middle East and Latin America, people stand closer.
2. in some Middle Eastern countries, people hold the other person's hand gently for a longer time.
3. it is polite to be half an hour to an hour late in Argentina.
4. in the United States, it is polite for hosts to open a gift in front of the gift giver.
5. it is impolite to interrupt a meeting in the United States, but it is common for others to come in the room in Egypt.

Activity C, p. 63

Answers will vary. Sample answer:

Main idea: Many people are impolite when using their cell phones.

Supporting idea: People speak loudly in public places.

Supporting idea: People use their phones at dinner.

Supporting idea: People interrupt conversations to answer their cell phones.

Activity D, p. 63

Answers will vary. Sample answer: Many people do not have good cell phone manners, and they are impolite when they use their cell phones. For example, some people speak loudly on the phone in public places such as the movie theater, or

on the bus. When eating dinner with friends or family, impolite people may have their cell phones out and play games or read text messages rather than focus on the dinner conversation. Other impolite people interrupt conversations to answer their cell phones. Instead, they should allow their calls to go to voicemail, and answer them later. This way they can focus on the conversation. If cell phone users were more thoughtful of others, they might be more polite.

Activity E., p. 64

Answers will vary.

Activity F., p. 64

Answers will vary.

GRAMMAR

Activity A, p. 65

1. Circled: brother
Underlined: lives
2. Circled: a man
Underlined: is
3. Circled: The police
Underlined: are
4. Circled: people
Underlined: use
5. Circled: This book
Underlined: gives

Activity B, p. 66

In my opinion, the most annoying habit is talking on cell phones.

People is talking talk on their cell phones all the time. My brother always interrupt interrupts our conversations and answer answers his phone. People like my brother doesn't don't care about

Reading and Writing 2
Unit 3 Student Book Answer Key

Q: Skills for Success
Second Edition

manners. People talk on cell phones in restaurants and in doctors' offices. There is are times when cell phones are very annoying. Cell phones ring and interrupts interrupt our thoughts. People need to show more respect for others. There is are appropriate and inappropriate places to use cell phones.

UNIT ASSIGNMENT

PLAN AND WRITE

Activity A, iQ Online Resource

Answers will vary.

Activity B, iQ Online Resource

Answers will vary.

Activity C, iQ Online Resource

Answers will vary.