

## Reading and Writing Level 2

### Unit 3

*help*



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Complete the paragraph with the correct words from the word bank. You do not need to use all the words.

impression manners gestures respect firmly appropriately behavior awkward

Rashid had an interview for a job today. Before the appointment, he was careful to dress appropriately for the interview. He wore a suit and tie. He arrived at the office a little early. When he met the manager, he shook her hand firmly but not too hard. Rashid remembered his manners. He used polite phrases like "please" and "thank you."

The beginning of the interview was a little awkward because Rashid was nervous. He soon relaxed, however, and the meeting went better. Rashid thinks he answered the interviewer's questions well. He spoke clearly and gave examples about his experience. He was careful not to make big gestures with his hands.

Rashid is sure that his behavior showed the interviewer his strong communication skills. He thinks

Submit Try again See answers Score: 7/7

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impression manners gestures respect firmly appropriately behavior awkward

her hand firmly but not too hard. Rashid remembered his manners. He used polite phrases like "please" and "thank you."

The beginning of the interview was a little awkward because Rashid was nervous. He soon relaxed, however, and the meeting went better. Rashid thinks he answered the interviewer's questions well. He spoke clearly and gave examples about his experience. He was careful not to make big gestures with his hands.

Rashid is sure that his behavior showed the interviewer his strong communication skills. He thinks that he made a good impression because the interviewer seemed pleased. He hopes that he receives a call about the job soon.

Submit Try again See answers Score: 7/7



Read the article. Then choose the best answer for each question.

**Politeness in American Culture**

In every country, there are rules about how to behave. Most of these rules are not written down. Some of these unwritten rules have to do with the space around you.

People in the United States like to think that they have an invisible "personal space" around them. If you come into their personal space, they will be unhappy. Even in crowds, people in the U.S. try not to touch people who they don't know. If you get on a bus or train and there are many empty seats, you shouldn't sit right next to someone.

Americans also like to have personal space around them while they talk to people. How far away should you stand when you talk to someone? In the U.S., the proper distance is about the length of one arm. In some countries, the distance is much closer, but standing closer makes most Americans uncomfortable.

In a public place like a library, the personal space gets even

1. Personal space is \_\_\_\_.

- something people write about
- something you can see
- something you can't see

2. If a bus in the U.S. has a lot of empty seats, you should sit \_\_\_\_.

- far from other people
- in any seat you like
- next to another person

3. While talking to an American, an acceptable distance to stand from them is about as long as \_\_\_\_.

- an arm
- four feet
- two seats

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Try again

See answers

Score: 8/8

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Read the article. Then choose the best answer for each question.

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Americans also like to have personal space around them while they talk to people. How far away should you stand when you talk to someone? In the U.S., the proper distance is about the length of one arm. In some countries, the distance is much closer, but standing closer makes most Americans uncomfortable.

In a public place like a library, the personal space gets even

4. What might happen if you come into an American's personal space?

- They will feel uncomfortable.
- They will talk quietly.
- They will push you away.

5. What should you do if you live with an American roommate?

- Ask permission before you use their things.
- Share your things with them.
- Stand closer when you talk to them.

6. Personal space is \_\_\_ in public places than in conversation.

- smaller

Submit

Try again

See answers

Score: 8/8



Resources



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Read the article. Then choose the best answer for each question.

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People in the United States like to think that they have an invisible "personal space" around them. If you come into their personal space, they will be unhappy. Even in crowds, people in the U.S. try not to touch people who they don't know. If you get on a bus or train and there are many empty seats, you shouldn't sit right next to someone.

Americans also like to have personal space around them while they talk to people. How far away should you stand when you talk to someone? In the U.S., the proper distance is about the length of one arm. In some countries, the distance is much closer, but standing closer makes most Americans uncomfortable.

In a public place like a library, the personal space gets even

6. Personal space is \_\_\_\_ in public places than in conversation.

- smaller
- about the same
- larger

7. In the U.S., it is good manners to \_\_\_\_.

- drive your car quickly
- play classical music
- talk quietly in public

8. When should you avoid being noisy outside?

- at noon
- at 5 p.m.
- at 6 a.m.

Submit Try again See answers Score: 8/8

Resources Progress

Click READ to read the article again. Then drag each sentence into the correct category.

READ

Main ideas

- People in the U.S. like to think that they have an invisible "personal space."
- In every country, there are rules about how to behave.
- In a public space like a library, the space gets even bigger.
- Another idea about personal space has to do with noise.

Supporting details

- You should be careful not to be too noisy in a place like a restaurant.
- Most of these rules are not written down.
- Even in crowds, people in the U.S. try not to touch people that they don't know.
- Another person should not touch those items without being told that it is OK.

Submit Try again See answers Score: 8/8

Resources Progress

Complete the paragraph with the correct words from the word bank. You do not need to use all the words.

avoid took part interrupt typical informal advice traditional custom

The other day I went to see a friend of mine at his office. When I got to his desk, he was already talking with another person. I didn't want to interrupt their conversation, so I waited and I looked around his office. There wasn't anything unusual about his office. It looked pretty typical. But I was surprised that people were not very dressed up. Most people's clothes were informal. I learned that on Fridays at his company, it is the custom for people to wear casual clothes. They want to avoid being formal all the time. I guess the company doesn't want to appear to be too traditional. When I saw my friend, it was clear that he took part in this practice as well. He was wearing blue jeans at the office!

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Try again

See answers

Score: 777

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How do you form the negative of these adjectives? Drag each word under the correct prefix.

in-	im-	un-
direct	polite	necessary
experienced	proper	decided
correct	patient	expected
frequent	personal	pleasant

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Try again

See answers

Score: 12/12



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Read the instructions. Write your sentences in the box. Then select "Submit" below to send to your teacher.

Read the sentences. Write an example sentence to support each main idea. Begin your sentences with *for example* or *for instance*.

1. Some people have very good manners.
2. At an interview, good manners can help you make a good impression.
3. In some families, brothers and sisters are not very polite to one another.
4. You should always speak to a police officer with respect.

- 1-my friends like my manners I awalys talk with everyone.
- 2-when I go to the company to make interview job I respect the manager I answer his questions to show him my experience so the manager will take a good impression.
- 3-my family all of us should respect to each other and all of us polit.
- 4-all of us should respect the police officer because they help us and protect us.

Print Submit

Resources Progress

Complete each sentence with *is* or *are*.

1. There are 25 students in this class.
2. The information in the advertisements is incorrect.
3. Food is very expensive in that city.
4. There is some money on the floor.
5. There is a long article about online chat sites in today's paper.
6. The children are very quiet while they listen to the story.
7. This water is extremely cold.
8. My family is very important to me.
9. My peers are very concerned about fashion and video games.
10. The quality of the photograph is excellent.

Submit Try again See answers Score: 10/10



Read more about subject-verb agreement. Then, choose the correct form of the verb to complete the sentences.

READ

1. That box of books \_\_\_\_ both novels and textbooks.  
 include  
 includes
2. Many parts of this \_\_\_\_ hard to understand.  
 is  
 are
3. Information about manners \_\_\_\_ available on the Internet.  
 are  
 is
4. There \_\_\_\_ some gestures you should not make.  
 are  
 is
5. The owner of that car \_\_\_\_ it every week.  
 -

Read more about subject-verb agreement. Then, choose the correct form of the verb to complete the sentences.

READ

5. The owner of that car \_\_\_\_ it every week.  
 wash  
 washes
6. The students at the college \_\_\_\_ in May.  
 graduate  
 graduates
7. People in the library \_\_\_\_ quietly.  
 speaks  
 speak
8. His gifts for the hosts \_\_\_\_ two new books.  
 include  
 includes
9. There \_\_\_\_ an address on the dinner invitation.  
 -

Read more about subject-verb agreement. Then, choose the correct form of the verb to complete the sentences.

READ

includes

9. There \_\_\_\_ an address on the dinner invitation.  
 was  
 were

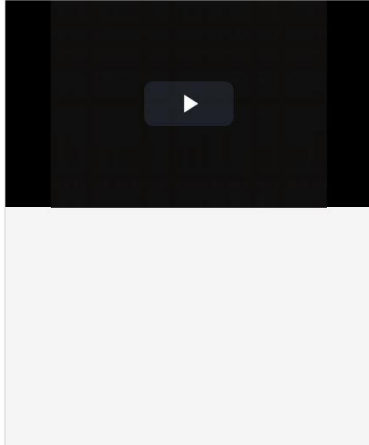
10. The colors on her shirt \_\_\_\_ beautiful.  
 are  
 is

11. There \_\_\_\_ a long line to get into that lecture.  
 is  
 are

12. The most difficult parts of English \_\_\_\_ taught in that class.  
 are  
 is

Resources Progress Submit Try again See answers Score: 12/12

Watch the video. Choose Yes, No, or Not Clear.



1. Being polite is very important in Japan.  
 Yes  
 No  
 Not clear

2. Only about 25% of the population in Japan owns a cell phone.  
 Yes  
 No  
 Not clear

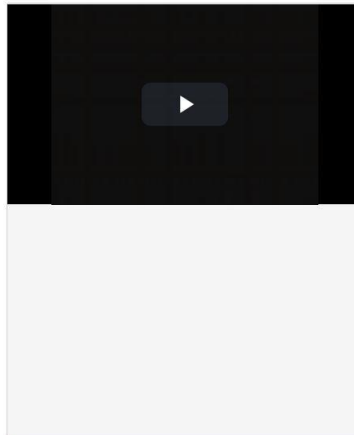
3. In Japan, bus announcements request that passengers not use their cell phones.  
 Yes  
 No  
 Not clear

4. It's okay to talk on your phone while driving in

Submit Try again See answers Score: 5/5

Resources Progress

Watch the video. Choose Yes, No, or Not Clear.



- 3. In Japan, bus announcements request that passengers not use their cell phones.  
 Yes  
 No  
 Not clear
- 4. It's okay to talk on your phone while driving in Japan.  
 Yes  
 No  
 Not clear
- 5. Machines that light up when a phone is used in a "no talk zone" will be effective — the speaker will be embarrassed and end the call.  
 Yes  
 No  
 Not clear

Submit   Try again   See answers   Score: 5/5

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