

Day 19 + Day 20 + Day 21

Vocab Review

Fill in the blanks.

1. There is no money a_____le for an office party this year.
2. How long have you been a b_____y?
3. We planned our i_____ry several weeks before the trip.
4. We will be landing s_____ly.
5. We've received a c_____t from one of our listeners about offensive language.

1 Connections



Module 1.12 Eating out/ Table manners and dining etiquette

LEAD-IN Look at Picture 1. Describe it.



- Simon Coulter and Ken Ogawa are now at a Japanese restaurant, where they met the executive vice president of Ken Ogawa's company, Jiro Nagase.
- You are Ken Ogawa and you need to make the introductions.
- Listen and fill in the blanks.

Jiro Nagase: Have you ever the local, Mr. Coulter?

Simon Coulter: Please, call me Simon.

JN: And I'm Jiro, of course.

SC: Yes, I have. I like Japanese cuisine very much, Jiro. And this looks a really nice place.

JN: I hope you like it, Simon. We come here quite often with visitors. This is one of those restaurants where we on 'kaiseki', which is traditional Japanese multi-course haute cuisine*.

SC: I have tried sushi and tempura in London, but I've never tried kaiseki before.

JN: One kaiseki dinner may consist of anywhere from 6 to 15 different kinds of food, including an, sushi, sashimi (slices of raw fish), vegetables served with meat, fish or tofu, a soup, a fish, a steamed course, and a seasonal dessert, in addition to other dishes at the of the chef.

➤ SC: Wow! In Western culture, a meal consists of a light first course or two, followed by a main course, then smaller following courses. The most basic is soup or appetizer, main course, then a dessert. The main course itself is centered around the part, whether it's fish and/or meat, and the vegetables and are the side dishes.

JN: Well, let's see the menu here. Let me know if you need any help the menu, Simon.

*Haute cuisine is French for a meal with small portions that are beautifully cooked and arranged by skilled chefs

- Correct mistakes, if any.
1. Can you give us the menu?
 2. I'm afraid I don't eat pig.
 3. I think I'll take the venison.

Global Business Dining Etiquette

Different cultures observe different rules for table manners. For example, in the United States the fork is shifted between the left and right hands, but in other countries the diner keeps the fork in his or her left hand. This latter style is considered proper among global business people (unless they are in the States). Here are some do's and don'ts for global business people.



➤ Read the following sentences and fill in each gap using one of the words or phrases in the box.
toothpicks/ full/ slurp/ late/ condiments/ cell phones/ reach/ religion/ burp/ noisily/ cutlery

● Some don'ts :

Do not be

Do not place any bags, purses, sunglasses,, or briefcases on the table.

Do not speak with your mouth

Do not talk about, politics and other controversial topics.

Do not

Do not food.

Do not eat

Do not make noise with

Do not apply or seasoning before the food is tasted, which is viewed as an insult to the cook

Do not across the table for an item - politely ask the person next to you to pass.

Salt and pepper are married. When someone asks for salt, pass both the salt and pepper.

This small gesture indicates you are familiar with the rules of the table, as well as, extending a courtesy to fellow guests.

- Read the following sentences and fill in each gap using one of the words in the box.

stem/ mid-air/ please/ utensils/ stir/ gesturing/ left/ elbows / pace/ turn/ blessing/ silverware/ dicing/ right

● **Some do's :**

Do off your cell phone or beeper before sitting down.

Do wait until invited to be seated, or after host sits down. In some cultures, a will be said. Even if you don't follow the beliefs of the prayer, show respect and be silent.

After everyone is seated and once the host unfolds his/her napkin, do remove your napkin from the table or plate, and gently unfold it (Do not open your napkin in) and place it on your lap, folded in half with the fold towards your waist (open edges out). Do keep your napkin in your lap until you are finished eating.

Do keep your off the table.

Do say "....." and "thank you", people do notice.

Do use your from the outside in (begin from the outside and work your way in)

Do gently your soup to cool it instead of blowing on it. When eating soup, do think of making a circle:

Spoon away from you, bring around to your mouth and back to the bowl. Soup is taken from the side of the soup spoon - it is not inserted into your mouth.

Do hold your fork with the hand and your knife with the

Do use your utensils for eating, not

Once you begin eating, your never again touches the table – do place it on your plate when resting.

Do cut your meat one piece at a time; avoid it into bite-sized pieces all at once

Do hold all wine, red, white and sparkling, by the of the glass, if you are drinking from a stemmed glass.

Do try to yourself to finish at the same time as everyone else

➤ **Business Etiquette Quiz**

1. When you are seated close to each other, especially at a round table, sometimes you get confused about which bread plate is yours and which is your client's. The same applies to your water glass. A sure way to negate your own professionalism is by making the mistake of drinking from your client's water glass or eating from their bread plate.

Now, on with the business etiquette quiz! Which is correct?

A) Your drink is placed on the left side, above your fork(s) and your bread is placed on the right side, above your knives.

B) Your bread is placed on the left side, above your fork(s) and your drink is placed on the right side, above your knives.

C) Your bread is placed on the right side, above your drink.

D) Your drink is placed on the left side, above your bread.

2. What would you do if you needed to leave the table temporarily?

A) You leave your napkin to the left of the plate on the table.

B) You leave your napkin to the right of the plate on the table.

C) You leave your napkin on the seat of your chair.

D) You take your napkin with you.

3. If you needed to cough or sneeze in the middle of dinner, how would you do it?

- A) You should cover your mouth with your right hand.
- B) You should cough or sneeze into your napkin.
- C) You should turn your head and cough or sneeze.
- D) You should direct your cough or sneeze into your left shoulder, shielded by your left hand with your handkerchief.

4. True or False?

When you sit at the dinner table, you should always enter your seat from the right and always exit from the left.

5. True or False?

There are sometimes things at the table that must be passed around (rolls, butter, salad dressing, etc.). These items are all passed from left to right, in a counter-clock flow.

6. If food must be removed from the mouth for some reason,

- A) you should spit it into your napkin.
- B) you should remove it by hand
- C) it should come out the same way it went in.
- D) you should use your fork.

7. True or False?

You use your bread knife to cut bread rolls.

8. True or False?

The waiter will serve the food from your left side and remove dishes from your right side.

9. True or False?

The waiter will pour out the wine standing over the right shoulder of each person and will usually serve clockwise around the table.

10. What would you do if you dropped something on the floor (napkin, fork, etc.)?

- A) You pick it up yourself.
- B) Ask the waiter to pick it up.
- C) Ask the nearest neighbor to pick it up.
- D) Ask the waiter to replace it.

➤ Formal dining place setting



➤ Look at the picture and read the following sentences. Fill in each gap using one of the words in the box.

end/ inward/ place/ ten/ four/ fold/ well/ right/ left/ chance/ parallel/ tines



- When each course is finished:
Place the knife and fork with the handles in the o'clock position on the rim of the plate;
The tips rest in the of the plate in the o'clock position;
The blade of your knife should face;
The fork may be either up or down.
This position signals to the server that you're finished. It also decreases the that the utensils could fall to the floor when the plates are cleared.
- Upon leaving the table at the of a meal, do your knife and fork together in the above-mentioned position, on your plate. Do partially your napkin and place it loosely to the of your plate - never on the plate. The waiter will understand this as the "I am finished" position.

 **Listening 1**

➤ Listen and fill in the blanks

In business, arrangements can be a subtle, but powerful way to either encourage good relations or create negative unspoken communication. When you step into the international arena, if you are about the proper of seating in business, you can do damage. Stay sharp and polish your business etiquette by adding these seating etiquette tips to your business toolbox:

1. As in all business etiquette, proper seating is executed according to rank rather than Gender does not play a role in determining a seat of honor while rank does.
2. The host sits at the of the table with the guest of honor (or most important guest) to his or her right. The second most important guests sits to the of the host. The third highest is to the of the highest guest ... and so forth.
3. the best seat to the guest of honor (your client or the most important guest).
4. Seat yourself with your facing the door or the main part of the room.
5. Sit and avoid sliding down in the chair.

 **Listening 2**

➤ Listen and fill in the blanks

Business Toasts

If a is to be offered at a meal, the first usually comes at the very beginning. Traditionally, the first toast is offered by the host as a welcome to visitors. If the host offers a toast, your glass. It is not necessary to "....." someone else's glass. At the dinner table, the toaster may remain seated if the group is fairly small and informal. A table of a dozen or more usually requires the toaster to stand so that he the crowd's attention; on a glass with a knife should be considered a measure of last The guests respond to the toast by taking a of their drinks – but never emptying the glass.

When toasted, the "toastee" does not stand, nor does he/she raise his/her own glass to drink to him/herself. All the need do is sit and smile Once the toast is finished, he/she simply the toast with a "thank you." He/she may then stand and his/her own glass to a toast to the host or anyone else he/she wants to honor.

 **Listening 3**

➤ Listen and fill in the blanks

Cocktail Parties Etiquette Tips

1. Don't to the head of the line at the bar – wait patiently for your turn.
2. Always a napkin around your glass.
3. Your drink always stays in your hand.
4. Don't Sip your drink slowly and make it

Match each definition (A – N) with today's vocabulary word (1 – 14)**DEFINITIONS**

- A. a system in which people are arranged according to their importance
- B. to cook something liquid, or something with liquid in it, at a temperature slightly below boiling
- C. not possible to change; impossible to return to a previous condition
- D. knives, forks, and spoons used for eating food
- E. one of the sharp pointed parts on an object such as a fork or comb
- F. to allow air from the stomach to come out through the mouth in a noisy way
- G. to cut food into small squares
- H. to drink a liquid noisily as a result of sucking air into the mouth at the same time as the liquid
- I. a substance, such as salt, that you add to food to improve its taste
- J. to force out the contents of the mouth
- K. to mix food or liquid by moving a spoon round and round in it
- L. choice, or the right to make a choice, based on judgment
- M. the stem of a glass is the narrow, vertical part that supports the container into which you put liquid
- N. a substance in foods such as rice, bread, and potatoes

1. irreversible
2. tine
3. dice (v)
4. slurp
5. spit
6. discretion
7. stir
8. stem
9. starch
10. cutlery
11. burp
12. condiment
13. hierarchy
14. simmer

Fill in the blanks.

1. He rose quickly through the political h_____hy to become party leader.
2. Leave the vegetables to s_____r for a few minutes.
3. Smoking has caused i_____ible damage to his lungs.
4. She arranged plates and c_____y on a small table
5. Peel and d__e the potatoes
6. I wish you wouldn't s____p your soup like that.