

Verb + -ing as a subject

Eating in public is bad manners.

Not shaking hands is impolite.

Verb + -ing after prepositions

You can offend people by eating in public.

People might stare at you for not shaking hands.

to + verb after it's...

It's bad manners to eat in public.

It's impolite not to shake hands.

Position of not

Not comes before the word it negates.

Be careful not to point at people.

You can offend people by not bowing.

Notice the difference in meaning:

It's acceptable not to tip cab drivers.

(It's optional.)

It's not acceptable to tip cab drivers.

(You shouldn't do it.)

A Complete the sentences about eating at restaurants. Use verb + -ing or to + verb.

- If a friend invites you out to dinner, it's inappropriate _____ (take) another friend with you.
- It's bad manners _____ (not / call) the restaurant if you have a reservation and you decide to cancel your plans.
- _____ (arrive) a little late when you meet a big group of friends at a restaurant is acceptable. _____ (not / show) up at all is impolite.
- If you get to the restaurant before your friend, it's fine _____ (sit) down at the table.
- It's not acceptable _____ (complain) to your server if you don't like your meal.
- People might be upset with you for _____ (not / pay) your fair share of the bill.
- _____ (talk) with your mouth full is considered rude. _____ (take) phone calls during dinner is also bad manners.
- You can offend the server by _____ (not / leave) a tip. But _____ (give) a smaller tip is fine if the service is bad.
- _____ (ask) the server for a box to bring your leftover food home is acceptable.
- It's bad manners _____ (not thank) the person who paid afterwards. _____ (not say) thank you is really impolite.



B Pair work Discuss the statements above. Which ones do you agree with? Can you add more etiquette advice?

Learning tip Finding examples

When you learn a new expression, find examples on the Internet. Type the expressions into an Internet search engine with quotation marks (" ") around it.



1 Complete the sentences using the words and expressions in the box.

bowing having an argument kissing to take off walking around barefoot
eating to keep your voice down to cut in line to shake hands

- In Japan, _____ is customary when two people introduce themselves.
- In the United States, it's polite _____ firmly when you are introduced to a colleague.
- In South Korea, _____ food on the subway is considered rude.
- In many places of worship in Asia, it's polite _____ your hat and shoes.
- In Chile, people often say hello by _____ each other on the cheek.
- In Australia, _____ is acceptable at beach resorts, but not in public buildings.
- In Taiwan, _____ in public is considered impolite. It's better _____.
- In Great Britain, it's considered rude _____. You should always wait your turn.

2 Word builder Find the meaning of the words and expressions. Write a tip for each one.

blow your nose burp offer your seat to someone swear



On your own

Find a travel guide for a country you'd like to visit. Find six things you should or shouldn't do if you go there.

