

Formal and Informal Manners

It is polite to say 'hello' or 'good morning' to somebody you meet, to say 'please' and 'thank you' to family and friends as well as to strangers, and to (23) _____ if you hurt or upset somebody. A warm tone of voice and a smile are also (24) _____.

People shake hands when they are introduced to somebody for the first time but, except in business, rarely do so when they meet again. Nowadays, unless there is a great age (25) _____, most adults use each other's first names straightaway. In shops and banks, on aircraft, etc. customers are often addressed (26) _____ as 'Sir' or 'Madam' to show that they are important to the company.

Manners are expected even in situations when it is (27) _____ to talk. A well-mannered driver may, for instance, slow down to (28) _____ somebody to cross the road or make a gesture of thanks when another driver lets him or her pass.

In the past but less commonly today, people often bought books on etiquette to learn how to (29) _____ in polite society. Such books give suggestions for behaviour in very formal situations and do not help much with normal life.

Formal manners are (30) _____ of the British stereotype. British people used to shake hands when meeting somebody, make polite conversation on general topics, but otherwise remain distant. Men used to (31) _____ their hat when a woman passed, walk on the outside of the pavement when with a woman so that she did not get splashed by traffic, and hold doors open for her. (32) _____ feelings under control was also part of good manners, and it was not thought appropriate to show anger, affection, etc. in public.

23	A	excuse	B	forgive	C	sorry	D	apologize
24	A	strong	B	important	C	formal	D	influential
25	A	group	B	limit	C	range	D	difference
26	A	respectfully	B	sensibly	C	thoughtfully	D	individually
27	A	logical	B	rude	C	impossible	D	reasonable
28	A	allow	B	let	C	assist	D	help
29	A	function	B	behave	C	operate	D	do
30	A	part	B	piece	C	division	D	branch
31	A	take away	B	take off	C	take out	D	take down
32	A	Hiding	B	Holding	C	Keeping	D	Masking

How Our World Is Connected

Today (33) _____ than ever, every place in our world is connected to every (34) _____ place. To understand the far-reaching implications of decisions, (35) _____ must understand how human and natural systems connect places to each other. For example, in (36) _____, scientists discovered that the (37) _____ winds that speed flights from Chicago to Boston were also carrying power plant emissions from the Midwest that were causing acid rain in New England.

33	A	many	B	more	C	much	D	most
34	A	other	B	another	C	other's	D	others
35	A	some	B	every	C	any	D	one
36	A	1980th	B	the 1980s	C	1980s	D	the 1980th
37	A	prevails	B	prevailed	C	prevailing	D	prevail

César Chávez Day

César Chávez Day (38) _____ on March 31 each year. The holiday serves as a tribute to his commitment to social justice and respect (39) _____ human dignity. To honour his memory a day has been established as a holiday in several states (40) _____ Arizona, California, Colorado, Michigan, New Mexico, Texas, Utah, and Wisconsin. Chávez is honoured because he was a leader who fought (41) _____ the exploitation of farm workers. He worked for fair pay, safe working conditions, good housing and equal rights. One of (42) _____ famous quotes is "¡Sí, se puede!" Yes, you can! Those words have been an inspiration for many people, especially in Mexican-American community.

38	A	is observing	B	observes	C	observed	D	is observed
39	A	of	B	for	C	with	D	on
40	A	include	B	including	C	includes	D	included
41	A	to eliminate	B	eliminating	C	eliminates	D	eliminated
42	A	Chávezs'	B	Chávez	C	Chávez'	D	Chávezs