

5A**Terms to describe behavior**

Choose the correct words to complete the conversation.

- Liu: I'm going to an academic conference in Los Angeles next week. It'll be my first time in the U.S., and I want to behave in an (1) appropriate / *offensive* / *unusual* way. Can I address people by their first names?
- Jing: When you first meet people in the U.S., it's (2) *polite* / *offensive* / *rude* to address them by using their title and last name. Once you start talking, if the other person uses your first name, then you can do that as well.
- Liu: OK, I'll try to remember that. Something else I want to know – do people kiss on the cheek when they first meet? Or is it better to shake hands?
- Jing: In a professional setting, it's (3) *rude* / *strange* / *normal* to shake hands. Americans don't usually kiss strangers on the cheek.
- Liu: I'm also wondering how to start conversations with people I meet for the first time.
- Jing: Well, I think it's (4) *inappropriate* / *typical* / *bad form* to start by mentioning something interesting that a speaker said in a recent session. You might also ask someone's opinion about a conference topic.
- Liu: OK. Now, sometimes when I get excited about an idea, I interrupt the other person with a lot of questions. Is that all right?
- Jing: That's OK with friends, but when you meet new people, it's considered (5) *polite* / *a compliment* / *bad form*. You should let the other person finish talking.

5B**Expressions for reported speech**

Use phrases from each box to complete the conversations.

- advised me to claimed that promised to wanted to know**

A: My sister borrowed my car. She claimed that her car was being repaired.
B: She _____ if I knew a good mechanic. It sounded like a big repair job!
- claimed that encouraged me to explained that wondered**

A: My parents _____ take a trip to Brazil this summer.
B: That's fantastic! I _____ where you were planning to travel this year.
- advised me to claimed that wanted to know warned me not to**

A: My dad doesn't like my boyfriend because he plays in a band. He _____ find someone who's more serious about a career.
B: My father thinks the same way. He _____ date artists or writers!
- advised me to encouraged me to explained that promised to**

A: Ted was late again! He _____ he'd been studying and lost track of time.
B: Knowing Ted, I'll bet he _____ never be late again!