

1. Read the passage and answer the questions A and B. [Unit-4; Lesson-1(2)] As a child you must have been told to greet your elders and visitors to your home according to your culture and tradition. You must also have been taught to be polite in company and keep quiet while others, especially your elders, spoke. Possibly, you at times grudging such schooling. Possibly, at times you even protested such disciplining. Now, certainly you know that you can't always behave the way you want specially in the presence of others. There are rules of behaviour you have to follow in a company. We are social beings and have to consider the effect of our behaviour on others, even if we are at home and dealing with our family members. We have two terms to describe our social behaviour – 'etiquette' and 'manners'. 'Etiquette' is a French word and it means the rules of correct behaviour in society. The word 'manners' means the behaviour that is considered to be polite in a particular society or culture. Manners can be good or bad. For example, it is a bad manner to speak with food in one's mouth. No one likes a bad-mannered person. Remember that etiquette and manners vary from culture to culture and from society to society. We learn etiquette and manners from our parents, families and various institutions, such as schools, colleges or professional bodies. There are rules of behaviour for all kinds of social occasions and it is important to learn them and practise them in everyday life. The manners that are correct in a wedding reception will not do in a debating club. Therefore, we have to be careful about etiquette and manners. We know how important it is to say 'please' and 'thank you' in everyday life. A few more polite expressions such as 'pardon me', 'excuse me', 'may I', are bound to make your day smooth and pleasant.

A. Choose the correct answer from the alternatives. 1×5= 5

(a) The word 'possibly' refers to

(i) really (ii) perhaps (iii) exactly (iv) eventually

(b) The best synonym of 'smooth' is —

. (i) glossy (ii) uneven (iii) peaceful (iv) urbane

(c) Therefore, we have to be — about etiquette and manners.

(i) judicious (ii) liberal (iii) sensitive (iv) cautious

(d) The word 'vary' is a/an —. (i) adverb (ii) verb (iii) adjective (iv) noun

(e) If there are elders or visitors at your home, the proper attitude towards them is to —.

(i) annoy them (ii) avoid them (iii) accost them (iv) rebuke them

B. Answer the following questions. 2×5=10

(a) What is meant by 'etiquette' and 'manners'?

(b) Who likes a bad-mannered person?

B) Give an example of a bad manner.

(c) Why is it important to learn and practise the rules of behaviour in everyday life?

(d) Where do we learn etiquette and manners from?

(e) Write a few polite expressions mentioned in the passage.