

Be my guest



to +infinitive or -ing form

Reading: Taking your food seriously

1 What rules of etiquette do people follow when they are eating in your country? Consider the following things.

- using a napkin
- waiting to be seated
- sitting on the floor
- serving yourself first
- putting your elbows on the table
- talking loudly
- leaving a little food on your plate
- eating with your fingers

2 **TO.0** Listen to someone describing a meal they had. What was the situation and what happened? What would you think if this happened to you?

3 **TO.0** Listen to the boss's version of the story. Why didn't the woman get the job?

4 Discuss these questions.

- 1 Why does the boss take job candidates to a seafood restaurant?
- 2 Do you think it's a good way for bosses to find out who to hire?
- 3 In what ways can sharing a meal help people get along?

5 Read some tips for international dining. Match each tip to one of the countries in the box. Then check your answers on page 000.

Turkey Japan Saudi Arabia Germany

Dining etiquettes of the world

Cross-cultural understanding is important for today's global businessperson. A lack* of cross-cultural awareness* can result in misunderstandings, which may offend others and have a negative impact on your business. One area of importance is the different dining etiquettes* of the world.

A _____ Do not begin eating until the host signals to do so. It is impolite to rest your elbows on the table. You should eat everything on your plate. Indicate you have finished by laying the fork and knife parallel across the right hand side of the plate.

B _____ An honoured guest starts eating first and sits at the centre of the table furthest from the door. Learn to use chopsticks – never point them, never pierce food with them and place them on the chopstick rest when breaking for a drink or a chat. It is polite to try a bit of everything. People usually prefer to talk quietly.

C _____ Meals are a social affair and people enjoy having loud conversations. The head of the family or honoured guest is served first but it is good etiquette to insist on the most senior person being served first. If you go to a restaurant, the person who made the invitation must pay.

D _____ Traditionally, meals are eaten on the floor. Sitting with your legs crossed is normal behaviour*. Never sit with your feet stretched out. Guests are served specialities such as head, eyes, etc. Eat with your right hand only. Do not be afraid of making a mess. When you have finished, leave a little food on your plate. If you don't, it will be filled immediately. Asking for more food is a compliment.



lack: not enough of something or none of it
awareness: knowledge or understanding of a subject or situation
etiquette: formal rules for polite behaviour
behaviour: things that a person does



6 Read the dining tips again and rewrite them so that they are true for your country.

Asking for more food is not very polite.

7 What other things are good manners when you are dining out in your country? For example, punctuality.

Grammar: to +infinitive or -ing form

8 Look at the information in the box. Complete the example sentences from the article.

to +infinitive or -ing form

- 1 We use the *infinitive* without *to* after modal verbs.
You should _____ everything on your plate.
- 2 Some verbs are followed by *to + infinitive*.
Learn _____ chopsticks.
- 3 Some verbs are followed by the *-ing form*.
People enjoy _____ loud conversations.
- 4 A few verbs can be followed by *to + infinitive* OR the *-ing form*.
*Do not **begin eating** until the host signals to do so. (or **begin to eat**)*
*An honoured guest **starts** _____ . (or **starts to eat**)*
*People usually **prefer** _____ quietly. (or **prefer talking**)*
- 5 Use the *-ing form* when the verb is the subject of the sentence.
***Sitting** with your legs crossed is normal behaviour.*
_____ for more food is a compliment.
- 6 Use the *-ing form* after a preposition.
*Indicate you have finished **by** _____ the fork and knife parallel.*
*Do not be afraid **of** _____ a mess.*
- 7 Use the *to infinitive* after *It is + adjective*.
***It is impolite** _____ your elbows on the table.*
***It is polite** _____ a bit of everything.*

>> For more information on the *to infinitive* and the *-ing form*, see page 000.

9 Look at the information about dining etiquette in China. Complete the sentences using the correct form of the verb in brackets. There may be more than one possibility.

Speaking: Copy your host

10 Work in groups of three. You work as cross-cultural consultants and are giving advice on dining etiquette to a group of international MBA students. A: Turn to page 000 for information about Russia. B: Turn to page 000 for information about Argentina. C: Turn to page 000 for information about India. Choose four of the most important tips to memorize and tell your partners.

11 What are the main differences when dining in someone's house in these countries? Make notes about the main points.



When in China

- 1 Take off your shoes before _____ (enter) someone's house.
- 2 Chinese people prefer _____ (entertain) at home.
- 3 If you don't want _____ (eat) delicacies like fish eyes, you should _____ (serve) them to others.
- 4 It's important _____ (revolve) the serving tray to other people around the table.
- 5 _____ (eat) the last piece of food from the serving tray is considered _____ (be) impolite.
- 6 You can _____ (show) your appreciation of the meal by _____ (knock) on the table.
- 7 Insist on _____ (pay) for the meal, although your host will _____ (refuse) your offer.
- 8 Next time you meet your host, it is polite _____ (offer) a meal of a similar quality.

TALKING POINT

- Describe the last time you had a formal lunch or dinner at someone's house.
- When was the last time you had a meal with people from work? Who was it with, where and why? What did you eat? Who paid the bill?

Listening: What the locals eat

1 Do you like trying new dishes when you travel? What is the most unusual dish you have ever eaten?

2 **TO.0** An Australian couple, Richie and Barbara, are on holiday in the Philippines. Listen to their conversation and complete the travel blog.

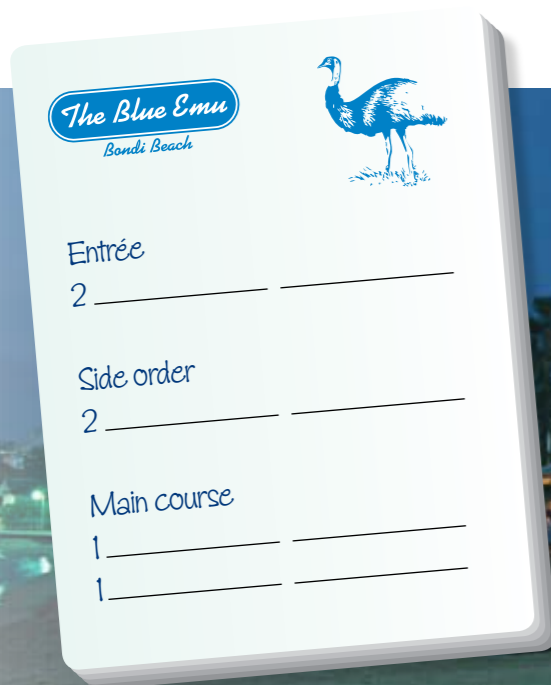


Balut are common in the Philippines, Cambodia and Vietnam. They are a popular 1 _____ typically sold by 2 _____. A balut is a fertilized 3 _____, or chicken, 4 _____ that is 5 _____ and eaten in the shell. It is usually eaten with a 6 _____, although some people prefer chili and vinegar with their balut.

3 Listen again and underline the expressions you hear.

- You must try the balut. / You could try the balut. / We should try the balut.
- It's very tasty. / It's very sweet. / It's very salty.
- I can't stand raw egg. / I can't eat raw egg. / I can't eat boiled egg.
- What is it? / What's in it? / What's it like?
- It's quite chewy. / It's very chewy. / It's kind of chewy.
- It's a sort of boiled egg. / It's like a normal boiled egg. / It tastes like boiled egg.

4 **TO.0** Back home in Australia, Richie takes a business client to dinner in Sydney. Look at the waitress's pad, listen to the conversation and write their order.



5 Listen again and complete the expressions.

- What would you _____?
- OK, that _____ good.
- I think I'll have _____.
- For the main course, you _____ the grilled emu.
- It's a _____ of big, funny-looking bird.
- It's _____ an ostrich.
- What does it taste _____?
- No, it's _____ beef only healthier.
- What does it come _____?
- _____, hello.

6 **TO.0** Richie invites Enrique to a barbeque at his home. Listen to their conversation and put the items in the order that they are discussed.

- Food that Enrique doesn't like to eat.
- An anecdote about food in the Philippines.
- A dish Enrique wants to try.
- The food served at a typical barbeque.

7 Listen again. Tick (✓) the expressions you hear and correct the other expressions.

- Thank you for inviting me.
- It's more prawns than steak these days.
- Can I help you with anything?
- Help yourself to the buffet.
- Is there anything you don't eat?
- Is there any fruit in the salads?
- This tastes good. What's in it?
- I wouldn't eat that with your salad, Enrique.

Word focus: Food and entertaining

8 Put these words into three groups:

knife and fork boiled salty grilled salt and pepper roast delicious sweet oil and vinegar fried spicy chewy baked rich tasty steamed smoked chopsticks serviette stewed oily tender plate spoon tough menu glass

a) how food is cooked

b) taste and texture

c) things on a table

9 Match the correct combinations.

- | | |
|---|--------------|
| 1 grilled / tender / tough / raw | a ice cream |
| 2 fresh / frozen / white / tuna | b stew |
| 3 fillet / rare / medium / well-done | c water |
| 4 green / prawn / fruit / egg | d steak |
| 5 chicken / beef / lentil / tripe | e vegetables |
| 6 steamed / stir fried / boiled / roasted | f salad |
| 7 bottled / tap / still / sparkling | g meat |
| 8 low-fat / chocolate / homemade / strawberry | h fish |

10 Think of two other combinations for each of the items (a-h) in exercise 9.

11 Discuss these questions.

- What is your favourite meat dish, fish dish, snack, ice cream, fruit and vegetable?
- What food and dishes do you never eat?
- What starter, main course and dessert would you usually order in a restaurant?
- What do you usually drink with your meals?

Speaking: I'd recommend ...

12 Work in pairs. Prepare to act out a conversation. A: You are the host. B: You are the guest. Read the information below and roleplay the situation. Then change roles.

Student A

Student B is an important business client and you are taking him/her to lunch.

- Decide which restaurant you are taking him/her to.
- What is special about the restaurant? e.g. the food, the price, the location, the service, the atmosphere? Mention this to your guest.
- What is on the menu? Write down three or four typical starters, main courses, and desserts from your country/region.
- Show your guest the menu and be prepared to describe and recommend dishes.

Student B

You are a very important client of Student A, and he/she is taking you to lunch.

- Respond to information Student A gives you about the restaurant and ask questions about it.
- You have never seen any of the dishes on the menu before. Ask lots of questions about the food, e.g. *How's it cooked?*
- Tell Student A about either a) your numerous food allergies, or b) your special diet.
- Ask if you can have a side order that isn't on the menu.



TALKING POINT

- How often do you entertain guests at home? In a restaurant?
- Which factors are the most important for you when choosing a restaurant?

Reading: Food quiz

- In three minutes, write down everything you have eaten and drunk in the last 24 hours. Compare your lists. What is healthy about your diets? And what is unhealthy?
- Are you making healthy food choices? Do the food quiz with a partner. Then check your answers on page 000.

What is Healthy Eating?



We all know we should eat lots of fruit and vegetables, but nutritionists say consumers often don't have enough information about the fat, sugar and salt levels in food to make healthy choices.

So, what do you know about healthy eating?

1 Which best describes your attitude to breakfast?

- a I usually take the time to have a good breakfast.
- b I skip it. I'm not hungry in the mornings.
- c I just need some coffee to wake me up.
- d I don't have enough time for breakfast most days.

2 Which of the following facts about sugar are true?

- a There are two types of sugar – those found naturally in fruit and milk (unprocessed), and artificial or processed sugars that are added to food.
- b There are about nine teaspoons of sugar in a can of fizzy drink, such as cola.
- c Sugar contains fewer calories than other carbohydrates and provides essential nutrients.
- d The body needs a little added sugar – it's essential to a healthy diet.

3 You are having a busy day at work, which of the following is true for you?

- a I sometimes forget to have lunch.
- b I often grab a sandwich and have a quick lunch break.
- c I'm always multi-tasking, so eating and working is easy!
- d I usually make time for a good meal.

4 Eating too much saturated fat is believed to increase 'bad' cholesterol, which is a risk factor for heart disease. How many grams of saturated fat are there in a medium cheese pizza?

- a 6–8 b 10–12 c 15–22

5 Which of these foods are also high in saturated fat?

- a butter and margarine e nuts
- b milk and yoghurt f fish
- c meat and meat products g cheese
- d biscuits, crisps and cakes h olive oil

6 How would you describe your salt consumption?

- a I never add food in cooking or at the table.
- b I add a bit of salt to food I'm cooking.
- c I add lots of salt to my food, even before I taste it.

7 Salt is essential for our health, but experts say too much salt can lead to high blood pressure and heart problems. How much salt should an adult eat per day?

- a 3g (half a teaspoon)
- b 6g (a teaspoon)
- c 12g (two teaspoons)

3 Which information surprised you most in the quiz?

Grammar: Quantifiers

- Look at the information in the table. Choose the correct alternative to complete the rules.

Quantifiers

- We use *much* with *countable / uncountable* nouns and we use *many* with *countable / uncountable* plural nouns in negative sentences and in questions.
- We use *a lot of* and *lots of* with *countable* and *uncountable* nouns to talk about *large / small* quantities. We use *a lot* when there is no noun.
- We use *a little* with *uncountable / countable* nouns and *a few* with *uncountable / countable* nouns. *A little* and *a few* means a small quantity.
- We use *(very) little* and *(very) few* to suggest that there is not as much, or many, of something as we would like.
- We use *too*, *too many* and *too much* when we say there is *more / less* of something than we need or want. We use *(not) enough* when we say there is *more / less* than we need or want.

>> For more information on quantifiers, see page 000.

- Choose the correct option to complete these sentences.

- There isn't *much / many* sugar in my diet.
- How *many / much* grams of saturated fat are there in this?
- I eat *a lot of / much* fruit and vegetables.
- More than 20g of fat per 100g is *lots / a lot / a lot of*.
- I often add *a few / a little* sugar to yoghurt.
- He went for a walk to burn *a little / a few* calories.
- Very little / Very few* people know where saturated fat comes from in their diet.
- There is *very few / very little* information on food labels.
- Most people eat *too many / too much* salt.
- I think there are *too much / too many* additives in food.
- Fizzy drinks are *too / not enough* sugary for me.
- Consumers don't have *too much / enough* nutritional information.

- Make six questions from the box. Then work with another student. Take turns to ask and answer your questions.

How much chocolate do you eat?

How	much	nutritional information	do you eat?
Do you eat	many	chocolate	do you drink?
Do you drink	a lot of	cakes and biscuits	varied enough?
Is your diet	a lot	water	in your diet?
Is there	too much	fruit juice	on food labels?
	too many	takeaway and ready meals	
	enough	variety	
	very little	fruit and vegetables	



Speaking: It's all too much

- Work in pairs. What would you say in each of these situations?

1 Your new assistant has reserved a meeting room and ordered lunch for you and two colleagues. She has booked the boardroom which seats 30 people, ordered 30 sandwiches and two small bottles of water. Tell her what the problems are and what you want her to do.



2 You're having a meal in a restaurant with a friend. The soup is cold, the bottled water is warm, the portions are small, the food is expensive and there's a 20% service charge. What do you say to each other? What do you say to the waiter?

3 Your teenage brother/son loves pizza and pasta and never eats any fruit or vegetables. He also plays video games for hours but never does any exercise.

TALKING POINT

- How has the diet in your country/region changed? What do people eat and drink more or less of?
- How can you get children and teenagers to eat fewer unhealthy snacks?

Speaking: Hosts and guests

1 When is it polite to argue with people? Think of some situations where it is polite to say 'no' and disagree with other people.

2 Look at the man and the woman in the photos. Each one is having a conversation with another person. Read their half of the conversation. Which person is a host and which is a guest? What are they arguing about? Would you like them to be your host or guest? Why/Why not?

Conversation 1

A: Is that the check?
Let me get that.

A: No, no. Why don't
we split it?

A: Are you sure?

A: Well, that's very
kind of you.

A: Well, thank you very much.
It was a terrific meal.

**Conversation 2**

A: Have some more paella.

A: Some more shrimps then?

A: You don't need to
lose weight!

A: Nonsense. Just a
few more?

A: Good, and a little
more paella?



3 What would you say to the host and guest in exercise 2 if you were talking to them? Use these phrases to create the two complete conversations.

- | | |
|---|--|
| 1 I do! | 6 No, no I insist. You're our guest. |
| 2 It's our pleasure. | 7 No, no. It was terrific, but I couldn't manage any more. |
| 3 No really, I'm full. I'm trying to diet. | 8 Oh no. This is on me. |
| 4 I'm glad you enjoyed it. Don't forget your doggy bag. | 9 Well, maybe just a few then. |
| 5 No really. I'll have to pass on that, but thank you. | 10 Yes, the company's paying. |

4 T0.0 Listen to the two complete conversations and check your answers.

5 What qualities does a perfect host have? What qualities does a perfect guest have?

6 Look at some things that English speakers often do when they turn down invitations. Then label the different parts of the refusal using items 1–6 from the table.

Saying 'no'

- 1 Give an excuse
- 2 Apologize
- 3 Hesitate
- 4 Suggest an alternative
- 5 Say something positive
- 6 Say thank you

3
Oh... It sounds great. I'm so sorry but I have to study.
Thanks for thinking of me. Perhaps we can meet up another time?

Listening: An invitation

7 When was the last time you said 'no' to an invitation? What was the event and why did you turn it down?

8 0.0 Listen to one half of a telephone conversation. What's the event and why can't Gabriella go?

9 Look at what Gabriella said. What do you think Sandy said? Gabriella. ... Sandy! Great to hear from you. How are you? ... Not too bad. How's Peter? ... Oh, nothing exciting. I've got some exams coming up so I'm studying all weekend. ... Oh, I don't think I can. Sunday you say? ... It sounds great, but I have two exams the next day – marketing and accounting. ... I'm really sorry, but I have to study. ... Thanks for thinking of me. Look, when my exams are over, perhaps you and Peter can come over to my place for a meal? ... OK, choose a restaurant you want to go to and it'll be my treat. ... No, no, I insist. It'll be your birthday present. ... OK, I will. And have a lovely birthday on Sunday. ... Bye.

10 T0.0 Listen to the complete conversation. Were your answers similar?

11 Try to remember the missing words from the conversation. Then listen again and check your answers.

- 1 Listen, what 1 _____ this Sunday?
- 2 Can you 2 _____? It's my birthday and I'm 3 _____ a party.
- 3 Oh what a 4 _____!
- 4 It's OK, I 5 _____.
- 5 6 _____ be nice. Or 7 _____ all go out to a restaurant together.
- 6 Oh no. We'll pay for 8 _____.
- 7 No, you 9 _____ do that. Let's talk about it later.

12 Look back at what Gabriella says in exercise 9 and underline the different ways she uses to say 'no'.

13 Look at the audio script on page 000. Are there any things people might say differently in your culture?

Speaking: Turning someone down

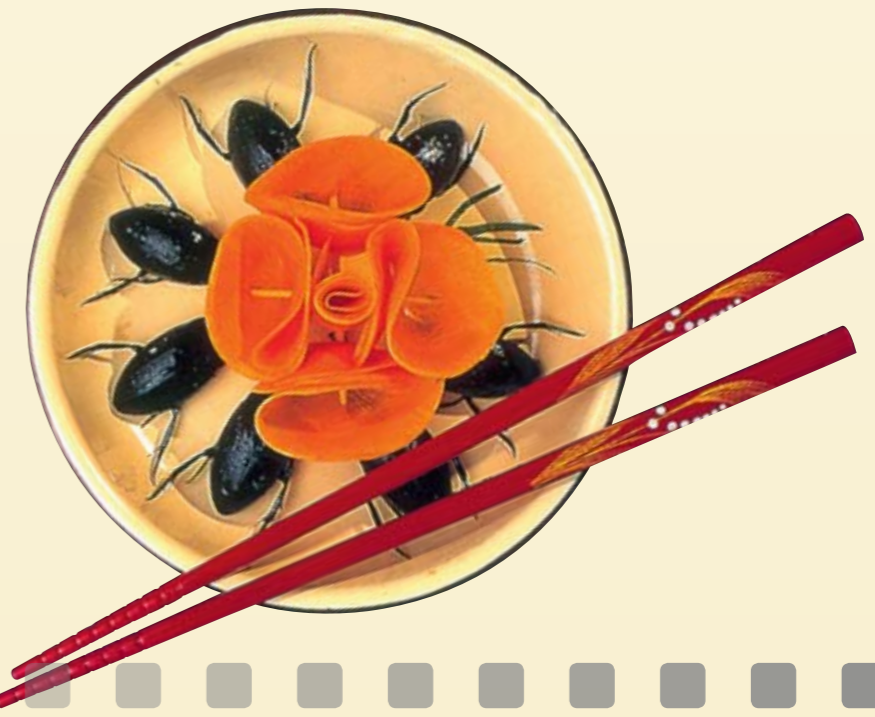
14 Work in pairs. Think of different ways to say 'no' in these situations. Try to think of good excuses.

- 1 Have you ever tried sheep's brains/insects/fish eyes? Do try some. They're a delicacy.
- 2 We're going jogging at six o'clock tomorrow morning. Would you like to join us?
- 3 Terminator 10 is playing at the Roxy Cinema. Do you want to come and see it?
- 4 I'm going to the library to study. Would you like to come?
- 5 We need to clean out the garage. Would you like to help?

15 Work in pairs. What could hosts and guests say in these situations?

- 1 A classmate invites you to a late-night party this Friday. You have to work on Saturday.
- 2 Your English teacher invites all the class to see a Shakespeare play. It will last about three and a half hours.
- 3 Your Polish host offers you tripe soup in a restaurant.
- 4 Your cousin, who lives in Canada, invites you to visit him this winter. He says he'll pay for the flight. The ticket is expensive and it's very cold in Toronto in winter.
- 5 Your new boss invites all the people in your department for a meal after work on Tuesday.
- 6 Your supplier offers you two free flights to Rome but it is company policy not to accept expensive gifts.

16 Work in pairs. Act out situations 1–3. A: Turn down the offer or invitation. B: Insist a little. Then change roles and act out situations 4–6.



Reminder

Grammar reference page 000

There are many ways of turning down an invitation politely. You can apologize, give an excuse or suggest an alternative.

Oh, I'm so sorry but we're going to be on holiday then.

No, really. It was delicious but I'm on a diet.

We use *many*, *a few*, *few* and *too many* with countable nouns.

How many visitors are coming?

There are a few questions I wanted to ask.

We use *much*, *a little*, *little* and *too much* with uncountable nouns.

I don't have much information about their visit.

We have a little time to visit the factory before lunch

Speaking: Gift-giving

1 When was the last time you gave or received a gift? What was it and who was it from?

2 Which of these gifts would you prefer to accept from a business contact? Why?

- a key ring
- local handicrafts (e.g. a wooden box)
- a book
- the company calendar
- a bouquet of flowers
- a potted plant
- a packet of tea/coffee
- quality chocolates
- a pen with the company logo
- tickets for a cultural event

3 What kinds of gifts are popular in your company and country? What taboos are there?



Board Game: Entertaining

4 Work in pairs. Discuss these questions.

1 Do you ever have important visitors to your company or department? Who are they? How often do they visit and why?

2 When was the last time you were a visitor? Where did you go and why?

3 What kinds of things can sometimes go wrong with visits?

5 Play this game in pairs. An important group of international visitors come to your company/organization.

Rules

1 Toss a coin to move. Heads, move one square, tails move two.

2 Follow the instructions on each square. Answer the question or act out the conversations.

3 If you land on a square someone landed on before, move on to the next new square.

4 The first person to finish is the winner.

START **ARRIVALS**

1 You greet a group of international visitors at the airport. Act out the situations.

2 While having a coffee, you chat to your guests. Your guest asks you about the food in your country.

3 You're presenting the agenda for the visit. Some of the visitors ask if they can change the order of some of the items on the agenda. Act out the situation.

4 After the morning meeting you take the visitors to lunch. You give them a brief summary of the kind of food on the menu and recommend one of the dishes.

9 One of the visitors asks where the nearest restroom is. Give her the wrong directions. Go back three spaces.

8 In the corridor, you meet the Marketing Manager. Introduce him/her to the visitors.

7 You offer the visitors a tour of the company. Act out the situation.

6 One of the visitors comes up to you and tells you that one of the members of the group has his 50th birthday that week. You discuss what gift would be appropriate and how to celebrate the event.

5 You suggest eating out this evening but one of the guests says 'no' and gives an excuse. What does he/she say? *The thing is ...*

10 You attend some presentations. Offer the best seat to the visiting director. When he turns it down, insist. Act out the situation.

11 Arrange a time and a place to meet your visitors before dinner this evening. One of the guests can't come to the pre-dinner venue. Act out the situation.

12 In the restaurant that evening, a visitor who does not eat meat asks you to recommend some regional dishes. What do you suggest?

13 Complete these questions to ask your guests?
 _____ bottles of water would you like? Would you like _____ bread with your meal? _____ side dishes with that?

14 The waiter takes your order. What do you order for everyone as a starter and for the main course? (There is one vegetarian and one diabetic.)

FINISH

18 At the airport, you say goodbye to the visitors and exchange small gifts. What do you give? Offer the gifts and when they refuse, insist.

17 At the end of their visit, you take the guests to the airport. You give them gifts of pen knives. Go back three spaces.

16 Your visitors invite you to go sightseeing the next day but you have a lot of work. What do you say?

15 After the main course, you recommend a typical dessert from your country. One of the guests doesn't want it. What does he say?

Writing: A thank-you note

6 You have recently returned from an overseas visit to another company. Write an email thanking your hosts for organizing your visit and for the gifts you received. Say something nice about the food in their country.