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B2-C1

lesson plans, with handouts, behaviour and manners, vocabulary, language reception (reading, listening), language production (speaking, writing),

advanced grammar, average words

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**Active Vocabulary**

manners

behavior

polite

rude

courteous

well-behaved

to make a fuss

to keep quiet

to apologize

to say please

good habit

bad habit

to be considerate of others

to go overboard

to break the ice

etiquette

attentive

respectful

**Text 1**

**Behaviour and Manners**

Behaving appropriately and having good manners is important in all aspects of life. Whether it's at home, work, or in public, our behavior can affect how others perceive us. Being polite, courteous, and well-behaved can make a positive impression on people, while being rude and making a fuss can have the opposite effect.  
  
One way to show good manners is by apologizing when we make a mistake. Saying sorry can go a long way in making things right and showing that we are considerate of others. Another simple way to show good manners is by saying please and thank you. These small words can show respect and gratitude towards others.  
  
It's also important to be mindful of our habits. Good habits, such as being attentive and respectful towards others, can help build positive relationships. On the other hand, bad habits, like going overboard with jokes or interrupting others, can create tension and cause discomfort.  
  
Etiquette is another aspect of good behavior. Knowing how to act in different social situations can help us navigate through them smoothly. For example, knowing how to break the ice with new people can make social events more enjoyable.  
  
Overall, being mindful of our behavior and manners can make a big difference in how we are perceived by others. By being polite, courteous, and well-behaved, we can create positive relationships and make a good impression on those around us.

**Task 1**

**Fill in the blanks with the words from the original text**

**Behaviour and Manners**

Behaving \_\_\_\_\_(1) and having good \_\_\_\_\_(2) is important in all \_\_\_\_\_(3) of life. Whether it's at home, work, or in public, our \_\_\_\_\_(4) can affect how others \_\_\_\_\_(5) us. Being polite, courteous, and \_\_\_\_\_(6) can make a positive \_\_\_\_\_(7) on people, while being \_\_\_\_\_(8) and making a \_\_\_\_\_(9) can have the \_\_\_\_\_(10) effect.

One way to show good \_\_\_\_\_(11) is by \_\_\_\_\_(12) when we make a mistake. Saying sorry can go a long way in making things right and showing that we are \_\_\_\_\_(13) of others. Another simple way to show good \_\_\_\_\_(14) is by saying please and thank you. These small words can show \_\_\_\_\_(15) and gratitude towards others.

It's also important to be mindful of our \_\_\_\_\_(16). Good habits, such as being \_\_\_\_\_(17) and \_\_\_\_\_(18) towards others, can help build positive \_\_\_\_\_(19). On the other hand, bad habits, like going overboard with jokes or interrupting others, can create \_\_\_\_\_(20) and cause discomfort.

\_\_\_\_\_(21) is another aspect of good \_\_\_\_\_(22). Knowing how to act in different \_\_\_\_\_(23) situations can help us navigate through them \_\_\_\_\_(24). For example, knowing how \_\_\_\_\_(25) with new people can make social events more enjoyable.

Overall, being \_\_\_\_\_(26) of our behavior and manners can make a big difference in how we are perceived by others. By being polite, \_\_\_\_\_(27), and well-behaved, we can \_\_\_\_\_(28) positive relationships and make a good impression on those around us.

Correct answers:

1. appropriately

2. manners

3. aspects

4. behavior

5. perceive

6. well-behaved

7. impression

8. rude

9. fuss

10. opposite

11. manners

12. apologizing

13. considerate

14. manners

15. respect

16. habits

17. attentive

18. respectful

19. relationships

20. tension

21. etiquette

22. behavior

23. social

24. smoothly

25. to break the ice

26. mindful

27. courteous

28. create

**Task 2**

**Answer the questions:**

1. Why is behaving appropriately and having good manners important in all aspects of life?

2. How can our behavior affect how others perceive us?

3. What are some ways to show good manners, according to the text?

4. How can saying sorry help make things right?

5. What do please and thank you communicate to others?

6. Why is it important to be mindful of our habits when it comes to building positive relationships?

7. What are some examples of bad habits that can create tension and discomfort?

8. What is etiquette, and why is it important for good behavior?

9. How can knowing how to act in different social situations help us navigate them smoothly?

10. What is the overall message of the text?

Correct Answers:

1. Behaving appropriately and having good manners is important because it affects how others perceive us.

2. Our behavior can make a positive or negative impression on people.

3. Some ways to show good manners include apologizing when we make a mistake, saying please and thank you, and being attentive and respectful towards others.

4. Saying sorry can make things right and show consideration for others.

5. Please and thank you communicate respect and gratitude towards others.

6. Good habits can help build positive relationships, while bad habits like interrupting or going overboard with jokes can create tension and discomfort.

7. Examples of bad habits include interrupting others and making inappropriate jokes.

8. Etiquette refers to knowing how to act in different social situations, which can help us navigate them smoothly and avoid awkwardness.

9. Knowing how to act in different social situations can make them more enjoyable and less stressful.

10. The overall message of the text is that being mindful of our behavior and manners can make a big difference in how we are perceived by others and can help us create positive relationships and make a good impression.

**Text 2**

**Roles of Behaviour and Manners**

Behaviour and manners play an important role in our daily lives. They reflect how we interact with others and how we present ourselves to the world. It is important to be polite and courteous towards others, as it shows that we are well-behaved and respectful individuals.

Unfortunately, not everyone follows good manners and behaviour. Some people can be rude and make a fuss over small things. It is important to keep quiet and not escalate the situation. If we have made a mistake, it is important to apologize and say please when asking for something.

Developing good habits is essential to being considerate of others. For example, saying thank you, holding the door open for someone, or offering to help someone in need are all good habits that show attentiveness and respect. On the other hand, bad habits like interrupting others, talking with your mouth full, or not listening when someone is speaking can make others feel disrespected and unimportant.

Etiquette is another aspect of behaviour and manners. Knowing how to act in different situations and being aware of cultural differences can prevent us from going overboard or breaking the ice. Being attentive and respectful towards others' customs and beliefs can help us build better relationships and avoid misunderstandings.

In conclusion, good behaviour and manners are crucial in our personal and professional lives. By being polite, courteous, and well-behaved, we can create positive interactions with others and show them that we value their presence. Let's strive to develop good habits and follow proper etiquette to become better individuals.

**Task 1**

**Fill in the blanks with the words from the original text**

**Roles of Behaviour and Manners**

Behaviour and \_\_\_\_\_(1) play an important role in our daily lives. They \_\_\_\_\_(2) how we interact with others and how we present ourselves to the world. It is important to be \_\_\_\_\_(3) and courteous towards others, as it shows that we are \_\_\_\_\_(4) and respectful \_\_\_\_\_(5).

Unfortunately, not everyone follows good manners and \_\_\_\_\_(6). Some people can be \_\_\_\_\_(7) and make a \_\_\_\_\_(8) over small things. It is important to keep quiet and not \_\_\_\_\_(9) the situation. If we have made a mistake, it is important \_\_\_\_\_(10) and say please when asking for something.

Developing good habits is \_\_\_\_\_(11) to being \_\_\_\_\_(12) of others. For example, saying thank you, holding the door open for someone, or offering to help someone in need are all good habits that show \_\_\_\_\_(13) and respect. On the other hand, bad habits like interrupting others, talking with your mouth full, or not listening when someone is speaking can make others feel \_\_\_\_\_(14) and unimportant.

\_\_\_\_\_(15) is another aspect of behaviour and manners. Knowing how to act in different situations and being \_\_\_\_\_(16) of cultural \_\_\_\_\_(17) can prevent us from going overboard or breaking the ice. Being attentive and \_\_\_\_\_(18) towards others' customs and beliefs can help us build better \_\_\_\_\_(19) and avoid misunderstandings.

In conclusion, good behaviour and manners are \_\_\_\_\_(20) in our personal and professional lives. By being polite, \_\_\_\_\_(21), and well-behaved, we can create positive \_\_\_\_\_(22) with others and show them that we \_\_\_\_\_(23) their presence. Let's \_\_\_\_\_(24) to develop good habits and follow \_\_\_\_\_(25) \_\_\_\_\_(26) to become better individuals.

Correct answers:

1. manners

2. reflect

3. polite

4. well-behaved

5. individuals

6. behaviour

7. rude

8. fuss

9. escalate

10. to apologize

11. essential

12. considerate

13. attentiveness

14. disrespected

15. etiquette

16. aware

17. differences

18. respectful

19. relationships

20. crucial

21. courteous

22. interactions

23. value

24. strive

25. proper

26. etiquette

**Task 2**

**Answer the questions:**

1. Why are behaviour and manners important in our daily lives?

2. What do good manners and behaviour reflect about us as individuals?

3. How should we react when someone is rude or makes a fuss over small things?

4. What are some good habits that show attentiveness and respect towards others?

5. What are some bad habits that can make others feel disrespected and unimportant?

6. What is etiquette, and why is it important to be aware of cultural differences?

7. How can being attentive and respectful towards others' customs and beliefs help us build better relationships?

8. What are some benefits of having good behaviour and manners in our personal and professional lives?

Correct answers:

1. Behaviour and manners are important because they reflect how we interact with others and present ourselves to the world.

2. Good manners and behaviour reflect that we are well-behaved and respectful individuals.

3. It is important to keep quiet and not escalate the situation, and if we have made a mistake, it is important to apologize and say please when asking for something.

4. Saying thank you, holding the door open for someone, or offering to help someone in need are all good habits that show attentiveness and respect.

5. Interrupting others, talking with your mouth full, or not listening when someone is speaking are examples of bad habits that can make others feel disrespected and unimportant.

6. Etiquette refers to knowing how to act in different situations and being aware of cultural differences. It is important to avoid going overboard or breaking the ice by being attentive and respectful towards others' customs and beliefs.

7. Being attentive and respectful towards others' customs and beliefs can help us build better relationships and avoid misunderstandings.

8. Benefits of having good behaviour and manners include creating positive interactions with others, showing them that we value their presence, and becoming better individuals both personally and professionally.

**Text 3**

**How Did I Behave?**

Harry: "Hey, Beth. How's it going?"

Beth: "Hi, Harry. Good to see you."

Harry: "I wonder if you could give me some feedback on my behaviour at the office party last night."

Beth: "Sure, what happened?"

Harry: "Well, I'm afraid I might have been a bit rude to our boss and some of the other colleagues. I didn't mean to come across that way, but I guess I had too much to drink."

Beth: "Yes, I noticed you were drinking quite a lot. It's important to be polite and well-behaved, especially when alcohol is involved."

Harry: "I know. I really regret what I did. Can I apologize to them today?"

Beth: "Of course. Apologizing is always courteous and respectful. And try to keep quiet about your own accomplishments- it might not sit well with everyone else."

Harry: "Thanks for reminding me. I'll make sure to be more considerate of others in the future."

Beth: "That's a good habit to have. Moreover, respecting etiquette will help you break the ice with new coworkers in meetings or other such events."

Harry: "Right. Sometimes it's easy to go overboard and forget basic manners when things get busy or stressful."

Beth: "Absolutely. Being attentive and respectful can go a long way in building positive relationships with people around us."

Harry: "I'll remember that."

**Task 1**

**Answer the questions:**

1. What does Harry ask Beth for?

2. Why is Harry worried about his behavior at the office party?

3. How did Beth feel about Harry's drinking at the party?

4. Why is it important to be polite and well-behaved, especially when alcohol is involved?

5. Can Harry apologize to his boss and colleagues?

6. What should Harry avoid doing while apologizing to his boss and colleagues?

7. Why is apologizing courteous and respectful?

8. What advice does Beth give Harry to help him build positive relationships with people around him?

9. Does Harry seem receptive to Beth's advice?

10. What is the main message of this conversation?

Correct answers:

1. Harry asks Beth for feedback on his behavior at the office party.

2. Harry is afraid he might have been a bit rude to their boss and some of the other colleagues because he had too much to drink.

3. Beth noticed that Harry was drinking quite a lot at the party.

4. It's important to be polite and well-behaved, especially when alcohol is involved, to avoid offending or upsetting others.

5. Yes, Harry can apologize to his boss and colleagues.

6. Harry should avoid talking about his own accomplishments while apologizing to his boss and colleagues.

7. Apologizing is courteous and respectful because it shows that you acknowledge your mistake and care about how your actions affected others.

8. Beth advises Harry to be more considerate of others in the future and to respect etiquette to break the ice with new coworkers in meetings or other such events.

9. Yes, Harry seems receptive to Beth's advice.

10. The main message of this conversation is the importance of being polite, well-behaved, and attentive to others, especially in professional settings where building positive relationships is crucial.

**Text 4**

**Four Opinions**

Mike: "I think having good behavior and manners is really important. My grandma always used to say 'manners cost nothing, but they can get you a lot.' It's always better to be polite and respectful, especially towards elders."

Samantha: "Honestly, sometimes I just don't care about manners. When my boss is being a jerk, I call them out on it and sometimes that means not following the typical professional etiquette. If someone deserves to be treated rudely, then I have no problem doing so."

Lucas: "I'm kind of on the fence about this one. I mean, it's nice to have manners, but sometimes it can feel like we're just putting on an act. Like, I'd rather just be genuine with people, even if that means I'm not being super polite or formal."

Emma: "If someone doesn't have basic manners, they're just a terrible person in my eyes. I mean, how hard is it to say please and thank you? Once, when I was on a date with a guy who didn't say please to the waiter, I knew immediately that he was not the one for me.

**Videos**

**Video 1**

**British Social and Cultural Etiquette**

**Task 1**

**Watch the video and answer the questions**

<https://www.youtube.com/watch?v=m1tjn2dy8wE>

Questions:

1. Why is it important to say please and thank you in British culture?

2. What is considered rude in British culture when it comes to punctuality?

3. What is queuing and why is it important in British culture?

4. Why is having an argument in public considered bad manners in British culture?

5. What topic is considered bad manners to talk about in British culture?

6. Why is standing too close to someone considered rude in British culture?

7. Is tipping expected in the UK? Why or why not?

8. When is it appropriate to hug, kiss, or touch someone in British culture?

9. What types of personal questions are frowned upon in British culture?

10. Where can you find more free English lessons according to the video?

Correct answers:

1. Saying please and thank you is considered good manners in British culture and not using them is considered rude.

2. The British consider it rude and impolite if you turn up late for an appointment, so it's important to be punctual. Even if you will be five minutes later than agreed, you should call.

3. Queuing is a unique part of British culture and violating a queue is considered extremely impolite. Therefore, you should never push ahead in a line.

4. Having an argument in public is considered bad manners in British culture because it can make others feel uncomfortable.

5. Talking about money is considered bad manners in British culture.

6. The British like a certain amount of personal space, so standing too close to someone is considered rude.

7. Tipping is not expected in the UK, but is much appreciated. You can tip if you are happy with the service.

8. Hugging, kissing, and touching are usually reserved for family members and very close friends in British culture.

9. Asking personal questions about salary, relationship status, weight, or age is frowned upon in British culture.

10. According to the video, you can find more free English lessons on their Facebook page at [facebook.com/learnEnglishwithKatie](http://facebook.com/learnEnglishwithKatie).

**Facts**

1. Saying "please" and "thank you" is important in English culture.

2. Covering your mouth while sneezing or coughing is a polite manner.

3. Queueing up for service is a common way of respecting others.

4. Interrupting others while speaking is considered rude in many cultures.

5. Chewing with your mouth closed is a sign of good manners.

6. Drinking soup directly from the bowl in Western societies is impolite.

7. Tipping in restaurants is expected in many countries, including the United States.

8. Making eye contact while talking to someone shows engagement and respect.

9. Holding the door open for others is regarded as courteous behaviour.

10. Calling people by their first name is common in some cultures but informal in others.

**Famous Quotes**

1. "Good manners will open doors that the best education cannot." - Clarence Thomas

2. "Manners are a sensitive awareness of the feelings of others. If you have that awareness, you have good manners, no matter what fork you use." - Emily Post

3. "Manners are a way of showing other people we care about them." - Mary Killen

4. "Good manners are just a way of showing other people that we have respect for them." - Bill Kelly

5. "Manners are a way of getting what you want without appearing to be an absolute swine." - Katherine Whitehorn

**Advantages and Disadvantages**

**Advantages:**

1. Good behaviour and manners can establish positive relationships with others.

2. Demonstrating good manners shows respect for others, which promotes social harmony.

3. Develops self-confidence through displaying appropriate behaviour in different situations.

4. Helps gain acceptance into professional environments where good behaviour is expected.

5. Improved communication skills due to paying attention to active listening and responding positively.

**Disadvantages:**

1. Inappropriate behaviour and poor manners may lead to negative interactions and strained relationships.

2. Poor manners can cause you to miss out on networking opportunities or promotions at work

3. Can contribute to cultural misunderstandings between people from different backgrounds.

4. Strict adherence to certain behavioral norms can stifle creativity and innovation.

5. Social etiquette can also be restrictive and put undue pressure on individuals who are not comfortable with it.

**Communicative Situations**

Excuse me, but I couldn't help but notice that your manners are impeccable.

Thank you, I was raised to always be polite and respectful.

I'm sorry, but your behavior during the meeting was very disappointing.

I apologize, I didn't mean to come across as rude. I'll make sure to be more courteous in the future.

Could you please pass me the salt?

Of course, here you go. Remember to always say please and thank you.

She went overboard with the decorations for the party.

Yes, she tends to get carried away with these things. But her enthusiasm is appreciated.

Breaking the ice with new people can be tricky.

Yes, it's important to find common ground and be attentive to their interests.

Knowing the proper etiquette in different situations is important.

Yes, it can make a big difference in how others perceive you.

It's always respectful to be considerate of others and their feelings.

Absolutely, it's important to show empathy and kindness.

Sometimes it's better to keep quiet and listen.

Definitely, it shows that you respect the other person's opinion.

I need to apologize for my behavior last night.

Thank you for acknowledging that. Can you tell me what happened?

It's a good habit to start the day with a healthy breakfast.

Yes, it sets the tone for the rest of the day.

Biting your nails is a bad habit that can be hard to break.

Yes, it's important to find healthier ways to cope with stress.

He's always well-behaved in class.

Yes, he's a model student who sets a great example for others.

**Discussion Questions**

1. How important do you think good behavior and manners are in our daily lives?

2. What are some common examples of bad behavior or poor manners that you have observed in public places?

3. Do you believe that good behavior and manners can help us build better relationships with others? Why or why not?

4. In your opinion, what is the most important aspect of good behavior and manners?

5. Have you ever been in a situation where someone's bad behavior or poor manners made you feel uncomfortable? Can you describe it?

6. How do cultural differences affect behavior and manners? Can you give an example?

7. Do you think technology has affected people's behavior and manners? If so, how?

8. What role do parents play in teaching their children good behavior and manners?

9. Are there any specific rules of behavior or etiquette that you follow when interacting with people from different cultures?

10. How do you handle situations where someone else's behavior or manners conflict with your own values or beliefs?

**Creative Writing**

**Personal Essay Topics:**

1. My experience of learning proper table manners and how it has impacted my social life.

2. The role of good behaviour in building strong relationships with colleagues at work.

3. How practicing mindfulness has helped me become more aware of my actions and their impact on others.

4. My journey of overcoming shyness and developing confident communication skills.

5. The importance of expressing gratitude in daily life and its positive effects on my overall well-being.

**General Essay Topics:**

1. In today's society, people are becoming increasingly rude and disrespectful towards one another. To what extent do you agree or disagree with this opinion?

2. Some people believe that good manners and etiquette are outdated concepts. Do you think that this is a positive or negative development?

3. With the rise of social media, people are becoming more self-absorbed and less considerate of others. Is this a positive or negative development?

4. Good behaviour and manners are essential for success in both personal and professional life. To what extent do you agree or disagree with this statement?

5. In some cultures, certain behaviour are considered polite while they may be viewed as rude in other cultures. Do you think that people should adjust their behaviour based on cultural norms when interacting with people from different backgrounds?