**3. VOCABULARY 1 PRACTICE**

Rashid had an interview for a job today. Before the appointment, he was careful to dress appropriately for the interview. He wore a suit and tie. He arrived at the office a little early. When he met the manager, he shook her hand firmly but not too hard. Rashid remembered his manners . He used polite phrases like "please" and "thank you."   
     The beginning of the interview was a little awkward because Rashid was nervous. He soon relaxed, however, and the meeting went better. Rashid thinks he answered the interviewer's questions well. He spoke clearly and gave examples about his experience. He was careful not to make big gestures with his hands.  
     Rashid is sure that his behavior showed the interviewer his strong communication skills. He thinks that he made a good impression because the interviewer seemed pleased. He hopes that he receives a call about the job soon.

**4. READING COMPREHENSION Politeness in American Culture**

1. something you can't see
2. far from other people
3. an arm
4. They will feel uncomfortable.
5. Ask permission before you use their things.
6. larger
7. talk quietly in public
8. at 6 a.m.

**5. READING SKILL Identifying supporting details**

|  |  |
| --- | --- |
| **Main ideas** | **Supporting details** |
| * In every country, there are rules about how to behave. * People in the U.S. like to think that they have an invisible "personal space." * In a public space like a library, the space gets even bigger. * Another idea about personal space has to do with noise. | * Most of these rules are not written down. * Even in crowds, people in the U.S. try not to touch people that they don't know. * Another person should not touch those items without being told that it is OK. * You should be careful not to be too noisy in a place like a restaurant. |

**7. VOCABULARY 2 PRACTICE**

The other day I went to see a friend of mine at his office. When I got to his desk, he was already talking with another person. I didn't want to interrupt their conversation, so I waited and I looked around his office. There wasn't anything unusual about his office. It looked pretty typical . But I was surprised that people were not very dressed up. Most people's clothes were informal . I learned that on Fridays at his company, it is the custom for people to wear casual clothes. They want to avoid being formal all the time. I guess the company doesn't want to appear to be too traditional . When I saw my friend, it was clear that he took part in this practice as well. He was wearing blue jeans at the office!

**8. VOCABULARY SKILL Prefixes**

|  |  |  |
| --- | --- | --- |
| **in-** | **im-** | **un-** |
| * experienced * correct * direct * frequent | * patient * personal * polite * proper | * pleasant * expected * necessary * decided |

**10. GRAMMAR Subject-verb agreement**

1. are
2. is
3. is
4. is
5. is
6. are
7. is
8. is
9. are
10. is

**11. GRAMMAR Subject-verb agreement**

1. includes
2. are
3. is
4. are
5. washes
6. graduate
7. speak
8. include
9. was
10. are
11. is
12. are

**12. CRITICAL THINKING VIDEO Organizing ideas with a rough outline**

1. a quick outline with short notes.
2. before you write.
3. doing a writing test.
4. a list or a diagram
5. Write your main idea at the top of the paper.
6. Speak quietly when you are on a call.
7. Main topic

Key Idea

Key Idea

Key Idea

Conclusion

1. a gaming video card

**16. TRACK YOUR SUCCESS Vocabulary review**

|  |  |  |
| --- | --- | --- |
| **Nouns** | **Verb and Verbs Phrases** | **Adjectives** |
| * advice * behavior * custom * gesture * manners | * make a good impression * take part in * avoid * interrupt | * awkward * informal * traditional * typical |