1. MAN AND SOCIETY

**a)** ethics/morality (behaviour of the younger, middle and older generations, ethics in family and at school)

**b)** social etiquette – get-togethers/gatherings, greetings and congratulations, etiquette of visits, reasons and time, subject of conversation, hospitality

**c)** norms and how they are broken (morality and law, misunderstandings and conflicts)

**d)** expression of concern and help to people in need, sponsorship and sponsors (reasons and forms)

**e)** the influence of society on family

**Ethics** (etika) – is a study of morals (vedná disciplína zaoberajúca sa morálkou), rules of behaviour, standards and manners. It analyses what is wrong and what is right.

**Etiquette** (etiketa) – or Protocol; describes (opisuje) **formal rules** or tradition **of polite or correct behaviour** in a certain society or among members of particular profession. Etiquette prescribes the ways in which people should communicate with each other and show respect for other people. It says what is polite or impolite, what we should do and should not, for example when we meet someone we know it is polite to greet him/her in a polite way and in a clear, loud voice.

**c)** norms and how they are broken (morality and law, misunderstandings and conflicts

**Law** (právo, zákon) – a set of written rules we have to follow (súbor kodifikovaných pravidiel, ktoré musíme dodržiavať). If there were no law, there would be chaos and anarchy. If we break the law, we are punished (sme potrestaní). You can be put to prison/jail or be fined (byť pokutovaní). There are many kinds of thieves: a **pickpocket (vreckár)/mugger** (pouličný zlodej) is someone who steals things from pockets and handbags in the street, a **shoplifter** is someone who steals things from shops, a **burglar** (vlamač) is someone who breaks into someone else’s houses and steal things, an **arsonist** (podpaľač) is someone who sets houses and buildings on fire. There are many crimes (zločinov) and a criminal can get different kinds of punishment: from **community service** (verejnoprospešné práce) to **death penalty** (trest smrti). In many countries you are fined (ste pokutovaní za) for drink-driving, speeding, smoking in public places, dropping litter in public places.

Children learn how to behave at home and also at school. At home children copy behaviour of their parents and that way they learn manners and moral rules. If parents treat (správajú sa ľuďom) people badly, kids will treat others in the same way when they grow up. Therefore, one of the most important tasks of parent is to raise their children in accordance (podľa) with social models and patterns of behaviour. It means that children observe (pozorujú) how their parents talk, behave and treat others – their relatives, friends, colleagues and strangers. Children copy their behaviour and behave in the same way when they are adult. Parents teach children basic polite manners: say Thank you; Please, Here you are; Be kind to others, Keep personal space (dodržiavať osobný priestor), Do not throw things at people – Be concerned about safety, Do not use foul language – Do not swear, Do not gossip.

They have to follow certain **set of rules**. At school, these rules are called **school rules** (školský poriadok): They greet teacher when he/she enters the room – they stand up. When students meet teacher for a first time that day, they should say “good morning” or “good afternoon”. They must not use mobiles in lessons. They must not throw rubbish on the floor. They must not run along the corridors or slide on the handrail. They have to switch mobiles and MP3s off. They have to wear slippers. They are not allowed to eat nor drink in lessons. They must not cheat in exams. It is forbidden to use cheat sheets or to copy answers from your classmate’s test. They are allowed to leave the classroom just with the permission from a teacher. They cannot leave school until their lessons are over. They cannot smoke at toilet. They cannot swear (nadávať) or use vulgar language. They have to answer teacher’s questions, do what they are told, keep quiet and not disturb the others, pay attention to what the teacher is saying, if they want to ask something, they have to put their hand up, etc.

Sometimes, there are **conflicts** between certain groups of people. For example skinheads in Slovakia often beat and hit people of non-white skin. They beat gypsies, students from Africa and from Middle East (stredný východ) because they think that only people of white skin are the privileged. There are conflicts and rows also between friends or relatives. Parents often argue (hádajú sa) with their children about money, clothes, friends, smoking, drinking, staying up late, going to pubs, night-clubs, discos, taking drugs etc.

Some rows (hádky) are just results (sú len výsledkom) of **misunderstandings** (nedorozumení). It is possible to make up (napraviť, dať dokopy) a broken relationship (pokazený vzťah), but it is often difficult to do that for both sides, because we usually think we are the ones that are right and not the other side.

Behaviour of the younger, middle and older generations, ethics in family and at school

Young people are friendly and open-minded, they often kiss and hug when they meet, older people often say that they are too noisy and sometimes cheeky (bezočiví) and rude (drzí), listen to loud music, laugh and talk too loudly. They have different interests and hobbies compared to older people. They love their hi-tech toys, American movies and fast food, dancing at discos, having parties, chatting with friends on the internet. Words they use and language they speak is often hard to understand. They use special phrases and words. They love hanging around with their peers (vrstovníkmi), they often start having sexual relationships earlier than their parents did. They are sometimes arrogant, use vulgar words, and swear in public, at school and also at home. They do not care about their future too much, but want to have a lot of money, because they love designer clothes and accessories. Nowadays, young people do not help their parents with the housework as much. Families do not spend too much time together.

**Older people** – wear conservative clothes, are not interested in fashion and music, are often too busy to pay attention to new trends. They go to work because they have to pay bills and so when they come back home they want to have a rest and watch TV. They love peace and quiet (ticho a pokoj). They love gardening, hiking, walks in nature, reading books and magazines, going to the theatre and concerts. They follow the moral rules and try to be a good example to the young. When they get older and retire, they usually take up some hobby such as knitting (štrikovanie), embroidery (vyšívanie), playing chess, solving crosswords, painting.

**Generation gap** – is a lack (nedostatok) of comprehension (porozumenia) and understanding (pochopenia) between older and young people, usually between parents and their kids. It can be frustrating for both sides. Kids often quarrel (hádajú sa) about money, behaviour, fashion, knowledge, experience, future. The older ones always think they know everything best, because they have more experience (skúseností). They want their kids to respect them (aby si ich deti vážili) and accept and follow their rules (a aby prijali a riadili sa ich pravidlami).

Children think about their parents that

* They are too conservative, they stick to (pridŕžajú sa) traditions, don’t understand problems of young people,
* They don´t give kids enough freedom, want to know everything, interfere (miešajú sa, zasahujú) too much,
* They are always criticising young people, don’t like their clothes, hairstyles, music, hobbies and friends
* They often say kids are lazy, easy-going, not willing to work hard
* They underestimate (podceňujú) kids, do not respect their personality and individuality
* They would be satisfied if their kids spent more time on studying and helping them with housework
* They do not give them enough pocket money

Parents think about their children that they

* Do not respect (nevážia si) older generations,
* Think they do not need any advice,
* Are only interested in music, fashion, friends, mates and love,
* Do not study enough, do not think about their future
* Spend too much time with friends, on the Internet, chatting on social networks,
* Text too much, make too many phone calls, are lazy and don’t want to help at home,
* Listen to horrible music, wear awful clothes and have dreadful hairstyles
* Disturb (vyrušovať) others with their music

 Modern etiquette tells us how to greet people, offer hospitality to guests, wear clothes appropriate for certain occasions, how to contribute to conversation without dominating it, how to listen to speakers, offer a chair, help people who need our assistance, how to eat neatly (slušne) and quietly, tells that we should always arrive on time and respond to invitations promptly (rýchlo odpovedať na pozvanie)

**Greetings**: In Europe younger people greet older ones, a man greets a woman, children greet adults. Children greet older people in a clear, loud voice. They say “Good morning, good afternoon or good evening.” Relatives often kiss. Young people greet their mates with kisses and hugs, they usually say “Hello or Hi”. Men often shake hands. In England it is different. They just say “good morning etc.” People do not kiss when they meet, they seldom shake hands. They only shake hands when they introduce themselves (keď sa predstavujú)

**Table Manners**: Polite manners: we hold fork in our left hand and knife in our right hand. When we have finished eating, we put fork and knife side by side on the plate. You tear piece of a bread roll and butter it, don’t take a whole bread roll, don’t be too noisy, don’t use vulgar words, don’t swear, don’t sip your soup, don’t make unpleasant noises (do not belch (negrgaj) or fart (neprď), cover your mouth while yawning or coughing. Impolite manners: It is impolite to put your elbows on the table, to chew with open mouth, to put big portion of food into your mouth, to make a phone call while eating, to talk with your mouth full of food, you should not eat with your fingers (just poultry – hydinu), you should not put a knife into your mouth.

**Congratulations** – when it is someone’s birthday we usually send him/her a card. We also send cards when a baby is born, someone has passed his/her exams, and on other occasions, for example wedding, Easter, Christmas, funerals – to show sympathy (vyjadriť sústrasť). We do not have to send “paper” greeting cards, we can also send electronic cards via e-mail or some social network or text our friends and congratulate them. We usually write: “Congratulations on your birthday” or “many happy returns” or stuff like that.

**Visits/get togethers/gatherings** – there are different reasons for visiting other people and relatives. Usually it is a birthday, anniversary (výročie), some religious or public holiday or name day when families get together. People in Slovakia love to celebrate their birthdays with their friends and family. They prepare little refreshment (malé občerstvenie), make sandwiches, and buy some lemonades, mineral water, coke and alcohol. It is polite to arrive on time (načas) and not earlier. The host might not be ready. We often bring some bunch of flowers for a woman (always an odd (nepárny) number of flowers because an even (nepárny) number of flowers we take to funerals) and a bottle of wine or whisky to a man. Topics we talk about depend on where we are and who we are talking to and on our relationship with these people (family, friends, colleagues, boss). We should not talk too much, we should not interrupt (prerušovať) other people’s conversation, be noisy and concentrate just on ourselves.

**OTHER**: women should cover their shoulders when entering a church, men take their hats off, women who works in offices should wear knee-long skirts for business meeting. For theatre performance women wear an evening dress, costumes, silk blouses, suits, high-heel shoes (pumps) and accessories such as handbags, bracelets, earrings, necklaces; men wear dinner jackets (smoking), suits, white shirt with tie (kravata) or bow-tie (motýlik) and cufflinks (manžetové gombíky), dark socks and leather shoes. You should always say “please” and “thank you”. You should always ask for things in a polite way: “Will you pass me the salt, please” or “May I have a piece of chocolate, please”.

Give up your seat and offer it to an older person.

**d)** expression of concern (vyjadrenie účasti) and help to people in need, sponsorship and sponsors (reasons and forms)

it is important to show understanding (prejaviť pochopenie) and help people who need it, for example the retired (dôchodci) (help them with shopping, to cross the street), the sick (chorí – help them with housework, shopping), the disabled (zdravotne postihnutí – help them with education, shopping, crossing the street), unemployed (help them to get a job), homeless (they usually sell Nota Bene magazine so you can buy one copy to help them), widows/widowers (vdovy/vdovci) people on a very low income (ľudia s veľmi nízkym príjmom) (they usually get some special state benefits).

How to help: financial help from people or different funds, toys, books and clothes for children in foster homes/orphanages (v detských domovoch/sirotincoch), clothes and food for homeless. These people get some kind of benefits (finančné dávky) from state, for example retirement benefits (dôchodok), maternity pay (materský príspevok), widow’s pension (vdovský dôchodok), sickness benefit (nemocenská), child benefit (prídavky na dieťa), unemployment benefit (podpora), housing benefits (príspevok na bývanie).

There are lots of charities, organizations and funds worldwide which raise money (ktoré zbierajú peniaze) and then buy food, clothes and medicines for people who need it. People can **donate** (venovať darom) things and clothes they do not need anymore and these are sold in charity shops. We do not have charity shops in Slovakia, but in England there are many. But we have charities such as “An hour to children” or “Red nose” which help children who suffer from incurable diseases (nevyliečiteľných) such as cancer (rakovina).

There are also funds which support children from poor regions who are gifted or talented and these children can study thanks to money raised by these organizations. It is a sort of sponsorship. There are many kinds of sponsorship also in Slovakia. Excellent students can get money for their marks, it is called scholarship (štipendium) or you can get grant to work on a certain project.

**e)** the influence of society on family

We learn moral rules and principles all life long. Our parents teach us moral principles; they teach us what is polite and what is impolite, what we should do and what we must not do. At first, they have to show us how to do it, because if they expect (očakávajú) us to take good manners seriously, they have to show the same manners to us. They tell children that they should greet older people, say “please”, “thank you”, always have an eye contact when talking to somebody, etc. Parents give children the basics of morals, and it is one of the most important tasks of parenthood. Because when we are polite and well-behaved, we can have good relations with other people.

In Britain, society is divided into three groups: upper class (aristocracy), middle class and working class. In Slovakia, society is divided into three groups: upper class, middle class and working class

**Position** of a man in society **depends** of many things. The 1st one is a family where the man was born. In **society** there are **classes**, into which people are divided according to their origin, job position, education or lifestyle. For example in **GB** there are **3 classes** - upper, middle and lower class. We could say that something similar we have also in **Slovakia**. But in our upper class there are no people with noble origin and we include here people according to their property, like politicians, sportsmen, actors and other people with a big estate.

**British society** is considered to be divided into three main groups: the upper class, the middle class, and the lower working class. This is known as the class system. Many people don’t like this class system. Most people know which class they belong to and are able to recognize others by the way they speak, their clothes, their interests and even the type of food they eat.

Upper class people own several homes. These people studied at Eton or other public schools. They work as judges, stockbrokers or company directors. They eat caviar, smoked salmon and drink champagne. They spend their free time going to opera or ballet. They like playing polo and sports involving horses. They support the Conservative Party and they spend their holidays in Orient countries, the Caribbean islands or go cruising.

Middle class people live in semi-detached or detached houses. They studied at grammar-school and at universities (Oxford, Cambridge). They work as teachers, bank managers or doctors. They eat healthy food like wholegrain/wholemeal bread or foreign food like avocado, pasta. They like skiing, sailing, playing tennis, cricket and golf. They spend their holidays in France or Tuscany.

Working class people live in council houses. They finish comprehensive schools and technical colleges. They work as shop assistants, miners or factory workers. They eat fish and chips, sausages and mash (zemiaková kaša), Chinese and Indian food. They like playing football, darts, or bingo and snooker. They spend their free time watching soap operas or drinking in pubs and usually vote for Labour party or Conservative party. They go on package holidays (zájazd s cestovnou kanceláriou s kompletne zabezpečenými službami).

In our society here are **many problems** like abortion, euthanasia, death penalty, alcohol, drugs, vandalism, prostitution, poverty, illiteracy, illnesses… We hear about them, talk about them and each of us has his own opinion how to prevent or to keep them down. It is difficult to say which one of these problems is the most serious /najzávažnejší/ one.

**SMALL TALK**

When you first meet someone it can be difficult to know how to start a conversation, especially if your first language is not English.

**Which topics are safe for small talk?**

- Introductions, eg "Hello. May I introduce myself? My name is Mark"
- Travel, eg "Did you manage to find here OK?" or "Did you have a good journey?"
- Family, eg "How is your family?" (but only if you already know about the person's family)
- Hospitality, eg "Can I get you something to eat or drink?"
- The weather, eg "It's a lovely day today, isn't it?"
- Holidays, eg "Are you going anywhere this weekend?" or "Are you going anywhere on holiday this year?"
- Nature, eg "The garden looks lovely, doesn't it?"
- Pets, eg "What a lovely dog. What is his name?" (British people love dogs or cats)
- General news, eg "What do you think about the recent floods?" (but safer to avoid gossip and politics)
- Films, eg "Have you seen the film Bridget Jones's Diary?"
- Television, eg "Did you see The X Factor last night?"
- Music, eg "What sort of music do you like?"
- Books, eg "Have you read any good books recently?" (but only if you know the person likes reading)
- Sport, eg "Have you been watching Wimbledon?" (note that many British people, especially men, enjoy talking about football)
- Hobbies, eg "What do you enjoy doing in your spare time?"
- Business, eg "How's your business going?" (but only ask if you know the person has a business)
- Studies, eg "What are you studying?" (but only ask if you know the person is a student)
- Work, eg "What sort of work do you do?"
- Food, eg "I had a lovely Chinese meal last night - do you like Chinese food?"
- General matters about the person you are talking to, eg "Have you lived in this area long?"
- General matters on subjects that you know that interests the person you are talking to, eg cars, film stars etc

**Which topics are best avoided for small talk?**

You may need to be careful when you talk about some topics, especially with people that you've only just met, people who are older than you, people who appear to have strong religious or political views, or people who may have some personal problems or sensitivities. For example, be cautious if you discuss these subjects:

- Age, eg "How old are you?"
- Appearance or weight, eg "You seem to have put on some weight"
- Personal gossip about somebody you know
- Jokes that might offend (especially sexist or racist jokes)
- Money, eg "How much do you earn?"
- Sex (some people have strong religious views about this, or are embarrassed by the subject)
- Previous or current relationships, eg "Do you have a girlfriend?"
- Politics, eg "Who did you vote for at the last election?"
- Religion, eg "Do you believe in God?"
- Criticisms or complaints, eg "Why is British food so bad?"

**TIPPING**

**When should I leave a tip?**

There are a number of situations in which it is common to leave a **tip** (sometimes called a **gratuity**), although you should not feel that you have to do this if you cannot afford to do so or if you were not happy with the service provided.

***- Restaurant or café***

Usually people only pay a tip in a restaurant or café when there is a waiter service (not for takeaway meals or self-service meals). Normally people add about 10% to the bill and make the amount a whole number of pounds. Check the menu and the bill to see if a service charge is already included in the price. For example, it may say: "A discretionary 10% service charge has been included" or "service is included", or you may just see that 10% has been added at the bottom of the bill (you can refuse to pay this part if you were unhappy with the service). If the service charge is not included the bill may say "Service charge not included" or "Gratuities are at the customer's discretion".

***- Hairdresser's***

It is common for people to leave a small tip (maybe one or two pounds) as a tip.

***- Taxi***

It is common to add 10% to the taxi fare. For more details about paying for taxis, see:

***- Hotel***

You may want to give a small tip (perhaps 1 or 2 pounds) when a member of hotel staff gives you a special service. For example, a tip may be appropriate if a porter carries your baggage to your room when you arrive, if the concierge helps you (for example by helping you to buy tickets, book a restaurant or plan your shopping or sightseeing, or by keeping your bags safe before check-in or after check-out) or if a doorman finds a taxi for you. It is more polite if you do not show the money when you are giving it - put it in your hand, say thank you, shake the person's hand and press the money into the person's hand.

**FOOD ETIQUETTTE**

**Drinking tea**

Do not pour the tea from a teapot as soon as it has been made; leave it for a minute or two.
If the teapot contains loose tea, place the tea strainer onto the cup before pourring.
Milk can be added to the cup either before or after pourring the tea.
Once the teapot is half-empty, or if the tea is too strong for you, pour the hot water into the teapot.

**Eating scones** (čajové pečivo, bisquit)

Use a knife to cut the scone into two halves. Put jam on each side (there is no need to add butter first), then spread clotted cream on top carefully. Eat the top and bottom halves separately (do not try to make them into a sandwich). Some people prefer to add the jam on top of the cream, although this can be more difficult

**Understanding the menu**

"Could you explain what \_\_\_\_ is please?"
"Could you tell me what the soup of the day is, please?"
"Could you tell me today's specials, please?"

**Using cutlery and plates**

In general, if there are several pieces of cutlery, use forks, knives or spoons on the outside first
If there is a side plate for eating bread rolls, use the plate on your left-hand side. Put some butter on the side of the plate. Tear bread from the roll, then add butter just before eating it.
Eat soup quietly, without lifting the bowl off the table.

**Eating peas**

To be very polite, you should eat peas by squashing them against the reverse side of your fork

**Asking for more**

If at someone's home, you shouldn't ask for more unless your host offers it by asking, "Would you like some more?" or, "Would you like seconds?"
Possible answers include "Yes please", "Just a little bit, please", or to say no, it is best to say something like "That was lovely, but I'm full, thank you"

**Dinner parties**

If you cannot eat a certain type of food or have some special needs, tell your host several days before the dinner party.
Arrive on time, but try to avoid being early in case your host is not ready.
Take a bottle of wine or some flowers or box of chocolates to give to the host as soon as you have arrived.

**Going to the toilet**

"Excuse me. Could you tell me where the toilet is, please?" (in someone's house)
"Excuse me. Could you tell me where the ladies / gents is, please?" (in a cafe or restaurant)

**Asking for the bill**

"May I have the bill, please?"
If the bill says "service not included", it is usual to add about 10% to the bill.
In some restaurants, a 10% service charge is automatically added to the bill