

Guide to Good Manners

Why Good Manners are Good for You

- Good manners put people at ease
- Good manners impress people – people who are impressed by your behavior are more likely to treat you with respect
- Good manners build self-esteem – teenagers with self-esteem are more likely to achieve what they want in life
- Good manners are attractive – you will attract the right type of friends and relationships
- Good manners allow people to live and work together without unnecessary friction – this makes our everyday world more pleasant
- Good manners are rare – young people who have them sparkle like diamonds and immediately have an elevated status in the eyes of adults
- Good manners make you feel good – with good manners you can hold your head high
- Good manners make others feel good – you help create a world where people treat one another with care, respect and compassion.
- Good manners don't cost anything – you can have the best for FREE

What exactly are good manners?

Manners are the customs and traditions of a society that govern how people treat one another and behave in social situations. Manners maintain order, promote societal values and foster positive human interaction. Imagine the chaos and hurt we would experience if everybody did whatever they wanted, whenever they wanted, without any regard for the feelings or interests of others.

Etiquette – the sets of rules that give expression the manners – can vary from culture to culture. In some cultures you should remove your shoes before entering someone's house, etc. It is important to know the manners of the culture in which you are operating.

Here are the top 20 Good manners parents would like their children to practice:

1. Say "Please", "Thank you", "You're welcome", "Excuse me"
2. Look people in the eye – hint: try to determine their eye color
3. Clean up after yourself
4. Respect adults
5. Don't interrupt. Wait for your turn to speak
6. Treat people as you would like to be treated – Golden Rule
7. Use good table manners
8. Give people a firm handshake
9. Have compassion toward others
10. Be thoughtful about opening doors and offering your seat
11. Respond when spoken to
12. Listen when others speak
13. Show special consideration to guests
14. Don't say hurtful things
15. Think before you speak
16. Respect the property of others
17. Respect the privacy of others
18. Use good telephone manners
19. Write Thank you notes
20. Say "yes" rather than "yeah"

Question; ‘How can you have manners without people thinking you are weird?’
The only people who think manners are weird are those without any.

Question: “What is the best way to respond to rudeness?”

Ignore it – you know that you possess good manners and self-control

Be polite – it is a sign of strength (not weakness) it will stop rude people in their tracks. Being polite will help you stand up for yourself in virtually any situation

Introductions

Say ‘Hi I’m _____’

Make eye contact – give people a friendly, welcoming look

Shake hands – exert enough pressure so they know your hand is not a piece of linguine. A confident steady grip sends the message that you’re a confident, steady person.

Converse – follow up with a comment or question “I’ve really been looking forward to meeting you” Try to avoid questions that can be answered with a simple yes or no answer

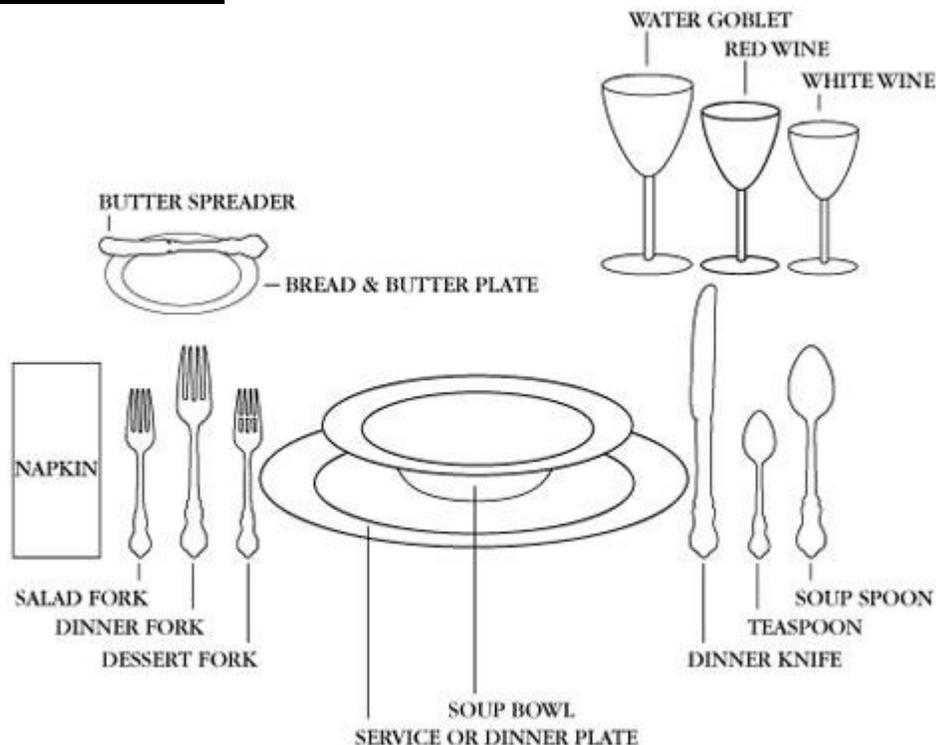
Question: “I get invited to a lot of birthday parties, and my parents won’t let me have one of my own’ Aren’t you supposed to invite people who have invited you?”

Answer – This is known as reciprocation, how we thank people for their hospitality. You can reciprocate with kind gestures. Make them a gift, bake them something. Your friends will know you appreciate their invitations even when you can’t respond in kind.

Question: “There is a girl I’m friends with. I’ve invited her to sleepovers at my house, but she’s never invited me to her house. Isn’t this rude?”

Answer – Since you don’t know the reasons, you should not take offense or be hurt. Maybe her parents won’t allow her to have guests. If you enjoy her company and she seems happy to have you as a friend, the issue of where you see each other shouldn’t really matter.

Table Manners



Place your napkin in your lap
Elbows off the table – sit up straight
No texting/ phone at the table
Don't play with your food – or push it around on your plate
Pass "self-service" platters left to right – counterclockwise around the table
Wait until everyone at the table has been served before you begin eating
Ask for things to be passed to you. Don't reach across the table

Question "Why are you supposed to pass BOTH the salt and pepper if somebody asks for just one of them?"

Answer – If they stay together you'll never have to send a search party across the table top to find the one that's missing.

Question "If you are eating over at a friend's house, should you help clear the table?"

Answer – Follow your friend. If she gets up to clear, you should get up and do the same. If her parents protest your help, then follow what they tell you to do. After dinner offer to help your friend with any dishes/ chores she is responsible for.

Telephone Etiquette

1. Turn off your ringer when you're at an event or place where quiet and respect is required (ie: movies, libraries, concerts, plays, restaurants, funerals etc.)
2. Take your phone call to a private spot where your conversation won't intrude on others. Recognize that people talking on the phone is a distraction to others.
3. Never give more attention to the person on the phone than to the person sitting right next to you.

Some final thoughts:

Remember that good conversation is an art. Keeping a conversation going is a bit like driving a car. You have to make constant adjustments in response to the route and driving conditions. Be alert to body language and verbal cues you receive. You may discover that a certain topic goes nowhere, so you should try a new route.

Stay away from gossip and rumors – when you dish the dirt you get covered in it yourself.

Don't be nosy – Don't stick your nose where it doesn't belong.