

## **GOOD MANNERS AND ETIQUETTES**

Good manners cost us nothing, but may win almost everything. They are the skills of making people feel easy and comfortable. We can have better relationships with people we know and meet in day to day life just by behaving well. Courtesy, politeness or having good manners are all about respecting others and yourself. If you show good manners everywhere you go, then you are more likely to encourage others to behave in the same way towards you.

### **THINK -**

How would you feel if someone:-

- Never says 'Please' or 'Thank You' when you help them?
- Shares your things but never shares anything of theirs?
- Snatches the remote, while you are watching TV?

Go ahead and **see how you can enhance your personality by following some basic rules of manners and etiquettes.**

### **Good manners at home**

I usually

- Help others at home.
- Say 'please' and 'thank you' whenever it is required.
- Share and not grab or keep good things for me.
- Get up in morning as soon as I am called.
- Respect privacy of others and their personal belongings.
- Keep myself and my space/room clean.
- Go for meals on time.
- Ask permission if I have to borrow something of others.



Let's share.

- Respect other people's property and their rooms.
- Never read letters or messages that belong to others.
- Never stay in bathroom longer than time required.
- Never talk back or pout when scolded.
- Never tease or tag other members of the family.
- Feel and say sorry, if I hurt anyone's feeling.
- Don't complain if I have to "baby sit" while my parents are away from home.
- Don't switch television programs to suit me.
- Hold the door open for the person coming in, especially if he is carrying something.
- Knock at the door before entering the home of others'.

### **Good manners at school**

- Saying good morning/afternoon if I am walking past an adult or teacher.
- Asking if I can borrow something, not just taking.
- Returning things that I have borrowed.
- Waiting for my turn before speaking.
- Saying 'excuse me,' rather than pushing past someone.
- Taking care of the school property.
- Not talking with classmates when teachers are teaching.
- Helping junior students to develop confidence.
- Not leaning or just snooping around the teachers table.
- Not making fun of other students.
- Throwing away useless thing like paper, polythene or wrappers etc. in dustbins.
- Not interfering in the privacy of the people living near the school building.
- Not tearing papers from my copies.
- Not bullying others.



## Good Eating and Table manners

- I always wash my hands before and after the meals.
- I don't grab everything I want first but help others to get their food and am prepared to share.
- I wait until everyone has been served before I eat.
- I ask for things to be passed to me and not lean over the table.
- I don't stretch across the table to grab dish/bread.
- I keep my elbows off the table.
- I chew food with my mouth closed.
- I don't make noise while eating or while sitting or standing from chair.
- I don't talk with my mouth full. It is not a good look!
- I don't play with my food.
- If I need to blow my nose, I excuse myself and go out of the room first.
- After finishing food, I take my plates etc. to the kitchen.



## Good manners in public

(Walking on roads/going for a walk/ going for parties/etc.)

- I usually dress carefully (not according to public demand but feeling easy and comfortable).
- I walk with confidence.
- I never make noise or sound differently on road.
- I usually walk on my side as per traffic rules.
- I never stand in the middle of the road.
- I never walk on road in a group without giving space to other to pass.
- I smile or laugh when there is occasion.
- I never pick my nose in public!
- I am not afraid to say "NO", when things are not in accordance with "SAFETY RULES". I am firm and polite.
- I always try to use sophisticated language and speak politely.
- I try to behave in such a manner so that I don't embarrass anyone.
- I introduce my friends to people I am with.

- I never ignore any person who is in my group.
- I always give respect to elderly people and give chance to them to move or sit first.
- I allow adults to go through first while holding the door open for them.
- I never interfere when two persons are talking and wait for my turn to speak or use “Excuse me” before talking.
- I praise others for their support or whenever it is required.
- I say sorry if I make a mistake unknowingly.
- I say 'please' and 'thank you'.
- I accept my praise with a smile and say “Thank You”.
- I do not damage public property and monuments.
- I never urinate in the open. I use public toilets/conveniences.
- I put my garbage in dustbin.
- I never spit here and there.



One imbibes or learns Good Manners and Etiquettes right from early childhood and it gets strengthened over years to form habits. These may also be developed later in life through observation and experience. Be courteous to others and use “PLEASE” “SORRY” “THANKYOU” “EXCUSE ME” whenever required. Having good manners makes you a pleasant person to be around.

Everyone feels happy and important when respect, care and consideration are shown by others. If we want to get attention and respect from others we too should have Good Manners & Etiquettes.

Think how much more pleasant is life when people show that they respect the comfort, feelings and wellbeing of others!