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Etiquette

1. Wei is having a birthday party. One of his friends gives him a sweater. Wei hates the way it looks. How should he react to his friend and the gift?

2. Emma needs help at a bookstore. The salesperson is helping another customer. What is the best way for Emma to get some help?



3. With a straight line, match each word on the left with its meaning on the right.

1	manners	rules of behavior in a certain place	A
2	code of conduct	thoughtful and respectful	B
3	tradition	how you act socially	C
4	polite	suitable behavior for a time or place	D
5	appropriate	customs and beliefs over time	E



Etiquette

What is etiquette? It is more than just how rich, old, snobby people act! You may think it's not for you. **Etiquette** is a way to show everyone respect and courtesy. It is when you are **polite** and kind to others. When you use your **manners**, you are showing those around you that you care about them. You will be showing other people you respect them and their personal spaces.

For Example:

It is considered rude to make fun of others for what clothes they like to wear. If you don't like what they have on, you don't have to comment on it. You may also want to pay a compliment to them by finding something you do like about their choices.

What is important to you? How do you want others to think of you? Keep this in mind when you think of etiquette. By knowing what is most important in your life, it will be easy to respect other's beliefs. Do you think it is important to be on time? Then you will be on time for others. Maybe you feel that it is best to say "please" and "thank you." Now you will really like it when someone does the same for you! Most importantly, etiquette helps you know the basics of how to behave. Being **sincere** means believing what you are saying. Remember, if you don't have anything nice to say, don't say anything at all!

Key etiquette tips:

- Thank others often and sincerely.
- Say "please" and "thank you".
- Stay calm when you are angry.
- Treat others how you want to be treated.

Lily has to go to a work meeting. It is about the **code of conduct** at work. She doesn't want to go. Her friend, Ethan, says they should skip the meeting. Lily knows that her boss would be angry and may take away some shifts. How should Lily approach this situation?

- a) Skip the meeting, tell her boss she doesn't care and have a fun day.
- b) Tell Ethan that he is irresponsible and is a bad employee.
- c) Remind Ethan that she needs more shifts and arrive ten minutes early to the meeting.
- d) Go to the meeting, and ignore what her boss is saying.



Etiquette



1. Read the following statements. Circle "YES" or "NO" if it is an appropriate action.

- | | | |
|---|-----|----|
| a) Saying "please" and "thank you" to your coworkers. | YES | NO |
| b) Shaking hands when you meet someone new. | YES | NO |
| c) Using offensive language in a work meeting. | YES | NO |
| d) Asking questions about someone's personal hygiene. | YES | NO |
| e) Telling someone their religion is silly. | YES | NO |
| f) Calling a peer crazy for their choice in hair color. | YES | NO |
| g) Asking a stranger how much money they make. | YES | NO |

2. Complete the paragraph with words from the list.

beliefs close host kind meet
people polite shake thank

Alexander is going to a party and will meet new _____. He is feeling nervous. His friend says he should be _____ and respectful. Alexander isn't sure how to act when he gets there. He decides the best choice is to _____ hands with the host. When he was talking to other people, he didn't stand too _____. He had fun dancing, eating, and joking around. Alexander is a vegetarian. Someone offered him pepperoni pizza. Alexander declined by saying, "No, _____ you." When someone asked why he wasn't eating the pizza, Alexander said it was because it was against his _____. Alexander knew that he should be _____ even though he disagreed with some of the guests. He wanted to _____ new people and have a fun time. At the end of the night, he said goodbye to everyone and told the _____ he had a fun time.



Etiquette

3. Aliyah is going to a friend's house for dinner. She has met her friend's parents a few times. They have been very nice to her when she has visited. This is the first time she has been to eat there. She is worried that they may serve a food she doesn't like. Aliyah doesn't like to try new foods that often. When she arrived for dinner, there was a food she hadn't tried. Her friend's mother gave her a nice, big portion. What is the best thing for Aliyah to do? What if she doesn't like it?

Graphic Organizer

4. Use the graphic organizer on page 12 to highlight different customs in different countries.

Different countries have different cultures and customs. What is rude where you live? What are some things people do to show respect? What do they do to be polite?

You know how to act in your home country. Choose another country. Find out what is considered rude there, and what is a sign of respect. How is it the same as where you live? How is it different? Would you find it hard to live there? Find out what people do when greeting each other. How do they eat, say goodbye, share kind phrases? What is the worst behavior! Fill in the organizer with what you find.



Dinner Party!

Etiquette is constantly changing. What is polite and proper now, looked different a few generations before us. For example, school classrooms used to separate boys and girls. In most places today, all genders are in one school setting. Emily Post was an expert in etiquette in the early 20th century. She is famous for publishing books on how to have good etiquette. She was considered to know the right solution for a problem with manners. Many volumes of her etiquette rules were published, and they continue to be written and updated today.

Research a few of the manners of the past. How are they different from how we act today? You are going to host a dinner party! Guests (and hosts) must follow the rules of Emily Post. Pick any year to set your dinner party in. Will it be in the 1950s? Or perhaps in the 1920s? In addition to a guest list, you will create an invitation to send. Remember, in your invitation include:

- Date, time and location
- Dress code
- What's on the menu
- An RSVP deadline

If you want to be very specific, make your menu accurate to the time era. For example, a lot of the foods we love today didn't exist fifty years ago. You may want to find out what popular foods of the time were as well. As an added bonus, draw what your table setting would look like. Who will sit where? How will you arrange the cutlery? All of these things will give you a very proper dinner party.

YOU'RE INVITED!

Date & Time: _____

Location: _____

Menu:

Dress Code: _____

RSVP: _____



Crossword Puzzle!

Across

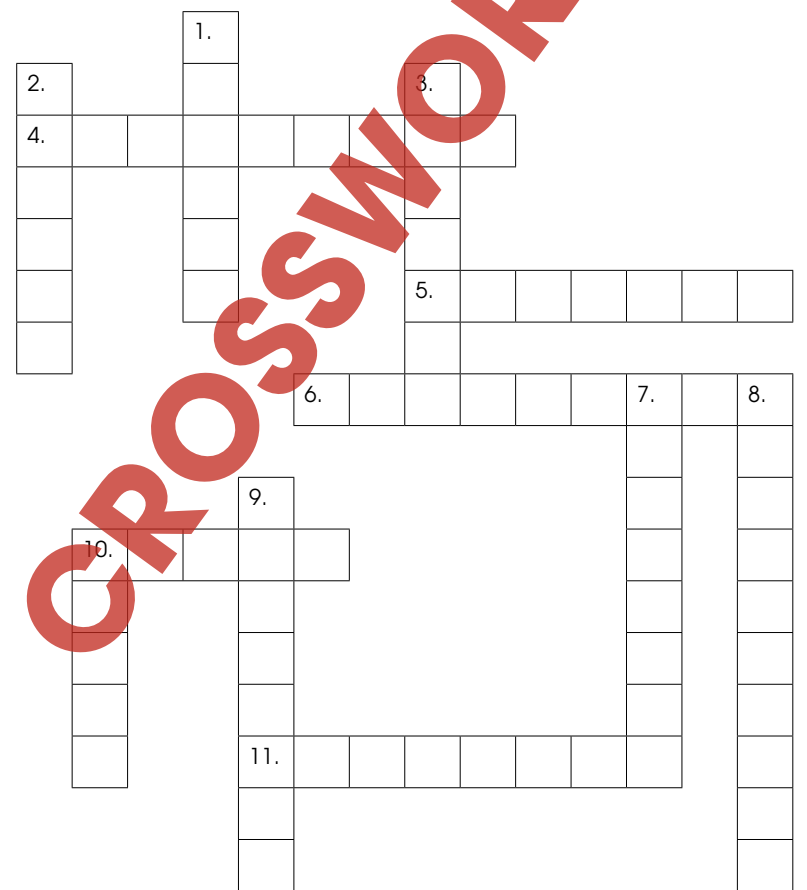
- Likely to happen in life.
- This may prevent you from meeting your goals.
- Wanting to do something strongly.
- Something you do repeatedly.
- Views on a topic.

Down

- To be courteous, respectful.
- An increase in size.
- Your way of thinking.
- Actions that cause others to do something.
- To convince someone not to do something.
- For the duration of your life.
- An activity to do in your spare time.

Word List

discourage
growth
habit
hobby
lifelong
mindset
motivated
opinions
polite
realistic
setback
triggers



Comprehension Quiz

Part A

Circle **TRUE** if the statement is TRUE or **FALSE** if it is FALSE.

- Etiquette means always saying how you feel.
- You should always be respectful of other's customs.
- Asking for help is a good idea at work.
- Always do what most of your friends want to do.
- A true friend will never want you to be uncomfortable.
- Showing up on time for work is positive accountability.
- Working in a group is best when you insist you are in charge.

Part B

List three ways you can have an open mind.

Dining with Manners





Etiquette



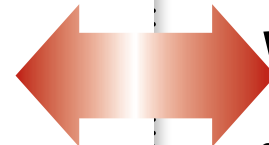
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2. Complete the paragraph with words from the list.

beliefs **close** **host** **kind** **meet**
people **polite** **shake** **thank**

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 fun time. At the end of the night, he said goodbye to everyone and told the _____
 he had a fun time.



1.

- a) YES
- b) YES
- c) NO
- d) NO
- e) NO
- f) NO
- g) NO

2.

- a) people
- b) kind
- c) shake
- d) close
- e) thank
- f) beliefs
- g) polite
- h) meet
- i) host



EASY MARKING ANSWER KEY





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Date & Time: _____

Location: _____

Menu:

Dress Code: _____

RSVP: _____



Dining with Manners

