

## **BASIC MANNERS**

Definition: *Socially correct behavior, how we treat others, making others feel comfortable; being considerate, respectful and gracious.*

How does God view manners? Romans 12:9-16; 1 Corinthians 13:5; Titus 3:2; 1 Peter 3:8;

### **Introductions:**

1. Stand when older people enter a room. Men stand when ladies enter.
2. Give eye contact.
3. Smile
4. Introduce younger people to older and women to men; boys to girls.

### **Greetings:**

1. Speak clearly, no garbled speech.
2. Eye contact, no looking down.
3. Use peoples names with appropriate titles. (Do not call adults by first names)
4. No cliques - open up a group to include everyone.
5. Handshakes should be firm, not limp or hurtful

### **General Respect:**

1. Never contradict parents in public.
2. Accept "no" as no
3. Give respect to all in authority and older than you.
4. Knock at closed doors and wait to enter.
5. Do not play music / TV so loudly it bothers others.

### **Physical Manners:**

1. Give up chair (boys to girls/women/elderly; girls to women/elderly)
2. Open doors (boys for everyone/girls for women/elderly/handicapped)
3. Carry packages (boys for everyone; girls for everyone)
4. Walking down street (boys on outside; girls on inside)
5. Getting on elevators or going through doors (ladies first)
6. Help with coats (boys help girls)

### **Babysitting:**

1. Be responsible and safe with children
2. Do not look through other's personal things (drawers, closets)
3. Clean up, do dishes-leave home looking as good or better.
4. No friends, phone or food without permission.

### **Hosting Guests:**

1. Do not eat in front of others without offering them food.
2. Do not eat in front of others if there is not enough to go around.

**At Someone's Home:**

1. Wipe feet.
2. Hang up coat.
3. Do not run/slam doors.
4. Leave their personal things alone.
5. Do not turn on computer, TV, etc. without their permission
6. No feet on furniture.
7. Do not ask for food.
8. If offered food, say "thank you" or "no thank you."

**Personal Care:**

1. Good hygiene: Shower; brush teeth; deodorant; groom hair, clean clothes.
2. Shows respect for ourselves and others and a good witness.

**Telephone:**

1. "Hello," not "Yeah" or "Yo," etc.
2. After someone asks for a person, ask, "May I ask who is calling?" not "Hello, who's calling?"
3. Do not shout in the phone. (Emily, phone!!)
4. Do not eat or talk to others while on the phone.
5. Do not listen in to others' phone calls.
6. If calling someone: "Hello, this is \_\_, may I please speak to \_\_?"

**Communication: Ephesians 4:29**

1. Remember "please" and "thank-you".
2. If you bump into someone say, "excuse me"
3. No foul / vulgar language
4. Do not interrupt. If necessary, wait for a pause and say "excuse me"
5. If you have wronged someone ask for forgiveness.
6. Do not brag, lie, or yawn while people are talking - show interest.
7. Do not ask personal questions: (weight, age, parent's finances, braces...)
8. Draw others out and communicate kindness.
9. If you sneeze, cover your mouth.
10. RSVP
11. Thank you notes for any kindness shown to you.

**Church:**

1. Be quiet: no talking, rustling papers, making noise.
2. Do not distract: no getting up during service, walking in front of speaker, or doing anything distracting.

**Sports/Games:**

1. Do not cheat or blame others.
2. Do not gloat if you win, do not blame if you lose - congratulate those who won

### **Eating:**

1. Set glasses on coasters.
2. Dip once, not double dip.
3. Seeds/bones/pits/gum go from mouth to napkin.
4. No tooth picks at table.
5. No chair rocking.
6. Do not take too much.
7. Do not use your own spoon in a common serving dish.
8. Ask to have things passed - do not reach.
9. Do not pass knives "point out" or cups "fingers in".
10. Elbows off table.
11. Stifle burps or say "excuse me." No laughing about it.
12. Cut only a few pieces of meat at a time.
13. Chew with mouth closed.
14. Do not talk with your mouth full.
15. Do not use fingers to get food on fork - use a knife.
16. Soup: spooned away from you, do not slurp.
17. Straws: do not slurp.
18. After meal; "thank you", "may I help clean up?" Children, ask to be excused.

### **Restaurant/Others' Homes:**

1. Hostess directs where to sit.
2. Boys pull out chairs for girls/women.
3. Do not eat until hostess sits down and most people have food.
4. Thank the Lord.
5. A napkin is not a towel, bib or kleenex. Do not blow nose into it. When you are done, leave napkin on plate.
6. Put used utensils on plate, not table cloth.

### **Table setting:**

1. Eat outside to inside.
2. Left has 4 letters, so does fork. Right has 5 letters, so do spoon/knife

