



Practica Program

May 2010 / written by Lizette van Huyssteen

www.practicaprogram.co.za



List of Manners

Table manners:

Wash hands before sitting down at the table. Also, if needed, take off your hat and put on your shirt.

Sit up straight, with feet off the seat.

Place your **napkin on your lap** when you sit down to eat (and use it only to wipe your mouth – not for blowing your nose!)

Help others to get their food and be prepared to share - don't grab everything you want first.

Wait for everyone to be served before eating. (You can work around this with the little ones by serving them last - so that the other family members have to wait.) Many families wait until an adult gives permission to start eating.

Use your cutlery unless the meal includes designated finger foods.

Stay seated, without wiggling in the chair, going under the table, or getting up and down.

No yelling or fighting at the table.

Slurping, burping, squealing, singing, humming are all sounds that are not to be made at the table.

Don't stuff your mouth too full.

Do not talk with your mouth full.

Chew with your mouth closed.

Do not put your **elbows on the table.**

Try a little bit of everything - even if you don't like it.

Ask for something to be passed to you, do not lean over the table.

"May I please" should be used when children would like something to be passed to them.

Ask to be excused before leaving the table by saying, "May I please be excused?"

Wait for everyone to finish eating before asking to be excused (4 yrs)

Teach your children to ask the host if she would like them to **clear their dinner plate.**

No double dipping. Instead place a small amount of dip on their plate.

Have a nice dinner conversation. Teach your child to ask and answer questions

Always say thank you for your meal.

Everyday manners:

Say **please and thank you.** Older kids can learn to say "your welcome" after receiving a "thank you".

When you receive a gift from somebody and you're not able to thank them there and then, **give them a call** to say thank you, or send a thank you card.

Greet people politely when you enter their home and say goodbye when you leave. Keep this in mind when guests visit your home.

When you're introduced to someone, shake the person's hand and say, "Nice to meet you!" When leaving, say, "It was nice meeting you."

Wait your turn before you speak.

Refrain from talking during church services, movies and other public performances.

Say sorry when you have accidentally bumped into or hurt somebody.

Look people in the eye when you talk to them.

Be helpful to others, starting with people in your home.

Knock and wait for a "come in" before entering a room.

Say "excuse me" when you need somebody to move out of the way, rather than pushing past the person. Also say "excuse me" if you didn't hear what somebody said, and need them to repeat what they have said. (Don't say, "huh"!)

Clean up after yourself. If you take something out; put it back.

Put your rubbish into bins, don't leave it for someone else to clean up.

You should always **use your inside voice indoors.** (Parents, if your children start screaming you may want to open the door and place them outside to illustrate your point!)

Children should not spit! This is just gross.

Cover your mouth and turn away from people when you are about to cough or sneeze. The person sneezing may say, "excuse me" after a sneeze, while someone who is near the sneezer may say "bless you!"

No pushing, kicking, hitting or throwing toys, or anything else, at our friends.

An unintentional **burp or fart** should be

followed by "excuse me". It's just nice manners!

Take turns and wait for your turn patiently – also when you're standing in line.

Share when you have something nice to eat. And when somebody offers to share their food with you, don't grab a handful! Also, after touching a piece, you take it, no putting it back to take another one.

No running in shopping centres or where you can bump into other people.

Children should **hold the door** for each other or their mom. This is especially important when the other person is carrying something.

Don't use bad language – it is offensive to other people.

Flush the toilet after you've used it.

Older kids:

Say good morning/afternoon if you are walking past an adult that you know.

Look someone in the eye, smile and say the person's name, for instance, "Hello, Mr Johnson", instead of mumbling "Hi" under your breath.

Ask if you need to borrow something – don't just take it.

Return things that you have borrowed.

Respect your own and other people's property.

If you need to blow your nose, **excuse yourself** and go out of the room first. Especially when you're seated at the dinner table.

Have fun, **but don't be so loud** that you attract the wrong kind of attention.

Don't make fun of anyone – everyone has feelings.

Introduce any friends you meet to the people you are with.

Don't be a 'canna'. ("can I have this?" and "can I have that?")

The following poster was displayed in all public schools in Queensland in Australia since 1898. Good manners never seem to go out of fashion!

From: www.cyh.com

"GOOD MANNERS"

BASED UPON RULES OF THE
Children's National Guild of Courtesy

COURTESY, Politeness, or Good Manners, means kindly and thoughtful consideration for others. A Celebrated writer has said that a Boy who is Courteous and Pure is an honour to his country. Brave and Noble men and women are always Courteous. Three of the bravest and greatest men who ever lived—the Duke of Wellington, General Gordon and General Washington—were distinguished for their courteous behaviour.

Courteous Boys and Girls will always be careful to observe the following RULES :-

AS TO THEMSELVES	Be Honest, Truthful, and Pure. Do not use Bad Language. Keep out of Bad Company. Keep your Face and Hands clean, and your Clothes and Boots brushed and neat.
AT HOME	Help your Parents as much as you can, and do your best to please them. Be kind to your Brothers and Sisters. Do not be Selfish, but share all your Good Things.
AT SCHOOL	Be Respectful to your Teachers, and help them as much as you can; their work is very difficult and trying. Observe the School Rules. Do not "Copy," nor Cheat in any way. Do not Cut the Desks, nor Write in the Reading Books, etc. Never let another be Punished in mistake for yourself; this is Cowardly and Mean.
AT PLAY	Do not Cheat at Games. Do not Bully; only Cowards do this. Be Pleasant and not Quarrelsome. Do not Jeer at your Schoolmates, or call them by Names which they do not like.
IN THE STREET	Salute your Ministers, Teachers, and Acquaintances when you meet them; they will Salute you in return. Do not Push nor run against people. Do not Chalk on doors, walls, nor gates. Do not Throw Stones, nor destroy Property. Do not Annoy Shopkeepers by Loitering at their shop doors and windows. Do not make Slides on the pavement, nor throw Orange Peel or Banana Skins there; <i>dangerous accidents</i> often result from these practices. Do not make Fun of Old nor Crippled People, but be particularly polite to them, as well as to Strangers and Foreigners.
AT TABLE	Always Wash your Hands and Face before coming to the Table. Do not put your Knife to your Mouth. Look after Other People; do not Help yourself only. Do not be greedy. Do not Speak nor Drink with Food in your Mouth. Turn your head away from the Table and put your Hand or Handkerchief before your Mouth when you Sneeze or Cough. Do not sit with your Elbow ^s on the Table.
EVERYWHERE	Never be Rude to <i>anybody</i> , whether older or younger, richer or poorer, than yourself. Remember to say "Please" or "Thank You"; "Yes, Sir," or "Yes, Ma'am"; "No, Sir," or "No, Ma'am." Before entering a room it is often courteous to Knock at the Door. Do not forget to close the door <i>quietly</i> after you. Always show attention to Older People and Strangers by opening the door for them, bringing what they require (hat, chair, etc.), giving up your seat to them if necessary, and in every possible way Saving them trouble. Never Interrupt when a person is speaking. Always Mind your own Business. Be Punctual. Be Tidy
REMEMBER	All these rules respecting your conduct towards others are included in the one GOLDEN RULE, " <i>Always do to others as you would wish them to do to you if you were in their place.</i> " Whenever, therefore, you are in doubt as to how you should act toward others ask yourself this question, "How should I like them to act towards me if I were in their place?" and then <i>Do what your conscience tells you is right.</i>