

LINX EDUCATIONAL INSTRUCTOR'S GUIDE

MIND YOUR MANNERS Practical Etiquette for Every Day

ACTIVITY 1 - MIND YOUR MANNERS!

Directions: Fill in the blanks with correct answers learned in the video.

1. If you don't know what to do, _____.
2. _____ with your whole body.
3. Avoid _____.
4. When making introductions, _____ and _____ go first.
5. _____ should never be used at meetings or luncheons.
6. If you forget a name, _____.
7. At meals, use silverware from _____.

ACTIVITY 2 – CELL PHONE ETIQUETTE

Cell phones have become a common necessity in our society. Make a list of dos and don'ts for cell phone use.

DO

DON'T

_____	_____
_____	_____
_____	_____
_____	_____

ACTIVITY 3 – REWARDS

List 4 rewards of being polite and using good manners on the job.

_____	_____
_____	_____

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ACTIVITY 4 – WHAT'S RIGHT?

Directions: Divide the class into four teams (more if group is large).

Assign topics: MANNERS ON THE JOB, MANNERS EVERY DAY, MANNERS ON THE PHONE, MANNERS AT THE TABLE.

Have each team select a leader to keep the discussion moving and a recorder to take notes and report to the class. Each team will discuss rude, crude or inappropriate manners for their topic. Role-play the inappropriate behavior and how the others might handle each situation. Then role-play appropriate behavior for each situation. Each team will select one role-play situation to present to the entire class.

ACTIVITY 5 – HOW DO YOU DO?

Good manners help everyone feel more comfortable, and making appropriate introductions is no exception. Have students practice introducing one another in role-play positions of boss, co-worker, parent, grandparent, friend, and teacher. Rank and Age go first. If being introduced, extend your hand.

Example: parent to boss, co-worker to grandparent, co-worker to friend (depends on age of both as to who goes first – discuss this;) friend to boss, teacher to parent, friend to parent.

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ANSWER KEY

Activity 1: Mind Your Manners

1. model behavior after someone more experienced.
2. Listen
3. profanity, gossip
4. rank, age
5. Cell phones
6. apologize and ask again
7. outside to inside

Activity 2: Cell Phone Etiquette

Do:

Put ring on silent in meetings, at luncheons.
Keep phone in purse or pocket .
Put ring on silent in class and during tests.
Take message and return call later.

Don't:

Sit phone on table at meals.
Answer phone during meal, meeting, interview, or concert.
Answer phone in middle of conversation with parent, boss, or friend.

Activity 3: Rewards

Raise, Promotion, Customer's happy, Bonus

Activity 4: What's Right?

Discussion and role-play will address situations and behavior learned in the video as well as experiences of team mates.

Activity 5: How do you do?

Practice making introductions based on age and rank. If necessary, review this section of the video again.

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