

# 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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