

## ***Eighty-Five Important Manners Kids Should Learn***

Manners are learned throughout childhood; at each age, children must acquire new skills for different occasions. Here's a list of what most etiquette experts say are some of the most important manners to teach children. Check off any your child already uses. Those that remain are ones you can help your child learn.

### **Essential Polite Words**

- ☐ Please.
- ☐ Thank you.
- ☐ Excuse me.
- ☐ I'm sorry.
- ☐ May I?
- ☐ Pardon me.
- ☐ You're welcome.

### **Meeting and Greeting Manners**

- ☐ Smiles and looks person in the eye.
- ☐ Shakes hands
- ☐ Says hello.
- ☐ Introduces self.
- ☐ Introduces other person.

### **Conversation Manners**

- ☐ Starts a conversation.
- ☐ Listens without interrupting.
- ☐ Looks at the eyes of the speaker.
- ☐ Uses a pleasant tone of voice.
- ☐ Appears interested in the speaker.
- ☐ Knows how to maintain a conversation.
- ☐ Knows how to end a conversation.

### **Table Manners**

- ☐ Comes to the table on time.
- ☐ Knows how to correctly set a table.
- ☐ Sits up straight.
- ☐ Places napkin on her lap.
- ☐ Takes his hat off.
- ☐ Makes only positive comments about food.
- ☐ Waits for the hostess to sit before serving or eating.
- ☐ Puts modest portions of food on his plate.
- ☐ Eats food only on his own plate.
- ☐ Eats soup without slurping.
- ☐ Knows proper way to cut meat.
- ☐ Asks, "please pass the ..."

- ☐ Doesn't grab serving dishes or reach over someone for food.
- ☐ Keeps his elbows off the table.
- ☐ Knows how to use utensils correctly.
- ☐ Chews with her mouth closed.
- ☐ Doesn't talk with food in his mouth.
- ☐ Places knife and fork sideways on plate when finished.
- ☐ Asks to be excused before leaving the table.
- ☐ Offers to help the hostess.
- ☐ Thanks the hostess before leaving.

### **Hospitality Manners**

- ☐ Greets guest at the door.
- ☐ Offers guest something to eat.
- ☐ Stays with the guest.
- ☐ Asks guest what he'd like to do.
- ☐ Shares with the guest.
- ☐ Walks guest to the door and says good-bye.

### **Anywhere and Anytime**

- ☐ Covers mouth when she coughs.
- ☐ Refrains from swearing.
- ☐ Refrains from belching.
- ☐ Refrains from gossiping.
- ☐ Holds a door for a woman or elderly person.

### **Visiting Manners**

- ☐ Greets host's parents.
- ☐ Picks up after himself.
- ☐ If spending the night, keeps the room straight and makes bed.
- ☐ Offers to help the parent of the host.
- ☐ Thanks the host and her parents.

### **Manners Toward Older People**

- ☐ Stands up when older person comes into the room.
- ☐ Helps older guests with their coats.
- ☐ Opens the door and holds it open when an older person leaves.

- ☐ Offers his seat if no chair is available.
- ☐ Is considerate of older people's physical needs (hearing, vision, and so on).
- ☐ Holds the car door and helps person into the car if necessary.
- ☐ Is considerate and offers any help.
- ☐ Doesn't address the person's shortcomings (wrinkles, hearing loss, cane, and so on).

### **Sports Manners**

- ☐ Plays by the rules.
- ☐ Shares the equipment.
- ☐ Encourages her teammates.
- ☐ Doesn't brag or show off.
- ☐ Doesn't cheer mistakes.
- ☐ Doesn't boo.
- ☐ Doesn't argue with the referee.
- ☐ Congratulates opponents.
- ☐ Doesn't make excuses or complain.
- ☐ Stops when the game is over.
- ☐ Cooperates.

### **Telephone Manners**

- ☐ First greets the person and says name.
- ☐ Politely asks to speak to the person.
- ☐ Answers with a clear and pleasant voice.
- ☐ Asks the caller, "Who's calling please?"
- ☐ Greets the caller by name if she knows him.
- ☐ Politely says, "Please hold on" while she gets the intended speaker.
- ☐ Takes and gives a message.
- ☐ Politely ends a conversation
- ☐ Turns off cell phone or pager at church, movies, concerts or other public places.
- ☐ If using a cell phone at a public place, does so quietly so as not to disturb others.