

Basic Etiquette

Objectives:

1. Participants will learn formal basic etiquette techniques.
2. Participants will discuss formal basic etiquette techniques and decide when and how they should be used.

Time: 1 hour

Materials:

1. Role plays

Leader's Notes – Begin class by telling participants they will learn basic etiquette techniques. Tell participants that ...

1. Etiquette means getting along with others
2. Good etiquette skills can help you build healthy relationships with family, friends, and associates.
3. The best place to practice good manners is at home.
4. The way that you act in public and the way you treat others says a lot about you
5. In this session, participants will do an icebreaker to get to know one another.

Leader Notes – Tell participants that they will do an icebreaker called “Meet your Match.”

Icebreaker: “Meet your Match”

The purpose of this icebreaker is for participants to guess the object's name written on their forehead. Participants will experience a fun, “getting to know you” activity.

Materials:

1. Slips of paper
2. Tape
3. Pens or marker

Prior to activity:

1. Find a theme for the names you want to put on the participants' forehead
 - ❖ For example: If the theme is fruit, then you should put apples, grapes, and pineapple on the paper
 - ❖ For example: If the theme is animals, then you should put lion, elephants, snake etc.
1. Write the object name on a slip of paper
2. Make sure you have prepared enough slips of paper for each participant

Roles of Facilitator(s) and Volunteer(s)

1. **Facilitator**- make sure that participants understand and are doing the activity; answer questions
2. **Volunteer(s)**- same as number one

Start of Icebreaker

1. Give each participant a slip of paper with the object name written on it and tape
2. Participants should not let others know what object they have
3. Tell participants to tape the slip of paper they have onto another participant's head
 - *Note: Participants should tape the slip of paper on the other participants without telling them.*
4. Each participant should have a slip of paper taped on their forehead
5. Each participant must approach each person, introduce themselves, and ask a "yes" or "no" question to figure out what the object is on their forehead.
 - ❖ For example: If the theme is fruit then one person can say to another person: "Hello my name is Jane Doe." "Is the fruit on my forehead red?"
 - *Note: If the person answers yes, then Jane should go to another person and say: "Hello my name is Jane Doe. Is apple written on my forehead?"*
6. Tell each person to sit down once they have figured out the object on their forehead.
7. Only give the participants 10 minutes to figure out what the object is on their forehead.

Leader's Notes – After the icebreaker have the students settle down. Now it is time to discuss basic etiquette. Tell participants some basic etiquette rules are...¹

1. Always say please and thank you.
2. Speak, don't shout.
3. Don't eavesdrop or read other's mail.
4. Only write in a letter what you would say in person.
5. Do not open a closed door when knocking.
6. When ordering something at a restaurant begin with, "I would like."
7. Respect your elders.
8. Don't interrupt when someone is speaking.
9. Leave the toilet seat down.
10. Don't gossip.
11. Don't talk about people behind their backs.
12. After a belch say "Excuse me."
13. Turn away from others when you have to sneeze.

Leader's Notes – Tell participants to try adding five more to this list.

Leader's Notes: Tell students that they will do role plays on basic etiquette.

1. Students will do role plays according to the basic etiquette rule book
2. Students will have the opportunity to discuss techniques and discuss which one should be used and which one should not be used.

Activity: "Etiquette Role Play"

The purpose of this role play is for students to learn the proper manners in life.

Prior to activity:

1. Copy and Cut each role play so that they are separate
2. Make sure you have two participants to each role play

Roles of Facilitator(s) and Volunteer(s)

1. **Facilitator**- make sure that participants understand and are doing the activity; answer questions

¹ This information comes for Etiquette for Dummies by Sue Fox

2. **Volunteer(s)**- same as number one

Start of Activity

1. Put participants in groups of 2. They can change the gender in the scenario if needed.
2. Give each group a slip of paper with a role play
3. Give the groups 10 minutes to go over their role plays
 - *Note: It may take less time to do this*
 - *Note: Tell participants that they may switch the words around in the role play and use slang.*
3. Once 10 minutes has passed have each group do their role play in front of all the other participants
4. After each role play discuss with the students what the basic etiquette book says to do instead of what happened in the role play. Answers for scenarios are below.

Basic Etiquette Scenarios

1. Trisha and Gerry go to the movies on a Friday night. It is opening night for the movie. In the middle of the movie Trisha get a call from friend, Stacy. Stacy says that Mike just broke up with Laura. Trisha yells, “No he did not!” Trisha then starts a conversation with her friend during the movie.
2. Donald and Tony are friends. Donald goes to Tony’s house for dinner. It is tradition for Tony’s family to take off their shoes when eating dinner. Donald refuses to do this. Donald tells Tony and his family, “I am not taking off my shoes because I don’t want to get my white socks dirty!”
3. It is Carla’s birthday. Carla’s friend Betty is taking her out to dinner for the special occasion. As soon as Betty sits down, she puts her napkin in her lap. Carla tucks her napkins inside her shirt. It looks like a bib on Carla. Carla says to Betty “I don’t want to get my new shirt dirty.”
4. Shelly and Kim are at a party. They are talking to two cute guys. Kim stands up and says, “Excuse me, but I have to go to the bathroom. I have to take a dump!”
5. Jason is the main character in a school play. The play starts at 7:00pm. All actors should have been at school by 5:30pm. Jason shows up at 7:15pm. Everyone in the audience is mad because the play did not start until 8:00pm. They were waiting on Jason.
6. Hunter’s Creek Middle School is taking all their students to the zoo. All the students are waiting to get inside the zoo. Tom comes over to talk to Shannon and Terry. Tom has a crush on Shannon. Tom says hi to Shannon. Shannon turns around and says “Please don’t say hi to me until you get the big juicy pimple off you face!”
7. Tracy and Tom are two friends that went to Pizza World to get some pizza. Tracy looks at the door sees, Danielle, one of her friends from school. Danielle is wearing a new outfit. Tracy shouts from across the room “Danielle, I love the outfit you have on! Where did you get it from?!” Everyone in Pizza World looks at Tracy.
8. A group of girls are having a conversation about the quiz that Ms. Parker gave in math class. Andrea says “I can not believe Ms. Parker gave us a quiz today. I did not do well. Patricia says, “What answer did you write for the first...” Teresa interrupts Patricia and says, “Well I know I did well!”
9. Tasha is at home with her mom. Tasha’s mom, Ms. Moore, is fussing at Tasha because she did not turn in her homework the day before. The telephone all of sudden rings. Ms. Moore answers the phone and screams, “Hello! What do you want!” The voice on the other side of the phone says “Hello Sister Moore this is Pastor Jenkins. I was just wondering if you were coming to Bible Study tonight.”

10. Tina and Tom went to their friend's wedding. After the wedding, there was a reception with food, fun, and dancing. In the middle of the reception, a group of 10 people show up. The bride and the groom do not know the 10 people that showed up. One of the persons said that they were invited by Tina to come to the reception. The bride and the groom were really mad.

Basic Etiquette Scenario Answers

1. Trisha should have turn her phone off or put it on vibrate. If she wants to talk to the person then she should walk out of the movie theater. It is not polite to disturb other people when they paid to see the movie.
2. Tony comes from a different culture than Donald. Donald should have respected the tradition of Tony's family. You always respect a person's tradition especially when you are in their home.
3. It is proper etiquette to put your napkin in your lap. If Carla does not want to mess up her shirt she should eat very carefully or she should have worn a different shirt.
4. Too much information! If you need to excuse yourself just say "Excuse me." You don't need to give an explanation.
5. You should always show up at least 15 minutes early for an appointment. If Jason knew he was going to be late, he should have called someone in the play to let them know.
6. Shannon should not have been so mean to Tom. Tom is now very embarrassed. It is never good to hurt someone's feeling by pointing out a flaw. Shannon may have a reputation of being very mean and stuck up. This may ruin her chances of making other friends.
7. You should not shout across the room, especially if you are in a public place. Tracy should have walked over to Danielle and given her the compliment.
8. It is very rude to interrupt someone when they are talking. You should wait for a pause in the conversation before speaking. It shows that you are not listening to what other people are saying.
9. Ms. Moore should have calmed down before answering the phone. If you are not calm then don't answer the phone. You can call the person back. Ms. Moore was pretty embarrassed when she talked to Pastor Jenkins.
10. It is not Tina's place to invite 10 of her friends to anyone's wedding. Wedding are carefully planned. Tina should only invite people to her wedding.