

**GRADE 7**

# **GLOBAL ETIQUETTE HANDBOOK**

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**DR. SHWETA SINGH  
& LLOYD D'SOUZA**

# **PREFACE**

With the world growing smaller each day, it is imperative that every child be aware and practice good etiquette that is internationally acceptable. Etiquette is a very important aspect of society life and reflects upbringing and culture. We can even go to the extent of saying that the practice of good etiquette by everyone eventually renders law redundant.

When we started writing this book, we had but one intention in mind; to make the world a better place with the use of good etiquette. The book is written in a very easy to understand manner to make sure everyone reading this book learns easily.

We hope you enjoy this book and learn from it, as much as we have enjoyed bringing it to you.

Dr. Shweta Singh & Lloyd D'Souza

Good etiquette and manners form the foundation of a cultured human being. In today's fast paced lifestyle, we need to be even more aware of how we behave with people due to the brevity of interactions.

Let's begin.

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## CHAPTER 1

# PERSONAL APPEARANCE

Our appearance is the first thing that people notice about us. Our appearance is a part of the first impression that we create on people. Dressing up right is the key to unlocking many future conversations that may happen.

Dressing well also does not mean dressing in expensive or very fashionable clothing. Dressing well means to be dressed in decent comfortable clothing and according to the occasion.

Some things to keep in mind with respect to how we dress:

- ✓ Hair should be clean and well groomed, oiled if needed.
- ✓ For girls hair clips/pins can be worn if hair falls below eyebrows and blocks proper vision.
- ✓ Face and body must be clean.
- ✓ Use a deodorant if necessary.
- ✓ Clothes should be clean and ironed.

- ✓ Colours are a very important part of any dress. Make sure your clothes are colour co-ordinated.
- ✓ If you're not sure about colours follow a few basic rules.
  - Top/Shirt should be lighter than the trousers/ bottom/skirt etc.
  - If the bottom wear is light the upper wear should be dark.
  - Avoid top and bottom in the same colour unless it is part of a set.
- ✓ Length of the skirts should be such that you can carry it comfortably without needing to constantly pull it down.
- ✓ Shoes should be clean and polished. Avoid high heels as these are growing years and may affect the spinal cord.
- ✓ Socks should be changed daily. They should match the colour of the trousers.
- ✓ Colour of tie should be in contrast to that of the shirt.
- ✓ Avoid ties with cartoon characters or messages especially if you're going to meet elders/grown-ups or at family functions.

## CHAPTER 2

# BODY LANGUAGE

The language that we speak with our body is more powerful than our spoken words. We can tell a lot about people just by looking at their actions, the way they stand or sit. Typically, we are not even aware of the messages our own body is giving out.

Let us find out how we can be aware of ourselves and also be able to read others through body language.

- ✓ Shaking hands – A firm handshake is the sign of confidence. So always have a firm grip with a lady or a gentleman. Do not refuse a handshake if offered, it counts as being rude. No handshake is better than a limp handshake. Also, please stand up while shaking hands. It shows respect.
- ✓ Posture – While standing, your back should be straight and shoulders out. Tummy should be tucked in (not sucked in as to hold your breath, but lightly so as to be in an upright position)
- ✓ While sitting – Keep your back straight. If you are

in conversation with someone then lean a little towards that person to show involvement in the conversation.

- ✓ Eye contact is absolutely essential in a conversation. Maintain good eye contact with the speaker without staring. Looking away when someone is speaking shows disrespect.
- ✓ Crossing your arms may be considered as you not agreeing with the idea. Keep your palm open. It is an indication of you being open to ideas and conversations.
- ✓ Avoid sitting with your legs crossed. Girls, if wearing short dresses should cross legs at the ankles if needed.
- ✓ Avoid getting too close to a person, be at a comfortable distance. It ensures smooth conversations without any discomfort to both.
- ✓ Avoid touching your nose, hair or any sort of fidgeting. It acts as a big distraction and may not be considered hygienic.
- ✓ Nod at regular intervals to show you are involved in the conversation. This is a way of acknowledging the speaker.
- ✓ Do not shake your legs while seated. It signals anxiety or restlessness.
- ✓ Last but not the least, always wear a smile.

## CHAPTER 3

# COMMON COURTESY

Courtesy is one of the pillars that constitute manners and in turn a good human being.

Keep in mind the following pointers at all times.

- ✓ Please, Sorry and Thank you are magic words not without reason. Increase the use of these 3 words to respect others and in turn earn respect.
- ✓ While in a conversation let people finish what they are saying. Interrupting is bad manners.
- ✓ Cover your face while sneezing, coughing or even yawning.
- ✓ Kindness, courtesy and politeness are not restricted to friends and family alone. Treat your house help, the waiter or the janitor in the same way as you would your friends and family.

## CHAPTER 4

# INTEGRITY

Integrity is the presence of strong values in a person.

It means doing the right thing even when no one is watching.

Integrity is being truthful not only to others but also to your own conscience.

Not cheating in exams even when you have the opportunity to do so; is integrity.

Not jumping queues and waiting patiently for your turn is integrity.

Speaking honestly with your parents or teachers even if it means you will be reprimanded for whatever you did wrong.

Keeping your promises shows that you are a human being with values. It makes people, friends and family trust you.

Helping people knowing that they cannot help you back shows that you are a child with integrity.

On the whole, being truthful and honest to one and all will make you a respectable and a better human being.

## **CHAPTER 5**

# **BULLYING**

Bullying is the act of intimidating or causing harm to a person physically or emotionally. There can be various ways in which children may bully each other.

They can use power to bully the weak children; like hitting, breaking things, pushing etc.

They can also bully other children by isolating them. Removing them from their circle of friends, telling other children not to talk to them or spreading rumours about them so that they are left all alone.

Some other ways of bullying include abusing, taunting, calling names, threatening in any way.

Bullying is a serious issue and needs to be dealt with at all costs.

It can push a victim into depression.

On the other hand the bully may grow up to be an adult with criminal tendencies. Therefore it is harmful to both;

the bully and the victim.

If you are being bullied then try to explain politely that you will not take it. If it still continues then report it to your teachers or counsellors and parents. Do not hide this from your family. They are your support system.

If you see anyone being bullied then report it to school authorities.

Do not be a part of a group that bullies others. It makes you a bully too even if you are just a spectator to the act.

## CHAPTER 6

# CLASSROOM ETIQUETTE

How a child behaves in class affects the way she or he is perceived by his teachers and classmates. School is a place where we make a lot of friends, but it is also a place where we learn a lot of things.

Here are a few things we should keep in mind when we are in class.

- ✓ Always be on time, or even better 15 minutes before time. That way you have time to settle yourself before your teacher steps in.
- ✓ Keep your desk clean and uncluttered.
- ✓ While the teacher is teaching do not talk to your partners or anyone else in class.
- ✓ Do not eat in class except during break time.
- ✓ Do not carry mobile phones to school.
- ✓ Participate in class activities and projects.
- ✓ If you have a question or want to answer a question raise your hand instead of shouting out loud.

- ✓ Do not take your classmate's things without permission
- ✓ If you have taken something then return it in good condition. Do not break or spoil the thing given to you.

## CHAPTER 7

# TABLE ETIQUETTE

Table manners can make or break a person's impression at times. So it is important to know a few basic rules when it comes to table manners.

- ✓ Let younger children sit first, help them to be seated if required.
- ✓ Pick the napkin from the table and place it gently on your lap.
- ✓ Start eating only after the host/hostess has started.
- ✓ Knife and spoon to your right and fork to your left.
- ✓ If you are being served be aware of the quantity that you can eat. Do not take too much and have food left over at the end.
- ✓ Take little and you can always repeat if you need more.
- ✓ Break bite sized pieces of bread or roti. Do not stuff your mouth.
- ✓ Eat with your mouth closed.
- ✓ There should be no sound when you eat or drink.

Making sounds while eating or drinking is an absolute no no.

- ✓ Cutlery once off the table never goes back to the table. It goes in to your plate only.
- ✓ Do not talk while eating. If it is important; finish what's in your mouth and only then talk after taking permission from the elders.
- ✓ If you need to use the restroom, excuse yourself politely, cross your cutlery on the plate, keep the napkin on the table and leave. It will signal the waiter that you will be back and he will not take away your plate while you're away. You do not have to announce to the table that you are going to use the restroom, just excuse yourself and leave.
- ✓ When you're done, pat your mouth with the napkin, keep the napkin on the table loosely folded and cutlery parallel to each other on your plate.

## CHAPTER 8

# GOSSIP AND RUMOURS

Gossips are generally small talk that people indulge in about other people. They are false stories, accusations or allegations about someone.

Never ever be a person who spreads rumours. If someone is trying to spread a rumour through you then refuse politely. That is the best way to nip a rumour in the bud. It will also give a signal to the other person that you are not the right person for such activities.

Why should we stay away from rumours and gossip?

- ✓ It adds a big question mark to our integrity.
- ✓ We are being a part of something that is causing harm to someone in some or the other way.
- ✓ In most likelihood we may also be considered as bullies because of such activities.
- ✓ The victim of the gossip or the rumour may go into depression.
- ✓ The victims may isolate themselves from other children.

## CHAPTER 9

# POSITIVE THOUGHTS

Positive thinking can in a big way shape your today and tomorrow. Positive thinking does not mean that we do not have any negative thought or we never feel sad. It means that we try to see the positive in every situation.

If we are faced by a problem, instead of the problem we must focus on the solution.

This helps us become stronger and happier people.

Some tips to help stay positive in our day to day life :

- ✓ Begin your day with 'Thank you' for the gift of a new day.
- ✓ Say to yourself, "This is an amazing day and I feel awesome."
- ✓ Spread positivity by greeting your parents with a big smile.
- ✓ When you go out smile at people, a smile is a very big gesture which helps spread positivity.
- ✓ Help people in school or on the street if you are able to.

- ✓ If you are hurt by someone's words or actions, do not think about it too much. Forget it and get on with your amazing day.
- ✓ If there is a problem you are facing, try to think of the solution to it rather than thinking that the problem is difficult. If you can't find a solution then ask for help.
- ✓ Do not worry about things that are beyond your control. It only adds to stress and does not help in solving the issue at hand.
- ✓ While going to sleep, be thankful again for a great today.

## CHAPTER 10

# RACISM

Racism in general is the discrimination of people on the basis of race, caste, ethnicity, creed etc. creating a feeling that one is superior to the other.

Racism is a disease in society and needs to be done away with.

Let us see how we as children can do our part in making the world an equal place for all.

- ✓ Understand that the colour of one's skin, or any other physical attribute does not make anyone superior or inferior. We are all equal.
- ✓ Do not discriminate on the basis of caste.
- ✓ There may be children or other people richer or poorer than you. Do not base friendships or respect on the basis of the amount of money that they have.
- ✓ Treat everyone with equal respect and love irrespective of their physical attributes, caste or financial status.

- ✓ Differences are a part of humanity and they make the world beautiful.
- ✓ If your friends treat someone badly because of their race or origin, ask them to stop doing that immediately.
- ✓ If you see someone treating a person badly based on this, please speak with your teacher about it. It is a punishable offense in many countries.

## CHAPTER 11

# CHIVALRY

Chivalry means courtesy and gentleness to people, especially women. It dates back to the time of Knights. Knights were known to be ferocious in war but extremely gentle towards women and children. The term is now used to mean courtesy to people in general regardless of their gender.

A chivalrous child is an absolute gem to society. You can be rest assured that the child will grow up to be an amazing individual. Here are some things you can do to display chivalry:

- ✓ Hold the door open for someone else before or after you pass through.
- ✓ In a restaurant, pull out the chair for a younger child help them to be seated.
- ✓ Help elderly people with work, or to cross the road or anywhere you think you can.
- ✓ Help physically challenged people in any way that you can.

Chivalry is a sign of good manners and cultured upbringing. We should always strive to help people and make the lives of people easier whenever possible.

## CHAPTER 12

# FAMILY VALUES

Your family is your identity. The first place where you learn about relationships, love, living together, responsibility etc.

Each member of the family has a different role to play and each one's role is important.

Here is what you should do:

- ✓ Respect the elders of your family.
- ✓ Do not back answer or raise your voice against them.
- ✓ The family that eats together stays together. Be a part of all the meals in your family. This adds to love between the family members.
- ✓ Help your parents in daily chores such as taking out the garbage, sweeping or mopping the house etc.
- ✓ If you are the elder sibling then help your parents in taking care of your younger sibling.

- ✓ Help in the kitchen in whatever way you can. It shows love and respect for your parents.
- ✓ Fun time with family is the most important. You can organise some fun activity once every week which involves all family members so that they enjoy their family time. Do not forget to include activities which include grandparents too.

# **SUMMARY**

Amazing! You read the whole book. We hope this book has helped you learn more about good manners and we sure hope you start using what you learned.

You might have already known and be practising some of the things mentioned in this book. That is great.

Bye for now and hope you enjoyed reading this book as much as we loved writing it for you.