

**GRADE 8**

# **GLOBAL ETIQUETTE HANDBOOK**

**By Dr. Shweta Singh & Lloyd D'Souza**

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**DR. SHWETA SINGH  
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# **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

Welcome to the teens! No longer a child, not yet an adult. The teen years can be a difficult time because of all the changes happening within us. However, with the right guidance, a teenager can blossom into a wonderful adult.

Let's begin.

The basic foundation of a good human being are his manners. Teenage tends to make us a little aggressive due to changing hormones.

So remember the first rule, "Dude, don't be rude".

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## CHAPTER 1

# PERSONAL APPEARANCE

Dressing well is a form of good manners. A well-dressed person is always easier to approach and talk to.

Remember, your first impression is worth spending time on.

So let us see how to create a great impression by the way we dress.

- ✓ Hair should be clean and well groomed, oiled if needed. (Especially at school)
- ✓ 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.

- ✓ Avoid flashy colours.
- ✓ 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.
- ✓ Girls, DO NOT try to look like adults by mimicking what a grown up lady would wear. Dress according to your age.
- ✓ Shoes should be clean and polished. Girls can opt for kitten heels as heels higher than that would affect the spinal cord during your growing years.
- ✓ 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

Body language is the art of communicating without using words. What we speak with our bodies is more powerful than the words coming out of our mouths.

A person speaks with his eyes, gestures, posture and his movements. You can create a winning situation for yourself if you use the right body language.

Let us see how.

- ✓ 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's considered rude. No handshake is better than a limp handshake. Also, please stand up while shaking hands. It shows respect. Wipe your hands before a handshake if you tend to have sweaty palms.
- ✓ Posture - While standing, your back should be straight and shoulders out. Be aware if you tend to slouch. Tummy should be tucked in (not sucked in

as to hold your breath, but lightly so as to be in an upright position). Chest should be slightly out.

- ✓ While sitting – Back straight. If you are in conversation with someone then lean a little towards that person to show involvement in the conversation.
- ✓ Do not bite your nails, it is considered as a sign of stress or nervousness.
- ✓ Eye contact is absolutely essential in a conversation. Keep a good eye contact but do not stare, it may seem intimidating. Looking away shows disrespect.
- ✓ Crossing your arms may be considered as you not agreeing with the idea.
- ✓ Avoid sitting with your legs crossed. Girls if wearing short dresses 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.
- ✓ Do not shake your legs while seated. It signals anxiety or restlessness.
- ✓ Last but not the least, always wear a smile.

## CHAPTER 3

# INTEGRITY

Integrity is the quality of being honest and of strong moral principles.

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

Own up to your mistakes in front of your parents or teachers. They may be angry at you for some time but will respect you for your honesty.

You may get a chance to cheat in exams, but not cheating will prove that you are a person with principles.

Keep your promises, if you feel you can't fulfil a promise inform the person. Giving false hopes is against integrity.

In group projects give due credit to the people who have put in efforts. Do not take credit for other people's work.

Being truthful to others and to yourself is the cornerstone of integrity!

## **CHAPTER 4**

# **BULLYING**

Bullying is the act of intimidating or causing harm to a person physically or emotionally. People can bully for various reasons. Sometimes to feel powerful, or maybe because of peer pressure or even because they are low in confidence.

Bullying can take forms like hitting, name calling, spreading rumours about someone, isolating the person from social circles, teasing him/her based on physical attributes like colour of the skin, height, gender or even based on religion.

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

It can have a bad impact on the victim and they could be scarred for life.

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.

Bullies need to be counselled so that they grow up into respectable adults.

Now as a teenager you may see your friends bullying younger children. Stay away from such friends or groups, even just being in the group makes you a bully too.

If you are the one being bullied then explain politely but assertively that you will not take it. If it still continues then report to school authorities and parents. Do not hide such things from your family, they are your support system.

## CHAPTER 5

# CLASSROOM ETIQUETTE

Your behaviour in class to a great extent will determine the way you are perceived by your teachers and classmates. This in turn will also affect your grades in school and the friends you make.

School is a place where we learn a lot of things, from studies to friendships to respecting people and being respected in turn.

Here are a few things to 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 teacher is teaching do not talk to your partners or anyone else in class.
- ✓ Respect your teachers at all times, it should not be limited only to Teacher's Day!
- ✓ Do not eat or drink in class in class except during

break time.

- ✓ Do not carry mobile phones to school. If your school permits mobile phones, then follow all school rules related to it.
- ✓ Speaking or answering out of turn is considered bad manners. If you want to answer a question or ask a question raise your hand.
- ✓ Participate in activities in the class. It helps you learn more and make more friends.
- ✓ Hooting other children when they are speaking or answering in class is a strict no no.
- ✓ 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 6

# TABLE ETIQUETTE

Table manners say a lot about a person. As a growing child learning the right table manners will earn you a lot of respect from your elders.

Listed below are a few pointers to good 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.
- ✓ Do not start eating until everyone is seated, wait for the host/hostess to start.
- ✓ 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.
- ✓ Do not stuff your mouth.
- ✓ Use the knife and fork both to cut pieces of food.

- ✓ Eat with your mouth closed. Food needs to be eaten not seen.
- ✓ 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 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 your chair and leave. It will signal the waiter that you will be back and he will not take away your plate while you're away.
- ✓ 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.
- ✓ Last but not the least, since you're an adolescent now, try to involve yourself in dinner – time conversations. Do not think of them as boring adult talk. Being a part of these conversations will also earn you more respect as a growing adult.

## CHAPTER 7

# POSITIVE THOUGHTS

They say, “The only difference between a good day and a bad day is your attitude”. That’s as real as it gets. The kind of thoughts that we put in our mind will determine how our day, and in turn our life shapes up.

We can choose to focus on problems or solutions, on the good or on the bad, on the positive or on the negative. The choice is entirely ours.

One positive thought leads to another. So when we choose to think positive we become a stronger and a happier human being.

Being positive does not mean that we never get negative or sad thoughts. It means that we do not dwell on them. It also means that we try to search something good in every bad situation.

Here are some ways to make your life and thoughts more positive :

- ✓ Have an attitude of Gratitude. Begin your day with

thanks for a new day, new life and new breaths.

- ✓ Say to yourself, “This is an amazing day and I am feeling awesome.”
- ✓ 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.
- ✓ Develop new hobbies, learn a new art. It will keep you cheerful and happy.
- ✓ Reward yourself for little achievements like scoring good grades, running a mile extra, tried cooking a new dish. Rewards act as great motivators and will help you to do more.
- ✓ Volunteer at school or social events. It helps you make more friends and have a positive social circle.
- ✓ While going to sleep, be thankful again for a beautiful day.

## CHAPTER 8

# MOBILE PHONE USAGE

The teenagers of today are exposed to so much of mobile phone usage that they are now termed as ‘Screenagers’. They belong to an age where everything is digital and spend most of their time on-screen rather than off-screen.

Mobile phones, without a doubt have made our lives easier. However, we tend to lose track of the amount of time they occupy in our lives.

Here are some simple tips to use mobile phones and yet not overdo it :

- ✓ First and foremost, do not carry mobile phones to school.
- ✓ If you have to carry a mobile phone to school, ask permission from your parents.
- ✓ Parents know what is best for you so they get to decide your screen time. In this way you save your eyes too from the harmful radiations emitted by mobile phones.
- ✓ Do not put a password on your mobile phones.

You are growing up indeed but your parents should have access to your phones.

- ✓ If carrying a mobile phone to school, keep it on silent if required.
- ✓ DO NOT click or share inappropriate pictures of yourself or anyone else. It can land you or others in big trouble. Even if friends insist.
- ✓ Do not send inappropriate text messages to anyone. They may be offended and you may get reprimanded for doing so.
- ✓ Always answer calls from your parents.
- ✓ Use the mobile phone as a tool for learning. You can learn new art, languages, subjects.
- ✓ Stay away from 'Cyberbullying'. Do not bully anyone on Social Media.
- ✓ Also understand that the digital medium is also used to spread fake stories/rumours. Do not believe everything you see and hear online or on Social Media.
- ✓ Do not forward stories without first verifying their authenticity.
- ✓ Do not give out personal details like Date of Birth, Address, Family details etc. online or on Social Media sites. These can be used to hack your phone and get you or your family into trouble.
- ✓ Mobile phones should be kept away at the dinner table. Family time should never be replaced by mobile phone time.
- ✓ Lastly, before sleeping cell phones should be

returned to parents. No cell phones in the bedroom or at bedside.

## CHAPTER 9

# EMAIL ETIQUETTE

Email, or electronic mail is a way of communicating professionally. We need to be very careful about the emails that we send especially to our teachers or any email sent for official reasons.

Here are a few ground rules to be followed while sending official emails :

- ✓ Make sure your email address looks professional/ official. Do not create usernames like sweetypie, handsomehunk etc. These can ruin your impression. John abc@mail.com is a better kind of an email address to have.
- ✓ Do not share your passwords with anyone at all. Not even your best friends. Parents are the only ones who can know your passwords.
- ✓ Make sure you fill in the subject line clearly so that the person knows the context of the email.
- ✓ Do not address your teachers as Hi Mr. Smith. You could start off with Good morning Mr. Smith, or

Greetings of the day Mr. Smith etc.

- ✓ Mention your Full Name, Class, Roll Number and Division in the email.
- ✓ Use simple fonts like Arial, Times New Roman etc. Avoid colourful or decorative fonts. Maintain text colour as Black.
- ✓ Very important, in the age of digital media, we have forgotten our spellings so 'you' has become just 'u'. 'We' has become 'v', and the list goes on. While it is ok to do this with friends on mobile chat, doing this with your teachers on an official email is a strict no no. So, be aware of your grammar and punctuation. Proof read or ask someone to help. You can also use the spell check feature on your computer or browser.
- ✓ Send the email only once you're sure of the content. Do not write very long emails. Keep them short and to the point. This saves your time and your teacher's time.
- ✓ Keep the language respectful, formal and polite in the entire mail. Do not get casual with the language.
- ✓ If you have to attach files, check that you have attached them, before pushing the send button.
- ✓ End the email with Thanking you or Your's Sincerely or Regards followed by your name.

## CHAPTER 10

# NETIQUETTE

Netiquette is etiquette on the Internet. We all have access to Internet today, and it is like oxygen to almost all of us. The Internet is a blessing to those who know to use it well. However, using the Internet also means that we are no longer isolated. We are actually connected to the rest of the world. This in turn means that we are interacting with people from diverse backgrounds, thought processes, cultures and religions.

Keeping this in mind we need to understand that we have to be sensitive about what we post on the Internet and how we interact with others.

Let us see what are the rules we need to observe as a Netizen, a Citizen of the Internet :

- ✓ As for email, keep your usernames across platforms simple and sober. Sweetypie or Handsomehunk may give a wrong impression about you.
- ✓ Do not use capital letters. It is equivalent to

shouting.

- ✓ Although social media platforms have freedom of speech, do not misuse the freedom to hurt sentiments of people only because you are safe behind a screen. Use the freedom to appreciate, motivate, encourage people. You may end up making friends from across the globe!
- ✓ Use emoticons if needed to express where you fall short of words. Emoticons are handy tools for expression.
- ✓ Do not post inappropriate pictures of yourself or anyone else. It may land you or others into trouble.
- ✓ Do not spam anyone in school or otherwise. Respect their privacy.
- ✓ Check for authenticity and facts when posting or forwarding information. Do not blindly post or forward.
- ✓ Stay away from Religious and Political discussions and comments on social media and on the Internet in general.
- ✓ Lastly, if it's on the Internet, it's everywhere. Do not share personal details about you or your family on the Internet. It poses a security threat to you and your family.

## CHAPTER 11

# RACISM

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

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

As growing adults it is our responsibility to ensure we do not fall into the trap of racism and discriminate against people. Let us get together and help to eradicate racism of any kind so that the world is a better place to live in.

Here are some pointers to help you in getting rid of racism or any kind of discrimination among fellow human beings:

- ✓ Understand that the colour of one's skin, or any other physical attribute does not make anyone superior or inferior. We are all equal.
- ✓ Never discriminate on the basis of caste, religion or other beliefs.

- ✓ 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.
- ✓ If you see someone in need of financial help and if you can help, please go ahead and help.
- ✓ If you see someone being left out because of their caste or religion, go and make friends with them. Giving love earns you more love.
- ✓ Differences are a part of humanity and they make the world beautiful.

## CHAPTER 12

# CHIVALRY

Chivalry often means courtesy and gentleness to women. However, it is not limited to that. It also means acting with dignity and honour, defending the weak and being a proponent of justice and charity.

Let us see how we as children, can contribute our bit to Chivalry.

- ✓ Hold the door open for someone behind you.
- ✓ 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 13

# FAMILY VALUES

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

Everyone in the family has a different role to play and each one's role is important.

We are now growing up and need to understand our part in our family and play it well. It will lead to a happy family.

Let us see how:

- ✓ Respect the elders of your family. Do not back-answer or raise your voice in front of elders.
- ✓ 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.

- ✓ At this age you can start helping in the kitchen too. Help with cutting, chopping and other stuff that you can do under the supervision of elders. You can even learn to cook a few things.
- ✓ If you are the elder sibling then help your parents in taking care of your younger sibling.
- ✓ Take care of your family members when they fall ill.

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. They will not feel left out.

## CHAPTER 14

# BATHROOM ETIQUETTE

Bathroom Etiquette is a set of unsaid rules that we should know. They show our upbringing.

Bathroom Etiquette or Restroom Etiquette can consist of the following :

- ✓ Lock the door as soon as you enter the bathroom.
- ✓ Do not talk on the phone in the bathroom. People may not want to hear details of your life, plus they may be waiting in queue for you to vacate so it causes inconvenience to people.
- ✓ If possible do not use the cubicle right next to an occupied one, it allows space for privacy.
- ✓ Flush as many times as needed. Never leave the commode dirty or wet. Clean up after use.
- ✓ Dispose off personal hygiene products wrapped properly in the dustbin.
- ✓ Always wash your hands after using the restroom.

# 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.