

**GRADES 3 & 4**

# **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



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Welcome to a beautiful journey in learning about how to be the best child there ever was. It is great that you decided to read this book, it means you are really interested in learning good manners and being a great child.

You must have noticed in school, near your home or the play area that it's easier for you to be friends with some children over others. You'll notice that these children are almost always smiling and happy. It's also very likely that they are well mannered. In general, people who are well mannered are better liked by most other people. So, what are these good manners that we are speaking about!

From the time you wake up till the time you go to bed, you have a lot of opportunities to display good manners. If you follow the suggestions in this book, you will be well on your way to being the best child ever.

Let's begin.



# CHAPTER 1

## GREETINGS

Greetings are an important part of speaking with others. It is usually the start of a conversation. As a well mannered child, you should greet people when you meet them, for example, your parent or guardian wakes you up in the morning, first thing you should do is, put on a big smile and say "good morning". That will be a beautiful start to your day and the other person's day as well.

Before leaving your home for school, say "Good Bye" or "See you soon" to people at home.

Once you reach your school, say "Hi" or "Hello" to your friends and "Good Morning" to your teachers and other superiors. If you meet your friend's parent on the way, say "Good Morning".

Remember to always add a big smile to your greetings.

Once it's noon, you can start saying "Good Afternoon" and after 4 in the evening, you can say "Good Evening". If you meet someone after dark, you can still say "Good Evening" when you start the conversation. "Good Night" is always

said at the end, before you take leave.

Before you go to bed, say "Good Night" to all your family members.

## CHAPTER 2

# PERSONAL HYGIENE

Have you ever had to share a bench with a child who has not had a bath? Doesn't feel too good right! Now, that's exactly how a person would feel about you if you don't keep yourself clean.

The first thing you should do after getting out of bed is

- a) brush your teeth and
- b) take a shower

This will not only help you get clean but also make you feel fresh and alert. That's the best way to start the day.

Other things that you must keep in mind about hygiene:

- ✓ Keep you nails clean and clipped.
- ✓ Keep your hair clean.
- ✓ Always carry a handkerchief.
- ✓ If you have to sneeze, cover your nose and mouth with a handkerchief.
- ✓ Do not dig your nose, if you need to clean it, go to the wash-room and blow your nose.

- ✓ Never pick your teeth in public.
- ✓ Wash your hands after using the wash-room.

Hygiene also extends to your surroundings, do not litter, always put garbage in a bin.

## CHAPTER 3

# PERSONAL APPEARANCE

Imagine a person coming to meet you for the first time. Let's say their clothes are all crumpled and dirty, shoes are dirty, would you like to shake hands with someone like this? I guess not!

How you look says a lot about you before you even say a word. So, it makes sense to take the time to dress appropriately. Here are a few things you have to keep in mind:

- ✓ Always wear clean clothes.
- ✓ As far as possible make sure your clothes are pressed.
- ✓ Make sure your clothes fit comfortably.
- ✓ Make sure you brush or comb your hair neatly.
- ✓ Wear clean undergarments and socks.
- ✓ Ensure that your shoes are clean.
- ✓ Wear clothes that are appropriate for the occasion. For example, if your parents say its a formal occasion that you will be going to, then you cannot wear sports clothing to it.

## **CHAPTER 4**

# **PUNCTUALITY**

Nobody likes to have to wait for someone to show up. Being punctual means being on time. That could include:

- ✓ Meeting your friends or family at the time you mentioned.
- ✓ Being on time at school.
- ✓ Completing your homework on time.
- ✓ Completing all class assignments on time.

## **CHAPTER 5**

# **CHEERFULNESS**

Everyone likes a cheerful person. Being cheerful means being in a good mood and smiling, even in difficult situations. It does not mean you have to be stuck with a smile all the time. It just means that in general, you are a person who has a smile on often.

When you are with your friends and family it is easy to be happy and smile. At times you may have to spend time with perhaps a new student, who does not have any friends in your school yet. Be nice to them, introduce yourself and offer help if required.

Carry the cheer wherever you go. The whole room should light up with your smile as soon as you enter. Every child in your class will be happy to see you if you are a happy person.

Remember, you look better when you smile, so always keep that smile on :)

## CHAPTER 6

# KINDNESS

Being kind means being a friendly person who cares about others and likes to share. Every single day will give you a lot of opportunities to be kind to someone. Being kind starts at home. If you see your parent tired, you can ask them if you can help them with something. They might not really need your help, but they will feel so much joy just because you cared about them and asked.

At school, you will get many opportunities to be kind too. For example, if your friend drops his snack, you can offer to share yours with him. If someone forgot to get a pencil, you can lend them your pencil for the day. If someone has to read in front of the class and are feeling nervous, you can encourage them and tell them that they can do it. It will really help that child, and in helping others, you will feel great too. These are small little things you can do to help someone, but it makes a big difference in their life.

Be kind to animals, do not throw rocks or other things at them. Do not try to approach an animal without an elder

with you. If you see an injured bird or animal, tell your parent or guardian about it and ask them to help.

# CHAPTER 7

## SPEECH

Have you ever had to explain something to a friend and they kept interrupting you and not letting you complete? It's very annoying right! Here are a few things to keep in mind about speaking and listening:

- ✓ Always be a good listener. If someone is speaking to you, stop what you are doing and give them your full attention.
- ✓ Do not interrupt when someone is speaking, let them finish, then you speak. If you have to interrupt them for an urgent matter then say "Sorry for interrupting you" and then say what you have to.
- ✓ When you speak with someone, give them your full attention.
- ✓ Do not use bad words.
- ✓ When speaking, keep a volume which is loud enough for everyone to hear clearly but not too loud. Do not shout or scream.

## **CHAPTER 8**

# **HONESTY**

It is said that honesty is the best policy. This is a very important part of your personality, if everyone knows that you always speak the truth then they will trust you easily.

At times, speaking the truth may get you into trouble, but you should still always speak the truth.

Hiding the truth is as good as lying. If you lie once, then you will need to tell more lies to cover up that one lie. At one point you are going to forget what lies you told to cover up the truth and then get caught. So its best to tell the truth and get a scolding now than to keep lying and get caught for it later.

## CHAPTER 9

# TABLE MANNERS

We have meals several times a day. Starting from breakfast to dinner, you have many opportunities to display good table manners.

The basics:

- ✓ Fork to the left, knife or spoon to the right.
- ✓ Cut the food into bite sized pieces and place them in your mouth carefully.
- ✓ Do not take large bites as they will be difficult to chew.
- ✓ Never chew with your mouth open.
- ✓ After you take a bite, lay the fork and knife on the plate until it is time to have the next bite.
- ✓ Chew slowly and make sure the food is thoroughly chewed before swallowing it.
- ✓ Avoid drinking water during a meal. You can have a drink of water once your meal is complete.
- ✓ Eat neatly, don't let your plate get messy.
- ✓ Do not speak with food in your mouth. If you have

to speak while eating, first chew well and swallow what is in your mouth and only then speak. If you speak with food in your mouth, particles of food will go flying out and might end up on someone else's plate.

## **CHAPTER 10**

# **TAKING CARE OF YOUR BELONGINGS**

As simple as it may sound, taking care of your belongings is a part of being well mannered too. How you keep your belongings says a lot about the type of person you are. It is best to keep all of your belongings in one place in a neat manner. For example, you can keep you school bag, books and pencils at your study table at home.

Your toys must be kept neatly in the place that your elders have assigned. If you take something out of its place to use it, make sure you put it back in its place once you are done. In this way, you won't lose your belongings and always know where to find them.

At school, make sure you take what you need out of your bag or desk and put it back once you are done using it. Try to keep things as tidy as possible.

Make sure your belongings are clean and tidy. Keep books neatly to avoid damaging them. Keep small toys away

from little children as they may try to swallow it and get ill.

## **Taking care of others' belongings**

If ever you happen to borrow something from someone else, make sure you keep it as nicely as you would your own. Make sure you return it in a good state and thank them for being kind enough to lend it to you.

# CHAPTER 11

## ROAD SENSE

Good manners are important even on the road. They help in keeping everyone safe.

When you need to cross a road, make sure you have your parent or guardian with you. Do not attempt to cross on your own unless you have permission from your parent or guardian.

Points to keep in mind:

- ✓ Cross a road only at a zebra crossing.
- ✓ Look on both sides of the road to make sure there are no vehicles approaching before crossing the road.
- ✓ If there is a signal post, wait for the walk sign to come on before crossing.
- ✓ Do not run across the road.
- ✓ Never play on the road.
- ✓ Do not throw garbage on the road. Use a bin.
- ✓ When getting in or out of a vehicle, always follow your elders' instructions. It is very important for your safety.

## **CHAPTER 12**

# **MOBILE PHONE USAGE**

Mobile phones are some of the most widely used electronic devices today. There are some good manners you must follow while using mobile phones.

First of all, make sure you have permission from your parent or guardian before using a mobile phone. Mobile phones are known to have a bad impact on health, especially in children. So it's best to stay away from them. If you are permitted certain time on the mobile phone either for speaking or other uses like gaming or surfing the Internet, then make sure you follow the rules set by your parent or guardian.

### **Speaking on the phone**

- ✓ Always start the call with a cheerful greeting.
- ✓ Follow all the rules that we learned about speech, on the phone as well.
- ✓ Handle the phone carefully. Do not drop it.

- ✓ Never grab the phone from someone.

## **Other good manners**

- ✓ If someone else is speaking on the phone, then don't make a noise.
- ✓ If you have the TV or music playing, reduce the volume.
- ✓ Do not try to listen to what the person is speaking about.
- ✓ Never peer into someone else's phone or read their messages.
- ✓ Never use someone's phone without their permission.

# 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, from now on.

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.