

GRADES 5 & 6

GLOBAL ETIQUETTE HANDBOOK

By Dr. Shweta Singh & Lloyd D'Souza

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By

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& 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 is a sign of a cultured upbringing. In this book we will learn more about formal and established rules of interacting in society.

A well mannered person is an asset to society. Displaying good manners has a direct impact on your personality. You are immediately perceived as a pleasant and approachable person.

Let's begin.

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CHAPTER 1

PERSONAL APPEARANCE

The way you dress up says a lot about you before you say a word. It is very important to be dressed well and appropriately in every situation. Being well dressed is not just about fashion, it does not mean you have to wear the latest designs or spend huge amounts on designer clothing. It has more to do with the choice of clothing and how you carry it.

You might have noticed at times that a girl dressed in a simple elegant dress looks more pleasant than one who is uncomfortable in a high end outfit.

This is generally your first impression, make it a good one.

Here are points to keep in mind about your personal appearance:

- ✓ Hair should be clean and well groomed.
- ✓ Face and body must be clean.
- ✓ Clothes must be clean and pressed.
- ✓ Colour coordinate your clothing.

- ✓ Match your belt with your shoes.
- ✓ Wear dark coloured socks with formal clothing and shoes.
- ✓ White socks are typically reserved for sporting activity.
- ✓ Socks must be clean and not smell.
- ✓ Shoes must be clean and polished.
- ✓ Shirt must be neatly tucked into the trousers.
- ✓ Ties must be a contrast to the colour of the shirt.
- ✓ Avoid ties with cartoon characters or messages.

CHAPTER 2

BODY LANGUAGE

Body language is an unspoken language. It consists of certain actions that people perform under different circumstances. Most of the time, people will perform these actions without even knowing that they are. It's the body's reaction to what is being spoken. Here are a few common things that you should know:

- ✓ Shaking hands - Always have a firm handshake but ensure you don't crush the other person's hand. A limp handshake is worse than no handshake. It's best to stand up while shaking hands.
- ✓ When you speak to a person, look them in the eyes.
- ✓ When you're seated or standing, keep your back straight.
- ✓ Crossing your arms may be considered as you not agreeing with the idea.
- ✓ Avoid sitting with your legs crossed.
- ✓ Avoid getting too close to a person, keep a comfortable distance.
- ✓ Avoid touching your hair, nose or ears.

- ✓ Do not fidget with your hands.
- ✓ If a person tends to lean forward when you are speaking, it means they are interested in what you are saying.

CHAPTER 3

COMMON COURTESY

Being courteous means being polite and acting in a manner that is socially acceptable. Here are some things to keep in mind:

An attitude of gratitude - Say thank you to people who help you or do something for you. From the restaurant staff to someone holding the door open for you.

Display good manners like covering your face when you sneeze or cough. Keeping yourself clean and well groomed. Using a deodorant. Greeting people when you meet them and saying goodbye when you leave. Using the word 'please' when requesting for something.

CHAPTER 4

INTEGRITY

Having integrity can be defined as having strong moral principles. It means you will do the right thing under any circumstance.

It means you will do the right thing even if no one is watching, like:

- ✓ In the classroom, when you find something that belongs to another and can easily pocket it without anyone knowing but still making sure you return it to the person.
- ✓ Not cheating in your tests even at the cost of not doing well in the test.
- ✓ Speaking honestly with your parents or teachers even if it means you will be reprimanded for whatever you did wrong.
- ✓ Being honest with your friends and family members.

Overall, if you are a person of integrity, then people will trust you no matter how grave the situation. Being honest

is not a one of occasion, it's a way of life. Being honest also has the benefit of not having to worry about covering up for lies, which often result in more lies.

CHAPTER 5

BULLYING

Bullying is the act of intimidating or causing harm to a person physically or emotionally. It could include things like, teasing, taunting, threatening, calling names, hitting, damaging someone else things, etc.

Bullying has the potential of leading a victim into depression. It can also disrupt the environment of the class leading to uneasiness for everyone.

Do not be a bully.

If your friend or friends are bullying someone, then make it clear to them that you will not be a part of it and ask them to stop.

If you notice someone else being bullied then report the incident to someone with authority like your teacher or counsellor.

If you are a victim of bullying, try to explain politely to the bully that the behaviour is unacceptable to you. If the issue continues then you can report it to the authorities.

CHAPTER 6

CLASSROOM ETIQUETTE

Here are some things you should bear in mind with regards to classroom etiquette:

- ✓ Make sure you are on time for your class.
- ✓ Be attentive in class and ensure that your behaviour does not have a bad effect on others.
- ✓ Avoid cross talk or private conversations.
- ✓ Participate in activities.
- ✓ Be respectful of the instructor and your classmates.
- ✓ Be supportive of your classmates.

CHAPTER 7

TABLE ETIQUETTE

Basic manners to be observed at the table:

- ✓ Seat younger children and women first, hold the chair out for them while they sit. If the restaurant staff is helping you sit, accept it gracefully and thank them.
- ✓ Pick the napkin from the table and place it on your lap.
- ✓ Start eating only after the host/hostess has started. If the host categorically asks you to start before they start, then it's ok to start.
- ✓ Knife or spoon in your right hand and fork in your left.
- ✓ Do not move the plate while eating.
- ✓ Put your cutlery down when the staff is serving you.
- ✓ Eat neatly and don't mess up your plate.
- ✓ Take bite sized pieces, don't stuff your mouth.
- ✓ Never chew loudly or with your mouth open.
- ✓ Never speak with food in your mouth.

- ✓ When you are done, place the cutlery on the plate and napkin next to the plate.

CHAPTER 8

GOSSIP AND RUMOURS

Gossip and rumours are stories that are usually not true and of doubtful origin. It could be part of a bully's arsenal. Never involve yourself with rumours and gossip.

If someone is spreading rumours, tell them that you are not interested in it in a polite manner. Once they realize that you don't encourage it, they will stop telling you in the future.

Discuss learnings, concepts and ideas, not people.

CHAPTER 9

POSITIVE THOUGHTS

Negative thoughts can exist only in the absence of positive thoughts. If your mind is already full of positive thoughts, there is no space for negative thoughts.

Here are a few things you can do to stay positive:

- ✓ Look for something positive in every situation, even a bad one.
- ✓ Make friends with and spend time with others who have a positive outlook.
- ✓ Do something to make another person happy, you will feel happy too.
- ✓ Don't over think. If someone said something and it doesn't really bother you much, stay away from the topic, avoid thinking about it and think about something that makes you happy.
- ✓ Don't think about the unknown and uncontrollable - if it's beyond your direct control, don't worry about it.

CHAPTER 10

MOBILE PHONE USAGE

Here are some things to bear in mind about mobile phones and devices.

- ✓ Never use someone else's phone without their permission.
- ✓ If you're using someone else's phone, make sure you don't drain out the battery playing games.
- ✓ When you speak on the phone, be polite and courteous.
- ✓ Never shout on the phone.
- ✓ If you are speaking with someone and you need to answer the phone, then say "I need to take this call, please excuse me". Don't just answer and start speaking on the phone.
- ✓ If you are with someone and their mobile phone rings, you can ask them to go ahead and answer the call.
- ✓ Never read others' text, chat or email messages.
- ✓ If someone is showing you a picture on their

phone, just see the picture and return the phone, do not start swiping left and right to see more pictures.

CHAPTER 11

COMPUTER USAGE

Points:

- ✓ Don't use another's computer without permission
- ✓ If they allow you permission, be mindful of their privacy
- ✓ Do not check their pictures or other files
- ✓ If you happen to see something, then do not disclose it to others
- ✓ If there is audio involved, use earphones or keep the volume low to not disturb others
- ✓ Do not access suspicious content that could lead to a virus infection
- ✓ Never peep into another person's computer
- ✓ Use the device carefully and make sure you don't damage it

CHAPTER 12

NETIQUETTE

Applicable on the phone, computer devices or other Internet access devices

Points

- ✓ Be courteous on the Internet
- ✓ Even though you have a certain level of anonymity, do not misuse it
- ✓ Do not spread rumours or fake news
- ✓ If you receive a forward confirm its authenticity before sending it to someone else
- ✓ Be inclusive in online groups, do not bully
- ✓ Be careful who you chat with online, they may not be who they say they are
- ✓ A lot of people take advantage of the fact that their actual identity cannot be easily found online to perpetrate crime
- ✓ Do not go to physically meet someone you met online, it could be a scam and someone might try to hurt you
- ✓ The Internet is a treasure trove of knowledge, use it

wisely

- ✓ The Internet also has a lot of unwanted content, do not access these websites, they will typically try to infect your computer

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.