

# The GOOD MANNERS Chart

by ALL GIFTS CONSIDERED

BASIC MANNERS	REASON
Say " <b>please</b> " whenever you ask for anything	Shows respect to the person you are talking to
Say " <b>thank you</b> " whenever you are given anything	Shows gratitude to the person who gave you something
<b>Respond</b> to people when they speak to you	Shows that you hear and value their thoughts
Do not <b>interrupt</b> ; wait for others to finish speaking	Shows that what the other person has to say is important
If you're unsure if you can do something, ask <b>permission</b>	Shows respect for other people's property, homes, toys, and rules
<b>Cover your mouth</b> when you cough, sneeze, or yawn	Helps prevent germs from spreading, helps conceal your body functions
Keep <b>negative opinions</b> to yourself	Helps you avoid accidentally hurting the feelings of others, keeps you from being a "downer" or poor influence
Do not <b>make fun</b> of others or use <b>crude language</b>	Shows respect for other people by not insulting or offending them
<b>Knock</b> (and wait for a response) before entering	Shows respect for the privacy of others
<b>Help</b> others whenever you can	Shows that you care for others, helps them get done with work quickly, builds friendships, and often teaches you new things

TABLE MANNERS	MANNERS AT SCHOOL
Wash your hands before eating	Listen to and obey your teacher and other adults
Put away phones and electronics	Be kind to everyone, not just your friends
Sit up straight	Wait your turn
Place your napkin in your lap and use it	Say "excuse me" if you bump into someone
Chew with your mouth closed	Raise your hand before you speak
Don't reach across the table	Keep your desk and work areas clean and organized
Don't ask for dessert	Keep supply areas tidy; restock supplies when they run out; tell the teacher if something is missing or broken
Ask to be excused	Don't whisper, pass notes, or cause distraction in class
Take over your plate and clean up after yourself	Do your homework promptly and turn it in on time
Ask how you can help clean up	Don't brag about your own accomplishments or make fun of another person's work