

MANNERS *for* LIFE

IN A NUTSHELL

TREAT PEOPLE, PROPERTY AND TRADITIONS WITH RESPECT.

TREAT OTHERS WITH KINDNESS AND COURTESY.

SHOW GRATITUDE BY WORDS AND ACTIONS.

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PARENT INFORMATION

We are pleased to have your child participate in the Manners for Life Cotillion Program. This book contains a review of the curriculum presented at each class.

A “Try It” Challenges may be sent home/emailed after a class. This gives students a chance to “practice” the skills they’ve learned and lets you, the parents, see what’s being taught. While not required, this is an important part of the learning process and we hope you will encourage your child to practice and turn their Try It sheet in at the next class. A prize will be given for the most recorded practices.

You will receive a class follow-up via email a few days after each class. Email is the primary form of communication with parents to please let us know if your email address or other important information changes.

Your child will receive an invitation to the Holiday Ball at the last class. It will require an Rsvp.

Replacement books, if available, are \$25.

Attendance:

1. Have your child call if they are going to be absent. This helps in planning for dancing, refreshments, chaperones and high school assistants and is a great opportunity to teach your child this courtesy.
2. Please arrive a few minutes early so that students can get their nametags and have a little time to socialize with friends.

**WE ARE LOOKING FORWARD TO A FUN AND SUCCESSFUL
COTILLION SEASON! WE ARE HAPPY TO BE WORKING WITH
YOUR CHILD TO PREPARE THEM FOR THE MANY NEW SOCIAL
SETTINGS THEY MAY ENCOUNTER.**

Please feel free to contact me at kaye@mannersforlife.net or via phone 904-463-1221

EXPECTATIONS OF STUDENTS

COTILLION STUDENTS SHOULD:

- CALL IN ADVANCE IF THEY ARE GOING TO BE LATE OR ABSENT.
- ARRIVE AND DEPART PROMPTLY.
- COME TO EACH COTILLION EVENT IN PROPER ATTIRE.
- LISTEN AND NOT TALK WHEN THE DIRECTOR, AN ADULT OR ANOTHER STUDENT IS SPEAKING.
- SHOW RESPECT FOR FELLOW STUDENTS. MAKE EVERYONE FEEL LIKE A PART OF THE CLASS. NEVER REFUSE A DANCE.
- SHOW RESPECT FOR THE CLASSROOM AREA, DECORATIONS AND OTHER SUPPLIES.
- THANK CHAPERONES WHEN YOU LEAVE AND GIVE THEM “PLUS ONE”—A COMPLIMENT OR NICE COMMENT.

Students who fail to conduct themselves appropriately will be asked not to return and membership fee will not be refunded.

FIRST THINGS FIRST

NAMETAGS

Nametags are always worn on the right side.

Why?

This way, when you shake hands with someone (using your right hand, of course) the eye travels up the right arm and the eye is automatically drawn to the other person's nametag.

THE HANDSHAKE

1. Always stand when shaking someone's hand.
2. Step out from behind a desk or table.
3. Clasp hands so that the web between thumbs and index fingers meet.
4. Pump hands once or twice—not too long.
5. Maintain good eye contact and posture.



INTRODUCING YOURSELF

There are five “S”s to a good introduction:

1. Smile.
2. Stand up straight.
3. See—make eye contact
4. Shake firmly.
5. Say: “Hi! My name isI don't believe we've met.

The other person should say their name in response. If not, you should respond with “And your name is...”

SITTING PROPERLY

SITTING LIKE A LADY

Wait to be given permission to sit. The hostess may have somewhere she would like you to sit. If not, take the seat of your choice.

1. Walk towards the chair with good posture.
2. Turn and feel the chair with the back of your knees. (This will help you make sure that no one has “accidentally” moved the chair).
3. Sit down, keeping your back straight and your head up. Smooth your skirt as you sit.
4. Keep your knees together and your hands in your lap.
5. Cross your legs at the ankle or hold your feet together. In any event, make sure your knees are together.

SITTING LIKE A GENTLEMAN

1. Walk to the chair with good posture.
2. As you approach the chair, unbutton your jacket.
3. Sit tall with your back against the chair and knees slightly apart. Keep both feet on the floor.
4. Hands rest just above your knees.
5. When you stand up, remember to re-button your jacket.

ESCORTING A LADY

1. **Gentlemen:** Bend your right arm at the elbow and place your fist just under your rib cage.
2. **Ladies:** Place your her left fingertips through the gentleman's arm, gently touching the gentleman's forearm.
3. The lady and gentleman walk side-by-side, not one in front of the other.

HOW TO SEAT A LADY

GENTLEMEN:

1. Offer your arm to the lady and get into escort position.
2. Walk towards the desired chairs and stop in front of the lady's chair.
3. With your left hand, point to the chair you wish the lady to take.
4. The lady removes her arm from escort position, turns toward her partner and sits like a lady.
5. Once the lady is seated the gentleman steps toward his chair, never turning his back to the lady and sits, keeping the lady on his right.

STANDING AND WALKING

*Your posture communicates your feelings about yourself.
If you stand straight, you portray confidence.*

STANDING:

1. Keep your feet parallel but keep your knees relaxed.
2. Keep your spine long and straight.
3. Shoulders back, stomach in, chest high, chin turned up slightly.
4. Relax your arms and hands.

WALKING:

Stand as above and step with feet slightly ahead of your body. This promotes good posture.

HATS AND CAPS

*Hats and caps are always removed for the Pledge of Allegiance or the National Anthem.
This applies to both males and females.*



Hats are removed when going indoors as a measure of respect.

- Caps and hats should be removed when entering a home, including your own.
- Remove caps/hats while eating (even at home).
- Hats or caps not of a religious nature should be removed when entering a place of worship.
- Always comply when asked to remove your hat.
- Remove your hat or cap when entering a restaurant.
- When entering a store or other "public area" like a train station, the hat or cap may remain on. This applies to baseball caps worn by men or women.



INTRODUCING OTHERS

When introducing others always stand, smile and see their eyes. When there are two friends of yours who have not met, it is your responsibility to make the introductions.

Remember these three words:

AGE
GENDER
STATUS

So, when introducing one person to another:

AGE: An older person's name is said first.
Mrs. Grandmother, I'd like you to meet.....

GENDER: A lady is named first. *"Mary Sunshine, I'd like you to meet John Smith".*

STATUS: A person with a title is named first. *"Dr. Doolittle, I'd like for you to meet....."*

WHEN YOU ARE INTRODUCING YOUR PARENTS:

Even though you call your parents Mom and Dad, your friends need another name to call them!

Be sure to introduce your parents as, "This is my Dad, James Smith and my Mother, Anne Jones".

WHEN YOU ARE INTRODUCING YOUR FRIENDS TO EACH OTHER:

Since your friends are probably close to the same age, don't worry about the AGE, GENDER, STATUS order. Just be sure to introduce them to each other. Say their names slowly and clearly. It is also nice to explain how you know each other.

"Jane, this is my friend, Joan. Joan and I are on the same soccer team. Joan, this is Jane. We are in the same class at school."

MINDING YOUR MANNERS AT HOME

⇒ HELP

- Display respect to your parents and adults in authority.
- Volunteer to help family members by unloading groceries, carrying laundry, etc.
- Do your chores cheerfully, completely and well.
- Use courteous words such as please, thank you, excuse me, etc. at home.

⇒ RESPECT

- Compliment your family members.
- Clean up after yourself in shared spaces (family room, bathroom, etc.)
- Stand to greet adults when they are visiting.
- Always introduce your friends to your parents.

⇒ POSITIVE ATTITUDE

- Take accurate phone messages and deliver them quickly.
- Family time takes precedence over cell phones and texting.
- Family member's phone calls are private and adult phone calls come first.

⇒ KINDNESS

- Do something special for a member of your family every day.
- If you need to borrow something, ask first. Always return the item promptly and in good condition.
- Only use kind words with family members.
- Make sure you are not interrupting other's conversations.

⇒ APPRECIATION

- Write and mail thank you notes in a it in a timely manner.
- No feet on the furniture please!
- Keep your room tidy.
- Practice restaurant behavior at home.

⇒ CONSIDERATION

- Always ask permission before you invite friends over.
- Be considerate of noise levels. (Television, video games, music, doors, etc.)
- Knock before entering someone else's room and wait for their reply.

REFRESHMENTS

- A gentleman escorts a lady to the refreshment table.

Ladies, if you are wearing gloves, take them off before going to the refreshment table and place them on your chair. If you forget, just remove them and hold them under your plate with your napkin.

- The gentleman asks the lady if she would like some refreshments.
- The lady will answer, “Yes, please” or “no thank you”.
- If the lady says yes, the gentleman picks up a plate and napkin, placing the napkin under the plate, and hand them to the lady.
- The lady continues in the refreshment line and serves herself.
- The gentleman follows, getting his own plate and napkin and serving himself.
- The lady stops at the punch bowl or beverage area and waits for the gentleman.
- The gentleman asks the lady if she would like some punch. Again, the lady is to respond with “yes, please” or “no thank you”.
- The gentleman picks up a cup and hands it to the lady. He turns the cup so that the handle is towards the lady. Be careful not to touch the rim of the cup.
- A lady always expresses appreciation.
- The gentleman will pick up his own cup.
- They walk back to their seats, side by side—but not in escort position.
- After refreshments, the gentleman asks the lady if he may take her plate. He will carry dirty dishes to the service table. Dirty dishes are never returned to the refreshment table.

Food and dishes should not go on the floor—it’s too easy for a cup or plate to get turned over and make a big mess (sometimes permanent) on floors and carpets. Keep your food plate and punch cup in your lap.

When standing, your left hand will hold the cup and plate. Your right hand stays free and is your Eat, Meet and Greet hand.

THE “MAN” IN MANNERLY
LADIES FIRST?

STAND UP! SIT DOWN.....

WHEN TO RISE AND STAND

BOTH LADIES AND GENTLEMEN SHOULD STAND:

- When the National Anthem is being played.
- When your guest or an adult guest enters the room.
- During introductions.
- When religious or civil ceremonies dictate.

GENTLEMEN SHOULD RISE WHEN:

- A lady comes to sit beside him at a social event. He remains standing until she is seated.
- The lady seated next to him leaves her chair.
- The lady you are escorting leaves the table.
- In a restaurant or other public place, a friend stops at your table to say “hello”. You remain standing as long as there is conversation.

LADIES SHOULD EXCUSE THEMSELVES:

- When she leaves the presence of others.
- Before she stands—this is a signal for the gentlemen to stand!

SUIT AND JACKET ETIQUETTE

*When wearing a men's suit, there are a variety of things to take into consideration.
Here are some tips to keep in mind.*

- If you wear a 3 button suit, you can button either the top two buttons or just the middle button (preferred).
- With a 2 button suit, button the top button.
- When wearing a 2-button jacket or blazer, button only the top button.
- With a double-breasted suit, all buttons are buttoned.
- With a 4 button suit (which is rarely seen), it is typically acceptable to button the two middle buttons, and leaving the top button and the bottom button undone.

BASICS OF WEARING A SUIT OR JACKET

- If you are seated, your suit coat should always be unbuttoned. Leave your jacket on unless you are to be seated for an extended period of time or unless you've been given permission to take it off.
- If you wish to take your suit coat off in company, it is polite to ask permission (EG - Do you mind if I take my coat off?).
- You should always carry tissues or a clean handkerchief in your suit coat.
- If you wear a trench coat or overcoat you should wear your suit coat underneath.
- You should always hang your suit coat, even if only over the back of your chair.

REMEMBER:

SOMETIMES

ALWAYS

NEVER

TOP BUTTON

MIDDLE BUTTON

BOTTOM BUTTON

HANDKERCHIEFS

Handkerchiefs--like gray hair, backaches, and false teeth—might seem like something for older gentlemen. But think about it--while women carry a purse stocked with things like tissue packs (and sometimes enough supplies to survive on a desert island for several days), most men do not. But gentlemen have runny noses, too!

Most of the time a handkerchief used for covering a sneeze or cough, and wiping or blowing your nose. With a handkerchief, you don't have to go scrounging around for a tissue. Unfold the (clean and folded) handkerchief, use it, then fold it back and put it in your pocket. It is not unsanitary as long as you don't share it after it's been used!. Make sure the handkerchief goes in the laundry after one use!

When ladies are feeling vulnerable, they really appreciate your offer of a soft, clean handkerchief. It's a chivalrous gesture; there's just something comforting about it.

You can offer an unused handkerchief to a young lady if she should become emotional. Times to be prepared for this would be at a sad or emotional movie or play, an event where the outcome is important to her, or during times of sadness.

Things for which a handkerchief is handy:

- Blow/wipe nose
- Dry a women's tears
- Containing a cough
- First aid
- Wipe up a mess
- Clean dirt off your hands
- Wave to get someone's attention
- Clean your glasses
- Use in a magic trick

BEING PREPARED

NOTEPADS AND PENS/PENCILS

You always look prepared when you have a small piece of paper and pencil/pen handy. You might need to use it yourself—or you might need to write something down for another person and give him/her the piece of paper.

A few times you might want to have a pad and pencil handy for recording information:

1. Anything you want to remember later.
2. The phone number for a restaurant, museum or meeting place.
3. Names of people you want to add to your phone list, etc.
4. Directions to a friend's house.
5. A website you need to visit later.
6. A new soccer, football or lacrosse play.
7. Date and time of an extra practice or tryouts for the Nutcracker.
8. A homework assignment.
9. Names of the people in your group for a group project.
10. A phone number that you need—until you can input it into your telephone, Blackberry, iPhone or Droid.
11. To-do lists.
12. Things you need to remind your parents about.
13. Writing down something for someone else.

Times NOT to use a paper and pencil:

1. Passing notes in class or other inappropriate events.
2. Making spitballs.
3. Recording passwords.
4. Writing down things that could hurt someone else.

You can write a note almost anywhere without having to open a cell phone or computer—and it only takes one hand to write with a pen.

SEATING A LADY AND BEING SEATED

LADIES

- If you need to leave the table you should first *excuse yourself* quietly- no need to make it a big deal. This is true no matter who is sitting at the table. In other words, if you are at a table with all ladies, with adults, or in mixed company, you still excuse say “Excuse me” before you leave.
- If there is a gentleman sitting next to you, you should *stay seated* until he stands to help. He cannot be polite unless you give him a chance.
 - Place your hands on the front part of the chair and help the gentleman guide the chair out—but let him do most of the work.
 - Stand up and place your napkin on the arm or seat of your chair. (If you are leaving the table for good, your napkin should be placed to the left of your plate.)
 - Exit from the left. The gentleman pushes the chair back under the table.
 - Always, always say “Thank you”.
- When you return, stand behind your chair. The gentleman should rise and help you back into your chair.
- Don’t forget to pick your napkin up so that you can put it back in your lap.

GENTLEMEN

- When a lady says, “Excuse me” or announces that she is leaving the table, the gentleman stands and exits his chair to the left.
 - Place your napkin on the arm of the chair or in the seat.
 - Stand behind the lady’s chair. She will place her hands on the seat of the chair. Once she’s done this, you should *gently* pull the chair out for her.
 - She will exit to the right (but if she exits to the left, don’t correct her!). Gently push her chair back under the table. Do this without drawing attention to yourself or the lady.
 - Once she leaves, the gentleman sits back down and resumes his meal.

Be on the lookout for the lady returning.

- When you see her returning to the table, stand up and wait for her. Pull the chair out for the lady. She should enter from the right.
- Once she is in the chair, you should gently push her chair towards the table for her. She will help you to guide it.
- Once she is seated, you can return to your chair, entering from the left.

HELPING WITH COATS

A gentleman assists a lady with her coat. Ladies may assist others if they see a person who needs assistance.

1. If the coat is in a closet, the gentleman offers to retrieve it.
2. If the coat is at a “coat check”, the gentleman will claim the coat and tip the hostess.
 - The standard tip is \$1 per coat.
3. The gentleman stands behind the lady and holds her coat open.
4. Offer her the right sleeve first, then the left.
5. The lady will adjust and button her own coat.
6. The lady always thanks the gentleman.

OTHER WAYS TO BE HELPFUL

- Both ladies and gentleman should offer to help carry bags or packages for others.
- Always ask a visitor if they would like some refreshment.
- Offer your seat on any type of public transportation to not only those with a disability, but to the elderly or to women with small children.

DOORS

INSIDE, OUTSIDE AND AT THE CAR

Gentlemen open doors not because ladies can't, but because they are gentlemen. Ladies open doors also when they see another person who might need assistance.

- If the door opens towards you, pull the door open and stand aside to let the lady enter first.
- If the door opens away from you, push the door open, walk through it and standing to the side, hold it open for the lady to follow.
- If it's a revolving door:
 - If it's already in motion, the lady enters first, followed by the gentleman. This includes revolving doors that automatically start when a person enters.
 - If the revolving door is not in motion, the gentleman enters first to start the motion and the lady follows. The gentleman waits for the lady to join him. (In other words, don't walk off and leave her!).
- If the door is open, together, the lady goes first.

CAR DOORS

Gentlemen open car doors for ladies. This includes:

- Your Mother!
 - Any female guest that may be in the car with you.
 - Any lady you are escorting.
- The gentleman opens the door.
 - The lady sits on the seat, back side first.
 - The lady brings her knees together and carefully lifts her legs into the car.
 - The gentleman closes the door gently, checking to make sure that arms, legs, purses and packages are fully in the vehicle.
 - Gentlemen, if you are driving a lady home, make sure you help her out and walk her all the way to the front door.

ELEVATORS

- Let people exit the elevator before you try to get on—even if you are in a hurry!
- Ladies usually go first (exit and enter) unless the elevator is full—then those closest to the door exit first.

Ladies, always express appreciation for any courtesy. It encourages gentlemen to continue showing respect and courtesy.

COMPLIMENTS

A compliment can brighten someone's day. They are a gift that is free, but can be treasured for a long time. When you have a nice thought about someone, tell them!

PAYING COMPLIMENTS:

1. Be sincere with your compliment.
2. There are first hand compliments: "That's a very pretty dress".
3. There are second hand compliments: "I saw Mr. Smith the other day and he told me that you had some great plays in the basketball game last week."

As you work on being generous with your compliments, it may be easier to start with a second hand compliment. Think about it—by repeating a compliment you heard, you're actually giving a double compliment!

4. There are also back-handed compliments. These are not good compliments but make a compliment more of an insult. Be really careful not to be guilty of this.

WHAT NOT TO SAY:

- "I like that dress a lot better than the one you had on yesterday".
- "That was a good goal you kicked, even though the Rangers are a terrible team."
- "Congrats on your "A". That was a really easy test wasn't it?"

RECEIVING COMPLIMENTS

- The only reply you need to make to a compliment is a sincere, "Thank you!".
- If you wish to return a compliment, you may but it is not required or necessary.
- Never disagree with a compliment. If someone tells you they like your hair, don't respond with, "Oh, my hair looks terrible!". You'll discourage compliments.

PARTY MANNERS

The Sock Hop



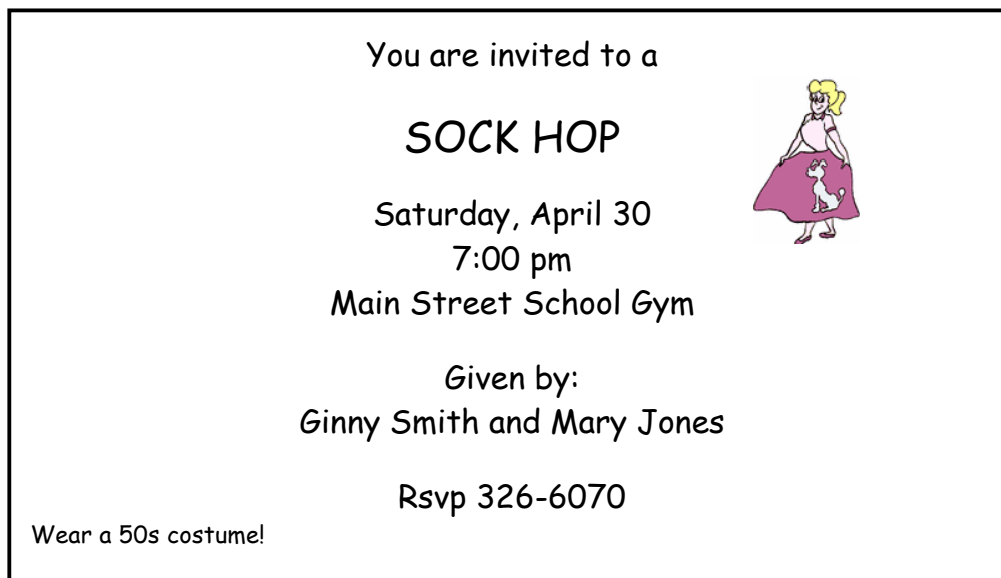
PARTY MANNERS

1. ***Always, always, always rsvp.*** This is common courtesy in any situation. It allows your host or hostess the chance to adjust for the number of guests, to make sure there is plenty of food and refreshments and arrange for chaperones. Providing a proper RSVP is the first rule of being polite.
2. ***Be on time.*** Being early is as bad as being late—the hosts are usually running around doing something at the last minute as the doorbell rings and the first guest arrives! Arriving late for any event or meeting shows disrespect. If an unavoidable situation causes you to be late (traffic, family emergency, car trouble, etc., call your host or hostess as soon as you can.
3. ***Greet adults and your host/hostess.*** Shake hands with adults and thank them for inviting you.
4. ***Don't bring along people who were not invited.*** When you are the host you can decide who comes. When you are a guest, you can't.
5. ***Dress appropriately.*** The invitation gives many clues as to what to wear but if you have questions, ask the host or someone else who is going. It's better to be too dressed up than not dressed up enough.
6. ***Come to a party in a good mood, ready to have a good time!*** We all like different things. Making derogatory remarks about activities, refreshments or other guests is ill mannered. A good guest appears to be enjoying himself whether he is or not!
7. ***Show respect for property that is not yours.*** Don't assume that it's OK touch things or wander all over the house. Wait to get permission to destroy or take decoration in case the hosts plan to use them for something else after the party.
8. ***Don't hog the food.*** Remember that it's there for everyone. Take a small amount and come back after everyone has had refreshments if you are still hungry. Don't ask for substitutes—the hosts are busy.
9. ***Be courteous to others.*** A smile or friendly word may make all the difference in someone else's enjoyment of the afternoon or evening. Introduce yourself to other guests. Try not to refuse a dance partner—it's only two minutes of your life and will make your partner feel special.
10. ***Express appreciation.*** Always say goodnight to the hostess, guests of honor, chaperones or others who are making the event possible. Make a gracious comment on the decorations, refreshments or some other part of the party.

INVITATIONS

***Always, always, always respond to an invitation.
Hosts/Hostesses go to a lot of trouble to plan a party—and
they remember if you don't care enough to respond.***

- Respond as soon as possible--you don't get to wait and see if you can get a better offer. Two days is best. You should not delay more than a week—it's too easy to forget.
- You are not obligated to say yes—but once you say you'll be there.....be there.



- Respond to an invitation the way it was given:
 - ⇒ If you were invited via an informal telephone call—telephone your response. Always say your name—you won't be the only one calling to respond.
 - ⇒ Sometimes there will be an “Rsvp by” date and phone number—phone your response.
 - ⇒ Evites—respond via the evite
 - ⇒ An invitation with a response card included—fill out the response card and mail it back.
 - ⇒ An engraved invitation with “Rsvp” printed on it requires a formal written response.
- If you can't accept the invitation, let the host know as soon as possible.
- If you have not been included on the guest list and received an invitation, don't ask to be invited.
- Do not bring friends who have not been invited.

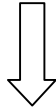
MORE RSVPS.....

Once upon a time, when people received an invitation they responded immediately and let the host/hostess whether or not they would be able to make it to the party, wedding or event.

In an attempt to make things easier, the response card came into being. They are used mostly for weddings and other formal events, but can be used in any situation when a firm headcount is required, especially if there is great expense involved.

It is considered very rude not to respond to an invitation.

The line is meant for you to fill in Ms, Mr. or Mrs., and write your name(s).



Option 1

M _____

Will _____ Attend

Please reply by June 16, 2006

Option 2

The favor of a reply is requested
by June 16, 2006.

M _____

_____ Accepts with pleasure

_____ Declines with regrets

In the first option, you will RSVP by writing your name on the line provided and leaving the space between “will” and “attend” blank. If you are declining, you will write “**not**” between “will” and “attend”. Always use black ink.

In the second example, you simply check off whether or not you will be attending.

If there is a “Please reply by” date on the response card, that is very last day that the card should arrive, not the day you fill it out and get it in the mail. Allow 2-3 days for mail delivery in town, up to a week for out of town responses.

Other things to note about response cards:

- If the response card has a line that reads: “_____ Number Attending” don’t assume that this means you can invite the entire 8th grade class or football team. It is just a way for the hostess to get a quick count of who is attending. *Do not, under any circumstance, invite others to attend an event that you are not hosting.*
- A pre-addressed envelope may be included with a response card. Sometimes the envelope is stamped, In either case, reply immediately. Put your return address on the back of the response card envelope, put the completed response card in the envelope, stamp if necessary and mail it immediately. ***You’ll be remembered as a good guest.***

DANCE COURTESIES

*Remember—it's a dance,
not a marriage proposal.*

INVITING A PARTNER TO DANCE:

It's very simple. Walk confidently to the person you want to ask to dance and say:

"I'm Chase Williams. Would you care to dance?"

"Yes, thank you. I'm Sarah Johnson".

There is no need to shake hands. If you already know the person, you don't have to introduce yourself, just ask for the dance.

It's always a good idea to know who you want to ask to dance before you set off across the dance floor. This gives you a look of confidence and keeps you from walking around looking confused. It's also a good idea to have an alternate partner in mind in case someone gets to your first choice before you do.

WHAT HAPPENS NEXT?

It doesn't matter if the lady has asked the gentleman to dance or vice versa. At this point it's the gentleman's responsibility to escort the lady to the dance floor. In Cotillion we do this by getting into escort position (see First Things First).

WHAT SHOULD I DO WHEN THE SONG IS OVER?

When the song concludes, the gentleman will thank the lady for the dance and escort her all back to her seat. She says "You're Welcome" and thanks him, too. The gentleman's responsibility does not end until the lady has been seated.

A gentleman never, ever leaves a lady on the dance floor.

CUTTING IN.....

Both ladies and gentlemen may cut in on a couple dancing.

- Gentlemen tap the male partner him on the left shoulder OR
- Ladies approach the female partner and tap her on the right shoulder.
 - Ask, "May I cut in, please?". The appropriate response is "Yes".
 - If you are cut in on, thank your partner before you leave.
 - The original partner should not cut back in for the rest of the dance.

DANCING

In order to be a good dancer, various body parts need to be in the correct position. The head, chest/torso, pelvis/hips, legs, and feet, are aligned correctly when they are placed directly on top of one another in a natural and upright manner.

Head: The head should be held straight up with the chin parallel to the floor. The neck should stretch upward.

Chest / Torso: The chest and hips should be in a straight line. The ribcage should feel like it is being lifted off of the hips, which lengthens the spine and makes you look and feel taller. Be sure that you can breathe normally. Try not to lean too far forward or slouch back.

Getting Started

- Face your partner with your shoulders parallel to each other. Your body should be offset by 1/2 body distance to your own left, with your right foot pointed in between your partner's feet.
- **Gentlemen:** Your right arm will be your partner's main support. Place your right hand just below the woman's shoulder blade. Keep your fingers together and your hand slightly cupped. This will allow you to lead with your fingers and the heel of your hand. Your right arm should be away from your body with your elbow pointing slightly to the side.
- **Ladies:** Your left arm should rest gently on the gentleman's upper arm with your thumb along the inside of his arm and your fingers draped over his shoulder.
- The woman's right hand rests in the palm of the man's left hand between his thumb and forefinger. Hands should be raised to the eye level of the shorter partner. These "free" hands should not be used to push and pull. *Leading is done primarily through the man's right hand on the woman's back.*
- **NO SPAGHETTI ARMS!** If the body is limp, it won't be able to figure out which direction it should move in. Keep the shoulder, wrist and elbow firm.

The safest place to look when dancing is over your partner's right shoulder. You can keep a conversation going while at the same time keeping your eye out for potential collisions.

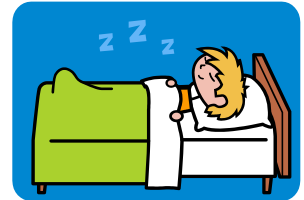
How To Prevent Getting Stepped On

If you try to dance toe-to-toe, you'll end up stepping on each other's feet. Position your body so that it is a little to your own left, with your right foot pointed in between your partner's feet. By doing this, you will prevent any unnecessary injuries on the dance floor.

BEING POLITE OVERNIGHT

Being a great guest is not too hard—just follow just a few guidelines for being polite overnight and you will be invited back for an encore appearance.

1. **Wait to be invited.** Families have all kinds of plans for weekends and an overnight guest might not be part of them.
2. **Be sure to let your friend know** as soon as possible if you can or can't come (once you are invited!). Many times your parents might want to talk to your friend's parents to make sure the handoff and pickup are all set:
 - What time should you arrive?
 - What are the plans for the evening?
 - Do you need a sleeping bag?
 - Do you need to have money for activities?
 - Will plans for the next day be affected by a late night?
 - Are there any off limit activities?
 - What plans for the next day does the host family have?
 - What time should you be picked up the next morning?
 - Do you (the guest) have any allergies, medications, nebulizers, orthodontic headgear, etc., that the host's parents might need to know about?
3. **Bring what you need.** Be prepared. This is a home, not a hotel. You should bring your own toothbrush, toothpaste, shower toiletries, clothes, sleepwear. Bring a something to cover yourself with in the morning.
4. **Clean up after yourself** and don't leave your stuff at the home of your friend.
5. **Follow the family rules.** If the family has a rule about bedtimes, video games, being inside the house, swimming.....make sure you are a follower.
6. **Don't put your friend in a bad position** with his/her parents by breaking family rules. Use good table manners. Keep things picked up. Put dirty dishes, Cheetos bags, leftover popcorn and candy wrappers away. Go home on time. These are good ways to get invited back!.



(Polite Overnight con't)

7. **If you are going to a restaurant, order carefully.** Even when parents say “Order whatever you want”—that’s not what they mean. Be reasonable. This is not the time to order nachos, onion rings and a smoothie in addition to your main course. This is a good way to NOT get invited back!
8. **Be nice.** Even if your friend is not on good terms with his/her parents this week, you should be courteous to parents, siblings and anyone else who is a part of the family.
9. **Make your bed, hang up your towels,** clean up your food mess, keep your “stuff” out of the middle of the floor. Basic courtesy goes a long way.
10. **S-h-h-h-h!** Yes, we know that the point of a sleepover is to NOT sleep. Still, there ARE people in the house (parents, siblings, other guests) who are trying to sleep. If you’ve been asked to turn off the video games at midnight—do it. Ditto, stay out of the kitchen if it might disturb someone.

WRITING A THANK-YOU NOTE

Writing a thank-you note is quick! You don't have to write a book—just remember a few important things!

- Hand write your note even if your handwriting is poor. No excuses.
- No email, facebook or texting.
- Use black ink, not a purple gel pen!

HERE'S WHAT TO WRITE:

- **Greeting**

Dear Aunt Sally,

This part is easy--but you'd be surprised how many people forget it.

- **Gratitude**

Thank you so much for the slippers/sweater/video game....

Describe the favor/treat/kindness and then make the gift sound as attractive as possible. 'Thank you for your hospitality.' Don't worry if it sounds too simple; the point of writing the note is to create a simple expression of a heartfelt sentiment

If you received money, never mention the amount. 'Thank you for the hundred bucks' should instead be 'Thank you for your generosity.' All cash becomes 'your generosity' or 'your kindness.'

- **Use**

Say something nice about the item and how you will use it. Even if you don't like the gift, find something that's nice. 'The sweater is such a lovely shade of blue.'

- **See ya later**

Let the giver know how they fit into your life. "I hope to see you at the family reunion in February" "I can't wait to see you at the beach this summer."

- **Repeat the thanks**

"Thanks again". It's not overkill to say thanks again. So say it.

6. Close

Love,

Leslie

Wrap it up. Use whatever works for you: *Love, Yours Truly, With Love*. Then sign your name and you're done.

What Not to Write:

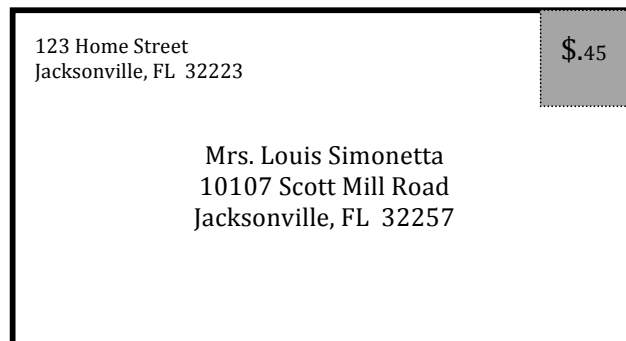
Remember—a thank you note is short and sweet!

Any news about your life. This isn't the time to brag about your new job, a hot girlfriend, or number of surgeries. The thank-you is exclusively about thanking somebody for their kindness. ***Now get it in the mail.***

ADDRESSING THE ENVELOPE:

Three Parts:

1. **Stamp**—upper right hand corner
2. **Addressee** (the person the letter is going to): Centered on the front of the envelope
3. **Return Address** (your address): Upper left hand corner or on the back flap of the envelope. Writing the return address on the back flap is more affectionate and should be used for invitations, thank you notes and other personal notes.

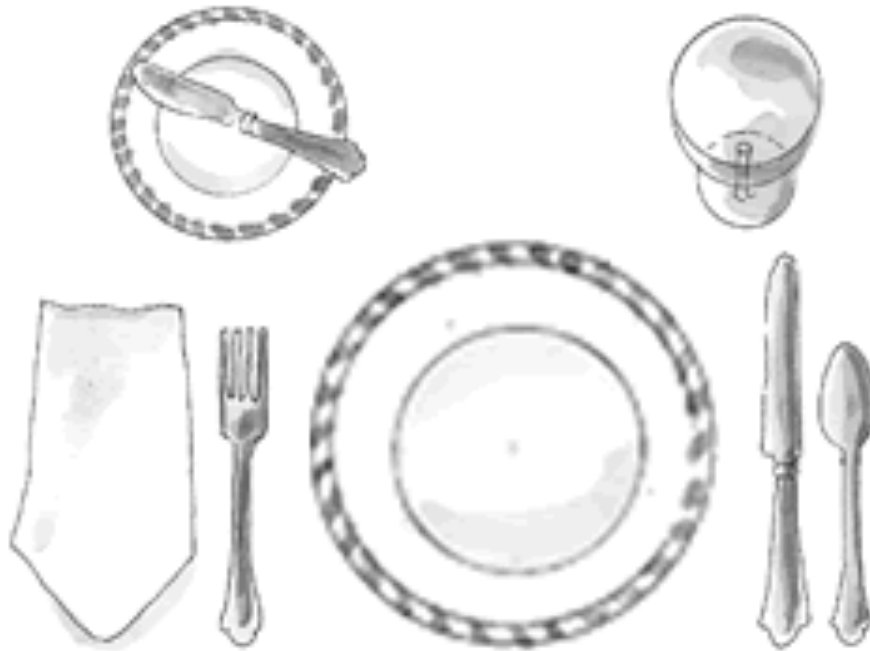


FOOD FINESSE

(HOW TO MAKE MOM SMILE!)

EVERYDAY ETIQUETTE

MABEL, MABEL, SET THE TABLE!



For a basic table setting, here are two great tricks to help you – or your kids – remember the order of plates and utensils:

1. Picture the word “FORKS.” The order, left to right is: F for Fork, O for Plate (the shape!), K for Knives and S for Spoons. (Okay – you have to forget the r, but you get the idea!)
2. Holding your hands in front of you, touch the tips of your thumbs to the tips of your forefingers to make a lower case ‘b’ with your left hand and a lower case ‘d’ with your right hand. This reminds you that ‘bread and butter’ go to the left of the place setting and ‘drinks’ go on the right. Emily Post could have used that trick – she was often confused about which bread and butter belonged to her—and sometimes she used her neighbor’s! In which case, when it was called to her attention, she would say to the dismayed lady or gentleman, “Oh, I am always mixing them up. Here, please take mine!”
3. Some other things to know:
 - Knife blades always face the plate
 - The napkin goes to the left of the fork, or on the plate
 - The bread and butter plate and knife are optional

EATING BREAD, SOUP AND CUTTING FOOD

EATING BREAD:

- Whomever is closest to the basket should pick up the basket, first offer to their left, then take a roll for himself/herself and place the bread on the bread and butter plate to his/her left.
- When done, pass the basket to the right.
- The butter plate should be passed to the right after you have taken a pat of butter for yourself. Sometimes there will already have a pat of butter on the B&B plate and passing will not be necessary. It is not necessary to pass the butter to the left first. Use the butter fork (which should be provided) for the butter.
- Take the roll in your left hand and break off a small piece with your right hand. Butter the small piece you have just broken off with the butter knife or butter spreader. If a butter knife is not provided, use the “regular” knife on the right side of your plate.
- Break off a piece of bread small enough to be easily eaten in just one bite. If you are asked a question, you should be able to chew and swallow the bread quickly so that you can respond.

SOUP:

- Your left hand remains in your lap. (Right hand if you are left handed)
- Never blow, stir, or slurp any soup.
- When you eat soup, you should spoon it away from you. This way the soup that may dribble out of your spoon falls back into the bowl, not on your clothes or the table.
- Eat your soup from the side of the spoon—don’t stick the spoon straight into your mouth.
- Use good posture while you are eating. It will actually make eating the soup easier.
- Bring the spoon to your mouth, not your mouth to the spoon.
- The hostess is the first to pick up her spoon.

CUTTING FOOD

- Take the knife in your right hand and the fork in your left hand.
- Hold the fork with the tines down, almost like you hold a pencil. Hold it about half way up the handle. Your index finger should be on the back of the fork where the tines meet the handle.
- Gently use the knife to press down (not saw) on the food until it’s in a bite size piece. Cut one piece at a time.
- Once the food is cut, place the knife across the top of your plate. Take the fork, with the food attached, and place it in your (now free) right hand.
- You should eat the food with the tines up.

HOW DO I EAT IT? FORK, SPOON, OR FINGERS?

Artichoke.....	Pull each leaf with fingers to dip in butter
Bananas	Fingers
Brownies and cookies	Fingers
Celery, Carrot Sticks	Fingers
Cheese Cubes	Fingers
Corn on the Cob.....	Fingers
Crisp bacon	Fingers
Cut fruit on dinner plate	Fork
French Fries (dining room).....	Fork
French Fries (fast-food, picnic).....	Fingers
Fried Chicken (dining room)	Fork
Fried Chicken (picnic)	Fingers
Grapes, plums, cherries, apples, peaches.....	Fingers
Onion rings.....	Fingers
Pickles, olives, radishes.....	Fingers
Sandwiches, Hot Dogs & Hamburgers	Fingers
Spaghetti.....	Fork & Spoon
Strawberries or dessert	Fork
SuShi.....	Japanese eat with fingers - Americans use Fork
Tacos	Fingers, and fork for what drops out
Watermelon	Fork

EVERYDAY MANNERS

FAST FOOD ETIQUETTE

“Fast food” is a two-way street. Do your part to keep things moving quickly.

1. Stand back and look at the menu until you make a decision. Go to the order counter when you are pretty sure of what you want to order.
2. Never “cut” in line. Wait your turn.
3. State your order clearly. Make eye contact with the person taking the order and smile.
4. If you want anything “your way”, this is the time to do it. Just remember that this there are other hungry people in line and don’t make things too difficult.
5. Have your money ready. Don’t “fumble” for the right amount. Remember, this is “fast” food—you need to be fast, too.
6. Stand to the side until your order number is called or find a table and wait until your order is ready: When you pick up your food, say “thank you”.
7. Put your napkin in your lap (even though it is small and paper) and you’re your elbows off the table. Chew with your mouth closed. No one wants to see inside your mouth. Never talk with food in your mouth. Use your napkin often.
8. Talking with your friends and enjoying your meal is fine. However, you are in public, so make sure you do not talk too loudly, jump up and run around, or use foul language or bad table manners.
9. Burping loudly is never acceptable. If you must burp, cover your mouth and be as quiet as possible. Other patrons are trying to enjoy their food also.
10. When your meal is finished, pick up your trash and throw it away. Leave no evidence of you or your meal behind.
11. You should behave with respect to yourself, the restaurant and the other patrons at all times.

The same good-eating rules apply in these more relaxed restaurants as in a fancier setting.

MAKING CONVERSATION.....YOU ARE WHAT YOU SAY

*Before you go to a dinner party, have at least three conversation ideas in mind.
It takes the pressure off and enables you to be a good conversationalist.*

- Ask leading or “open ended” questions—something that can’t be answered with a simple “yes” or “no”:
 - “Tell me about your plans for Spring Break”
 - “What did you think of the movie?”
- Listen twice as much as you talk.
- Think about topics you enjoy talking about
 - Favorite sport/favorite team/hobbies
- Develop a positive sense of humor. Share a (clean) joke!
- Keep the conversation positive.
- Use good grammar.
- **USE THE ADVICE YOU’VE BEEN TAUGHT AT HOME:**
 - Keep it clean
 - If you can’t say anything nice, don’t say anything at all
 - No teasing
 - Keep your voice down
 - No Put-downs
 - Don’t ask “none of your business questions” like “How much do you weigh?”.
 - Avoid touchy subjects such as politics and religion.

TABLE MANNERS AT HOME

Come to the table prepared – clean hands, chewing gum or retainer removed, television and cell phones off, books and magazines put away.

1. Be seated, use good posture and put your hands in your lap.
2. If grace is offered, close your eyes and sit quietly.
3. After grace, put your napkin in your lap.
4. Begin eating after the hostess/mom is seated.
5. Pass serving dishes to the right.
6. Watch the host or hostess and follow their eating pace.
7. Cut only one bite of food at a time.
8. Butter your bread one bite at a time.
9. Hold the fork and knife correctly –
 - Forks are held as you would a pencil
 - Knives are held with the thumb, middle, ring and pinky finger surrounding the handle and the index finger is placed on top where the blade and the handle meet.
10. Once you've successfully cut a piece of meat, rest the knife across the top of your plate with the blade facing toward you.
 - Pretend your plate is a clock, and your knife tip faces the 10, with the handle facing the 2. (!)
11. In between bites, your fork rests beside the knife at the top of your plate.
12. Be sure to ask to be excused from the table before leaving when finished.
13. Thank the hostess/mom for the meal.
14. Place your napkin to the right of your plate when finished eating.
15. Push your chair under the table.

REMEMBER THE THINGS YOU'VE BEEN TAUGHT AT HOME:

Don't talk with food in your mouth.
Chew with your mouth closed.
Keep your elbows off the table.
Don't blow on your food.

Don't play with your food.
Try each different food – don't
criticize, complain or make a face!
Don't eat and run.

TELEPHONE ETIQUETTE

THE LAND LINE

Most homes universally accept that calls should not be made or received:

- before 9 a.m. or after 9 p.m.
- during meal time

When placing calls between the hours of 9 a.m. and 9 p.m. you should:

- Dial the number carefully!
- Say your name when someone answers:
“This is _____, may I speak to _____”
- If you receive voice mail, leave your name and number so the call can be easily returned. Say your name and number slowly and clearly.
- If you made the call, it is your responsibility to say “goodbye first.”

When receiving a call you should:

- Answer with an enthusiastic “Hello!”
- If the caller asks for you, reply “This is she/he” or “This is John”.
- If the caller asks for someone else, reply “Just a moment please” then quietly put the phone down and locate the requested person.
- If you are unable to locate the person, ask if you can take a message.
- Make sure there is notepad and pencil handy.
- Deliver the message promptly!

Always return calls promptly.

Avoid a few pitfalls while on the phone (either home or cell phone),

- Eating or chewing gum.
- Loud background music or television.
- Conversations with others in the room.

Call Waiting:

- Remember that the person you are speaking with first takes priority.
- The exception to that rule is if the incoming call is for a parent or the person who pays the phone bill!
- Never keep another call waiting. If necessary get the second caller’s name and number quickly and return to your first call.

CAN YOU HEAR ME NOW?



CELL PHONE ETIQUETTE 101

1. Let your voicemail take a message when you're in school, in church, in restaurants, in a conversation with other people—anywhere that it's busy and not really private. If you have to take the call (like if it's from your parents!), excuse yourself and find a private area to take or return the call.
- Talk as quietly as possible. Cell phones today have very sensitive microphones and speakers—you don't have to yell to be heard.
 - Do not share your “business” with everyone around you. Believe me, they do not want to hear about your latest fight with your best friend, an argument with your mom or the teacher who doesn't know anything. Keep private conversations private! *You never know who is within hearing distance.*
 - Never yell or show anger when speaking on a cell phone.
 - Turn your phone on vibrate in public places such as movie theaters, religious services, restaurants, etc. Do it ***before*** your phone rings.....
 - If you are expecting a call that you ***have*** to take (like from your parents!) let your friends and other adults know ahead of time. Excuse yourself when the call comes in; respect the people you are with--they should be more important than the calls you want to make or receive.
 - Pay attention to signs posted about cell phone use. Movies, restaurants, public buildings, government buildings, schools—they all have their own “rules” about cell phone usage.
 - When walking and talking on your cell phone, be aware of your surroundings and remember to respect the rights of others.



TEXTING

TEXTING SHOULD NOT BE THE ONLY WAY YOU COMMUNICATE. AS COOL AS TEXTING IS, THERE ARE NO FACIAL OR VOICE EXPRESSIONS THAT YOU GET WITH FACE-TO-FACE MEETINGS OR EVEN PHONE CALLS.

- Don't deliver bad news by text.
- Remember that text messages can be hurtful. It's easy to say inappropriate things when the person is not standing in front of you.
- Texts should be short and sweet. If you need to send a long message, use email.
- Sometimes a text does not arrive as soon as you push "send"—it might take a few minutes. Be patient about re-sending messages. Receiving the same text message 20 times is annoying.
- Check the phone number BEFORE you hit "send".
- Don't every think that a text is private. It can be forwarded and forwarded—and end up in the hands of the very person you did not want to receive it.
- Don't text when you are with someone else. Reading and sending texts when with someone else tells the one you are with they are less important than the one you are texting. If you are just hanging out it might be OK, but remember to be respectful of the people you are hanging out with.



Do not text while driving — Ever. And don't get in the car with someone who does. It's dangerous.

THE MANNERS OF THE CLASSROOM

- GREET EVERYONE.
- CALL TEACHERS AND ADULTS BY THEIR CORRECT NAME AND TITLE.
- FOLLOW CLASS RULES.
- SIT UP WHEN YOU ARE AT YOUR DESK.
- KEEP YOUR DESK AREA PICKED UP.
- KEEP SHARED SPACE CLEAN.
- RESPECT OTHERS' PROPERTY.
- RESPECT PRIVACY OF DESK AND LOCKERS.
- LISTEN TO THE LESSONS BEING PRESENTED.
- RAISE YOUR HAND WHEN YOU WANT TO OFFER AN ANSWER OR ASK A QUESTION.

SPORTSMANSHIP

From How Rude, The Teenagers' Guide to Good Manners, Proper Behavior and Not Grossing People Out
Alex J. Packer, Ph. D.

Sports etiquette is the ultimate test of good manners. This is because good sportsmanship sometimes requires you to act in opposition to your feelings.

Have fun. What's the point of being out there if you're not enjoying yourself: Good vibes are contagious. Your teammates will catch your enthusiasm and the game will be that much more enjoyable for all.

Avoid temper tantrums. Nobody, with the exception of tabloid reporters, wants to witness an immature outburst. Resist the impulse to throw your tennis racquet, hit ball boys or ball girls, curse at umpires or storm off the court. Only professional players making millions of dollars are allowed to do these things.

Don't make excuses. If you mess up, say you're sorry and let it go. You only draw more attention to yourself if you blame the sun, the wind, the ref, the racquet or the gopher hole. If it truly wasn't your fault, that will be obvious to everyone.

Don't blame others. If your team members mess up, give them encouragement, not criticism. Saying "Good try" or "Don't worry about it" will do a lot more to help than "Smooth move, Ex-Lax."

Congratulate the winners. This is how character is built. Extend your hand and tell the victors they played a great game.

Compliment the losers. But be sincere. Don't tell them they played well when it's obvious they didn't. Instead, you might say:

"Thanks for the game."

"Thanks for playing us."

"You guys had an off day today, but you were great against Lincoln last week."

Choose up sides with tact. It feels terrible, time after time, to be the last person chosen for a team. You stand there, staring at your sneakers, hoping that the next pick will pout you out of your misery. Finally, everyone's been chosen except you and somebody says, "Ha, ha. You get Wiley." This is the stuff of which lifetime traumas are made.

Many gym teachers, realizing this, now assemble teams randomly by counting off by twos or fours (or two-by-fours). If you're one of the captains choosing up sides, strike a blow for kindness. Tell the other captain (discretely) to pick people in reverse order. Start with the worst players. Of course, everyone will know what you're doing. But I guarantee you that the people usually picked last will worship you for life. And the star athletes will get a useful lesson in humility as they experience what it feels like to stand in the dwindling line as everyone else high-fives their way onto the team.

RESOURCES

365 Manners Kids Should Know by Sheryl Eberly

A Book of Courtesy by Sister Mary Mercedes, O.P.

A Little Book of Manners for Boys by Bob Barnes

A Little Book of Manners for Girls by Bob and Emilie Barnes

Amy Vanderbilt's Everyday Etiquette by Letitia Baldrige

Business Etiquette in Brief by Ann Marie Sabath

Crane's Blue Book of Stationary edited by Steven Feinberg Debrett's

New Guide to Etiquette & Modern Manners by John Morgan

Don't Slurp Your Soup, A Basic Guide to Business Etiquette by Elizabeth Craig

Elbows off the Table, Napkin the Lap, No Video Games During Dinner by Carol Wallace

Emily Post's Etiquette by Peggy Post

Enjoying your Prom by Rebecca Black

Etiquette for Dummies by Sue Fox

Etiquette for Young People by Elizabeth Post

Finding the Perfect Words, Writing Thank-You Notes by Bagrielle Goodwin & David Macfarlane First Impressions,

What you Don't Know about How Others See You by Ann Demarais

Goops by Gelett Burgess

Guide to Good Manners for Kids by Peggy Post & Cindy Post Senning

Heartfelt Words for Special Occasions by Vickie and JoAnn

How Rude, Teenagers Guide to Good Manners by Alex Packer

How to be a gentleman by John Bridges & Bryan Curtis

How to be a lady by Candace Simpson-Giles

How to Work a Room by Susan RoAne Manners Matter by Debbie Pincus

Mastering Business Etiquette and Protocol edited by Frank Gruber

More goops and how not to be them by Gelett Burgess

More than Manners by Letitia Baldrige

Oops! Your Manners are Showing by Peggy Norwood and Jan Stabler

Personal Notes How to Write from the Heart for Any Occasion by Sandra E. Lamb

Tea and Etiquette, Taking Tea for Business and Pleasure by Dorothea Johnson

The Art of the Table by Suzanne Von Drachenfels

The dateable rules — a guide to the sexes by Justin Lookadoo & Hayley DiMarco

The Everything Toasts Book by Dale Irvin

The Fine art of Small Talk by Deborah Fine

The Girl's Guide to Social Savvy — Manners in a Modern World by Jodi Smith

The Guy's Guide to Social Savvy — Manners in a Modern World by Jodi Smith

The Little Giant Encyclopedia of Etiquette by Michael MacFarlane

The New Manners by Letitia Baldrige

The Rituals of Dinner by Margaret Visser

Tiffany's Table Manners for Teenagers by Walter Hoving

Tipping by Stacie Kaajchir and Carrie Rosten

Tips on Tipping by Irene Frankel

Town & Country's Social Graces edited by Jim Brosseau

Treasuring the Gift of Tea Time by Julie Loree Peterson

What do you know about manners? By Cynthia MacGregor

What Southern Women Know, that every woman should by Ronda Rich

What you never knew about Fingers, Forks and Chopsticks by Patricia Lauber