

# Guidelines for **MANNERS** *to teach kids*

## IN GENERAL

Say hello & good-bye	Be on time
Say please & thank you	Know how to make a phone call
Hold the door open for people	Sit properly
If you bump into someone say sorry	Be appreciative
Cover your mouth when you sneeze	Clean up after you make a mess

## WITH ADULTS

## WITH FRIENDS

Look people in the eye	Wait your turn
Use respect when talking to adults	Don't make fun of anyone
Don't interrupt	Give compliments
Say "excuse me" to get attention	Use kind words
No foul language	

## AT THE DINNER TABLE

Wash your hands before food	Wipe your mouth with your napkin
Place your napkin on your lap	Lean over your plate
Chew with your mouth closed	Use the right utensils
Don't talk with your mouth full	Learn to set the table appropriately
Don't slurp	Say please & thank you

*Please and thank you are still magic words.*