

## Health Bulletin for YOUth

Cooperative Extension Service

This publication compiled and edited by the H.E.E.L. Program  
(Health Education through Extension Leadership) Staff

# Can You Spell Etiquette?

More importantly do you know what etiquette is and do you practice it? I fondly recall my mother's advice as I left our home to attend an event or go to school. She would ALWAYS say, "mind your manners" as I was leaving. At the time I found it sort of annoying, but now many years later, I think she was wise to remind me the importance of good manners.

Is there a difference between etiquette and manners, and if so, what is the difference? Etiquette can be defined as the formal rules in a given society and manners are how well one behaves in society informally or formally. Good manners encompass our personality. Practicing good manners makes other people feel comfortable. Knowing the rules of etiquette gives us the vehicle to practice good manners.

Are manners important? Why bother knowing proper etiquette? As part of a civil society, we must practice those social rules that hold our society together. Or we can look at it another way. What if we just met a really cute girl or boy and wanted to impress them? In order to do that, we need to know how. By knowing and practicing etiquette, we have the skills to feel confident in our interactions with other people.

It has been said that one can only make a first impression one time. We will never have another chance to make another one. How we present ourselves to the world will impact our grades, job opportunities, our friendships and our romantic futures. Knowing etiquette will give us a "leg up" as we work to become productive members of society. Good manners enhance our ability to have good relationships with our friends and families.

### Ten Basic Manners for Living Well

1. Smile often
2. Make eye contact
3. Say please and thank you
4. Acknowledge others
5. Pick up after yourself
6. Practice good personal hygiene
7. Speak Once, Listen Twice
8. Chew with your mouth closed
9. Do not gossip
10. Practice daily acts of kindness

### "Hold that Door!" Opening Doors for Others

When going into buildings, allow elders to go first and open the door for them. When preceding others into a building, don't let the door slam in the face of those behind, but hold the door until the person behind can grab it. Also if someone holds the door for you, remember to say "thank you".

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**So Easy a Cave Man Can Do It:  
Simple Table Manners**

- \* Sit up in your chair
- \* Keep you arms and elbows off the table
- \* Wait for all to be served before you take that first bite!
- \* If you need some ketchup or something else, say, "please pass the ketchup" rather than reaching across someone to get it. Remember to say "thank you".
- \* If there is some food served that looks unfamiliar, do not make a face, but try it. You might like it!!
- \* Please no cell phones at the table at home or restaurants!!! Wait until the meal is over to return the call outside unless it is an emergency. And let's face it; most of our calls are far from emergencies...thank goodness!
- \* If you leave the table during the dinner, place your napkin in your chair, not on the table. Once you are leaving the table after the meal, you may place the napkin on the table.
- \* When you are having a family meal and are ready to go do your homework or ride your bicycle, ask, "May I please be excused?"
- \* Always, always thank the cook for such a delicious meal (even if it weren't all that delicious!). It takes some work to prepare a meal. People like to feel appreciated for their efforts.

**Keeping Your Calls Private:  
3 Basics of Cell Phone Etiquette**

In meetings, movies, stores, and restaurants **always** turn it to silent or vibrate. If it alerts you, step outside the room to take the call or to return the call. It is about respect for others and the caller.

Please do not use your cell phone while driving. It is dangerous. It is not a smart thing to do.

When spending time with your family or friends, keep your cell phone conversations brief. You are with them to enjoy them, not to be distracted by the phone. Face to face conversations should always take first priority, unless it is an absolute emergency.

**Quotes for You**

*One of the greatest victories you can gain over someone is to beat him at politeness.*

***Josh Billings (1818 - 1885)***

*Politeness and consideration for others is like investing pennies and getting dollars back.*

***Thomas Sowell (1930 -)***

*Good manners will open doors that the best education cannot.*

***Clarence Thomas (1948 -)***

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International Business Etiquette and Manners <http://www.cyborlink.com/>

For more information on health issues in Kentucky, please visit:

**[www.ca.uky.edu/HEEL](http://www.ca.uky.edu/HEEL)**

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