MANNERS

BE THE BEST YOU CAN BE!
You are a very special person with your own personality, talents and interests. Believe in yourself to live life to the fullest. There is so much that you can offer to your family, friends and the world around you.

There is no one else exactly like you. Two of your best friends in life will be a positive attitude and a confident image. Use good manners and treat everyone with respect. This shows you respect yourself as well.

Have fun, laugh often and have a good sense of humor. Learn from your mistakes, so you can do things differently the next time. But don’t dwell on the errors you’ve made. Humans aren’t perfect. Forgive yourself just as you forgive others when they let you down.

Self improvement is a continuing process that lasts a lifetime. Be good to yourself. You deserve to be the best you can be.

What is a manner? Good manners? Etiquette?

You use manners - good or bad – every time you speak, act or even think a thought. Manners aren’t sold in stores – Act out of consideration for others. Think about their needs and feelings before your own.

The Golden Rule – Do unto others as you would have them do unto you.
SELF IMAGE
Your image is how you imagine yourself to be. It is a picture of you in your own mind. You have a self-image which is how you see yourself, and a public image which is how everyone else sees you. This depends on what you say, how you look and how you act or treat others.

FIRST IMPRESSIONS
As unfair as it may be, people judge you by the way you look, dress, sound and act. Nowhere are your actions and physical appearance more important than when you meet someone for the first time. First impressions are formed within 6 seconds! Everything you do from the moment you meet the other person – shaking hands, smiling, saying hello, sitting down, conversing and keeping eye contact – really does matter.

What’s important? –
1. Eyes – maintain eye contact.
2. Handshake – give a firm brief handshake that’s not too hard or too wimpy. Keep shaking hands while introducing yourself. Do not just hold the finger tips.
3. Laughter – develop a soft easy going laugh. A shrill, cackling laugh is irritating and annoying
4. Voice – speak loud enough to be heard
5. **Posture** – Stand and sit straight and tall. Don’t slouch or fidget. Be still.
6. **Smile** – A great smile is your best feature. They make you look confident and people are drawn to smiles

FOR A PERFECT SMILE – Relax your jaw, don’t tighten facial muscles.

Keep eyes open. Smile “out” toward your cheeks. Your smile should come easily and naturally as if you’ve never practiced it.

**POSTURE**

1. Keep that chin up; head erect and held back. Tilting your head down makes your neck disappear. Don’t stick your nose in the air. That makes you look stuck up/
2. Keep shoulders back, but relaxed. This automatically lifts your chest, another posture pointer.
3. Stretch long through the body; thing tall. Your clothes will look better this way.
4. tuck your behind under; this tilts the pelvis forward. Don’t arch your back.
5. Do not lock your knees. Pushing your legs back throws good posture out of whack.
6. toes should be pointed straight ahead; fee close together
7. Arms stay close to your sides, palms in elbows slightly bent. Fingers are relaxed, never clenched tightly or pulling on clothing.

**IS YOUR WALK GRACEFUL, CONTROLLED? IS IT EYE PLEASING? OR DO YOU STOMP, SHUFFLE AND PLOD ALONG FOR THE ENTIRE WORLD TO HEAR?**

Imagine that you’re a presenter at the Academy Awards. Million of people are watching as you make your way to the podium. You know you look great because you’ve practiced hard, and now your good posture and confident walk come naturally.
SITTING
Take a look around at your classmates. Are they sitting up straight, feet together under the desk or are they sprawled out, feet in the aisle?

Sitting still and using good posture take concentration but are habits worth cultivating. It shows great confidence.

Please be seated:

1. There are two things you should never do:
   a. don’t grab the chair – it won’t run away with you
   b. Don’t lean forward at anytime. Think straight and tall.

2. Practice using a sturdy chair

3. Walk over to the chair and let the back of your right leg touch the front right side of the chair. Turn your body to the right a bit. Place your body weight on your right leg.

4. Sit down without leaning forward. Use your hands to guide your as you sit on the edge of the seat, then slide back. Make sure that you are still turned to the right a bit. The exception to this is if you are at a dinner table or desk. Then you face it squarely

5. once seated, keep feet together and under the chair

6. women always keep their knees together

7. Do not tip the chair back so that it’s rocking on two legs. You could fall and be terribly embarrassed.

8. Crossing your legs isn’t good for them. But if you insist, remember that for women, crossed legs rest against one another Never swing them.

9. don’t sit with one foot underneath you. Never twine your legs around the chair legs

10. Pull up on your pant legs a bit when sitting so they won’t ripple

11. to stand slide forward and rise to the occasion. Use your hands to scoot forward on the seat and them stand with a straight back

12. don’t stand up so fast that you push the chair out from underneath you
CONVERSATIONS

It is a mark of good manners to know how to start a conversation. The easiest way to begin is by asking a question. In the perfect conversation the other person responds, asks you a question and on it goes. Conversation is not one sided. Do you have any friends who talk all the time and never let you say anything? Be sure to be a good listener. Pay attention and keep an open mind. You learn only while listening... Silence during a conversation helps by giving you time to think- about what has been said and what you’ll say next.

1. Memorize several topics that interest you
2. Never ask personal questions. Money is a no-no; the same is true for questions about weight (thin and heavy set). Age is another taboo topic. Don’t ask an adult’s age.
3. Any question you wouldn’t want to answer should never be asked
4. Gross topics should be avoided at the dinner table
5. If you are asked a question you don’t want to answer – don’t respond “Why do you want to know?” Instead reply “I’m not going to answer that.”
6. Get your point across clearly. Wars have been launched because of poor communication, not to mention rumors, lies, etc.
7. Be informed, watch the news read the paper
8. Don’t use big fancy words just to impress people
9. Never correct someone’s grammar in front of others
10. Don’t be a know-it-all. No one knows everything, just keep your ears open
11. End your sentences with periods, not questions. Drop the tone of your voice at the end of sentences. Don’t raise it
12. Answer with more than a grunt or mumble. At the very least, say yes or no
13. Don’t tell people what to do. Ask them – Use please and thank you
14. Don’t lie or exaggerate to impress others. You loose your credibility and their trust
15. Never curse or use profanity. It offends most people and shows your immaturity and lack of vocabulary
16. Do not interrupt. Wait your turn
17. Don’t gossip.

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