



TABLE OF CONTENTS

“On Your Best Behavior” 4-22

 Lesson 1: What are manners anyway? 4-5

 Activities: Be a manners detective – Worksheet 6

 I have good manners chart – Worksheet 7

 Lesson 2 I can’t get any respect 8-9

 Activities: I can’t get any respect! – Worksheet.....10

 Lesson 3 What do you do when you meet someone new? 11-12

 Activities: Making new friends/Introductions – Worksheet.....13

 Lesson 4 No spaghetti handshakes for me14-15

 Activities: What about handshakes? – Worksheet.....16

 Lesson 5 Smile and the world smiles with you 17-18

 Activities: Smiles – Worksheet19

 Lesson 6 First impressions 20-21

 Activities: What’s a first impression? – Worksheet 22

“Uncommon Courtesies” 23-34

 Lesson 7 Proper greetings review..... 23-24

 Activities: Proper greetings – Worksheet..... 25

 Lesson 8 I respect myself26-27

 Activities: I respect myself – Worksheet 28

 Lesson 9 Being clothes-minded 29-30

 Activities: Clothes-minded – Worksheet31

 Lesson 10 Posture 32-33

 Activities: Posture – Worksheet..... 34

“Eat, Drink and Be Wary” 35-54

 Lesson 11 Beware the table monsters..... 35-36

 Activities: Meet the table monsters – Worksheet 37

 Lesson 12 Table setting practice 38-39

 Activities: Table setting – Worksheet 1..... 40

 Table setting cutouts – Worksheet 241

 Lesson 13 Tools of the trade 42-43

 Activities: Table setting – Worksheet 44

 Lesson 14 Helping at Mealtime 45-46

 Activities: Helping at home, take home – Worksheet 47

 Lesson 15 Basic table manners 48-49

 Activities: Table manners – Worksheet..... 50

 Lesson 16 Top 10 dining mistakes51

 Activities: Top 10 mistakes – Quiz 52

“Family Life, Strife and Social Rules”	53-78
Lesson 17 Rules weren’t made to be broken.....	53-54
Activities: Rules – Worksheet	55
Lesson 18 Showing kindness to others	56-57
Activities: Showing kindness – Worksheet.....	58
Lesson 19 Social behavior in special places.....	59-60
Activities: Social behavior for special places – Worksheet.....	61
Lesson 20 What does polite look like?	62-63
Activities: Show what you would do – Worksheet	64
Lesson 21 How do you talk to a phone?	65-66
Activities: Telephone practice – Worksheet.....	67
Lesson 22 Whispering hurts my feelings!	68-69
Activities: Keep it positive – Worksheet.....	70
Lesson 23 Manners at School.....	71-72
Activities: Reward Chart.....	73
Lesson 24 Polite words to remember	74
Activities: Polite words – Worksheet.....	75
Lesson 25 Hey, she has purple hair... ..	76-77
Activities: Scrambled words – Worksheet	78
“Let’s Party”	79-94
Lesson 26 RSVP- ABCs.....	79-80
Activities: I’m invited now what – Worksheet.....	81
Lesson 27 Party Etiquette	82-83
Activities: Party etiquette tip sheet.....	84
Party etiquette bingo – Worksheet	85
Lesson 28 The hostess with the mostest.....	86
Activities: Word Search – Worksheet.....	87
Lesson 29 Thank you and appreciation.....	88-89
Activities: Appreciation – Worksheet	90
Lesson 30 The best sleepover	91-92
Activities: Sleepover – Tip sheet	93
I’m an Etiquette Expert – Quiz	94



LESSON 1

WHAT ARE MANNERS ANYWAY?

Overview:

By age two, most children already understand that saying “please” and “thank you” is required. Some children are also beginning to understand what “that’s not nice” or “good girl/boy” mean. So, this is the right time to help those children understand what manners are, in relation to who they are specifically, and also to explain why manners are important generally.

Objectives:

- Explain to children what manners are.
- Show children some simple polite behaviors.
- Introduce “respect”.

Knowledge Material:

Instructor begins by explaining that “manners” can be defined as proper ways of doing things, or rules for behaving. Using your manners makes it easier to get along with other people. Instructor then asks children if anyone can give an example of manners and then explains how the behavior they suggested helps them get along with people. Explain what would happen if no one used their manners.

Example of manners- saying please. Saying “please” shows you are asking politely and not being bossy, if no one said please we would all be grabbing things and being bossy at the same time.

Discuss other polite behaviors:

- Waiting your turn
- Not interrupting
- Saying thank you
- Smiling
- Don’t push
- Clean up your mess
- Don’t hit or bite

Lead into Lesson 2 by saying that having good manners shows that you have respect, “Next lesson, we’re going to learn about respect”

Instructor’s Note:

Although you can’t really avoid using the word “rules” when talking about manners, try to approach the “rules” as guidelines or helpful hints, even good ideas. Use humor where you can. We want children to have fun with manners, to choose to exhibit them because they want to, not because they have to.

The end of Lesson 1 is a good time to introduce Success Charts, or friendly competition, or some other means of tracking manners. Use Worksheet #2 for Lesson 1 and provide children with stickers for each appropriately exhibited behavior. With older children explain how younger children look up to them and that you need them to set an example.

IDEA: Each day you have a manners lesson you could assign a few children to be the “Polite Posse,” give them sheriff’s badges and ask them to memorize “the rule” for the day so they can help all the rest of the class (“courteous citizens”) learn them. You could expand this theme and ask children to wear western clothes one day when you will visit the “Behavior Badlands”- a world where rude outlaws live- maybe have a manners scavenger hunt outdoors or make up rude characters (Potty Mouth Pete, Sloppy Joe, Rude Rusty, Sneaky Pete, etc.)

Practice Exercises/Activities:

- Worksheet #1 for Lesson 1- Be a Manners Detective (for younger children, this activity can be done as a group with the instructor reading the sheet aloud)
- Make up a manners theme song. Divide children into groups. Ask each group to make up a song (and dance) about manners/respect. Give children a few minutes to do this and then let each group perform their song for the others.
- You could place signs of mannerful behaviors around the room (for example, “Put coat in locker,” “Put books in desk,” “Clean craft area,” “Put garbage in trash” and then let children be detectives and try to find all the signs.

Materials/Supplies Checklist:

- Worksheets
- Pencils
- Assorted stickers
- Props could include a magnifying glass for when you do the Manners Detective Sheet.
- Sheriff badges (optional)
- Cassette player or radio (for ideas for manners songs)
- Costumes or dress up items for playing “Polite Posse” (optional)

★ LESSON 1-WORKSHEET 1

BE A MANNERS DETECTIVE



Put an X by any of the behaviors listed below that you think are polite:

- 1. Covering your mouth when you cough X

- 2. Sneezing on people _____

- 3. Burping really loud _____

- 4. Saying mean things _____

- 5. Remembering to say please X

- 6. Picking up after yourself X

- 7. Combing your hair X

- 8. Chewing gum and blowing bubbles _____

- 9. Saying “yuck” at dinnertime _____

- 10. Pushing and shoving _____



LESSON 1-WORKSHEET 2

I HAVE GOOD MANNERS!

Every time you remember your manners, put a sticker in the good behavior box.

Try to fill the whole row for each behavior before camp is over.

NAME _____

SMILE	SHAKE HANDS	SAY PLEASE	HELP SOMEONE	SET TABLE	SAY THANK YOU	BE POSITIVE

BONUS POINTS:

Behavior _____ Sticker _____

Behavior _____ Sticker _____