

20 Manners Whipple Heights students should know...

1. When asking for something say "Please," when receiving something say "Thank you."
2. The most polite way to enter a conversation is to wait for a break in the conversation, say "Excuse me," and wait for acknowledgement.
3. When borrowing, ask permission first.
4. The world is not interested in what you dislike. Keep negative comments to yourself.
5. If offered something you don't want, politely say "No thank you."
6. When someone shakes your hand, shake it back and look them in the eyes.
7. **Do not comment on people's physical characteristics unless, of course, it is to compliment them.**
8. When someone speaks to you, respond by looking them in the eye and giving an answer.
9. When someone asks how you are, respond and ask how they are in return.
10. **Always say "Thank you" (or write a thank-you note) when someone shows kindness to you.**
11. Never use foul language or gestures.
12. **Don't call people mean names or make fun of anyone for any reason.**
13. When you are part of the audience, sit quietly and give your attention to the presenter.
14. If you bump into someone, say "I'm sorry. It was an accident." Then ask "Are you okay?"
15. If you need to pass by a person, say "Excuse me" and go around.
16. **Cover your mouth with your elbow when you sneeze or cough.**
17. As you walk through a door, look to see if you can hold it open for someone else.
18. **Always offer to help. When someone helps you say "Thank you."**
19. When in a conversation, first listen to the other person. Then wait to respond when there is a break.
20. **Always apologize for an offense and when someone apologizes to you, say "I accept your apology."**

Manners Matter at Whipple Heights!