**GOOD MANNERS AND HIGH SCHOOL ETIQUETTE**

*“You will remember and talk about your high school days for the rest of your life. Use them to develop your strength of character, your integrity, your knowledge and your skills to the best of your ability.” (Your teachers)*

**Task 1 – Reading comprehension**

1. **Pre-reading task: Circle the answer that best completes the sentence. Then read the text about good manners and check if your answers are correct.**
2. Good manners have been developed
3. to give people more rules to learn.
4. because people are mean.
5. to inspire people to change their behaviour.
6. to make living together easier.
7. Good manners are
8. only words.
9. only actions.
10. both words and actions.
11. none of the above.
12. Good manners are what we
13. say.
14. do.
15. don’t do.
16. all of the above.
17. Good manners are
18. ways of treating people kindly.
19. that you treat people the way you want to be treated.
20. avoiding conflicts.
21. impossible.

**GOOD MANNERS**

(Adapted from: <https://www.inc.com/9-important-ways-that-will-make-you-treat-people-better>.)

All people need and want things. What one person needs and wants may be different from the needs and wants of another person. When people live together in a family, in a town, at school or at work, these different needs and wants can lead to conflicts. To make living together easier, good manners have developed over the years. Good manners are ways of treating people so that people feel better about themselves and about each other, and so that conflicts don’t become serious.

If you want to know how others treat you, the best starting place is to look at how you treat others. And if you don't like the way you're treated, there's only one course of action – to change your own behaviour, because you can't change anyone else's. Relationships function like a mirror – eventually that change will reflect back onto how you are treated.

Here are nine important principles to remember about how to treat others:

**1. Instead of judging people by their past, stand by them and help them build their future.**Everyone has a past. Some are a source of pride, and others are best left behind. But whatever their past, people do change and grow, so instead of judging, stand by and support them as they move toward their future. Treat them with respect and make their journey your own.

**2. Listen with curiosity, speak with** **candour, and act with** **integrity.**Listening and curiosity allow relationships to thrive. Speaking your truth allows people to be honest with themselves and with you, and acting with integrity keeps relationships on a high standard. Relationships need curiosity to grow, candour to deepen, and integrity to continue.

**3. Treat everyone with kindness – not because they are kind-hearted, but because you are.**One of the greatest gifts we can give another is kindness. If someone is in need, lend a helping hand. Don't do it only for the people you like and respect – that's easy – but also for the ones who drive you crazy and those you don't even know. True kindness lies in the act of giving without the expectation of getting something in return.

**4. Don't try to make yourself great by making someone else look small.**The moment you think you have the right to belittle others because you are better than they are is the moment you prove you have no power. People tend to make others feel how they themselves feel, whether it's great or small. If you can't offer help, support, or love, at least do everything in your power not to hurt them or make them feel small. Treat everyone you meet with honour.

**5. Remember, everyone has a story.** It may be something they've gone through in the past or something they're still dealing with, but remember that behaviour doesn't happen in a vacuum. Everyone has inner battles and issues. Withhold judgment and instead offer the consideration you'd like to receive.

**6. We don't meet people by accident.** Every person you meet will have a certain role in your life. Some will help you grow, some will hurt you, some will inspire you to do better. At the same time, you are playing some role in their lives as well. Know that paths cross for a reason and treat people with significance.

**7. The best teachers are those who don't tell you how to get there but show the way.**There is no better joy then helping people see a vision for themselves, seeing them go to levels higher than they ever would have imagined on their own. But that doesn't mean you have to fix them or enable them; instead, guide them to the source of their own power. Offer them support and motivation as they find their own way and show you what they're capable of. All you have to do is believe in them.

**8. Never look down on someone unless you are helping them up.** We like to think of life as a meritocracy, so it's easy to look down on someone who isn't as successful or accomplished or well educated as you are. But you have no idea how far that person has already climbed or where they will end up. Time could easily reverse your positions, so be sure you treat everyone with dignity.

**9. Appreciate those who have supported you, forgive those who have hurt you, help those who need you.** Business is complicated, life is complex, and leadership is difficult. Treat all people – including yourself – with love and compassion, and you can't go wrong.

Treat people the way you want to be treated and life will instantly get better.

1. **Check the meaning of the following words in a dictionary.**
2. candour = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. integrity = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. thrive = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. belittle = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. withhold = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. enable = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. meritocracy = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. dignity = \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. **Complete the following quotes with the words from task b).**
11. “Politeness is a sign of \_\_\_\_\_\_\_\_\_\_\_\_\_\_, not subservience.” *(Theodore Roosevelt)*
12. “There are some things that money can’t buy, like manners, morals, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.” *(Diana Mather)*
13. “Little people \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_people. Great people make people feel great.” *(Rick Warren)*
14. “We also believe \_\_\_\_\_\_\_\_\_\_\_\_\_\_ benefits us as managers. The CEO, who misleads often in public, eventually misleads himself in private.” *(Warren Buffett)*
15. “No society can \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ when half its people are left behind.” *(Hillary Clinton)*
16. “The chief aim of wisdom is to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ one to bear with the stupidity of the ignorant.” *(Winston Churchill)*
17. “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ information is just another form of lying.” *(Bruce Coville)*
18. “\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a social system in which success and status in life depend primarily on individual talents, abilities, and effort. It is a social system in which people advance on the basis of their merits.” *(Ashley Crossman)*
19. **Complete the following sentences with your examples of good manners.**
20. If you meet someone new and you want to show good manners, you should

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1. If you bump into someone, you should \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. If you are sitting on a crowded bus or train and someone older than you gets on, you should \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. If you want to get to the head of the line so you are not late, but you want to use good manners, you could \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. You accidentally knock over a neighbour’s vase. You should \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Someone has just given you a birthday present that you don’t really like. You should say \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. You notice a friend looking very said and tired. You could \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Someone has just given you a compliment. It’s good manners to \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. If you make a mistake, you should \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. An example of good manners is also \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Task 2 – Speaking skills**

* **What does the following picture make you think of?**
* **What is your opinion about the teacher’s words?**
* **Do the teachers at your high school expect the same way of thinking and total obedience from their students as the teacher in the picture?**

(Source: [https://www.pinterest.com](https://www.pinterest.com/))

**Task 3 – High school etiquette**

1. **In your opinion, which of the following high school rules of behaviour is the most important, and which ones are less important? Put the rules into the appropriate order from number 1 to 15.**

|  |  |
| --- | --- |
| **NUMBER** | **HIGH SCHOOL ETIQUETTE** |
|  | Don’t litter the classroom, school grounds or anywhere. Don’t mess the toilets. If you do, clean it up. Practice being well mannered. |
|  | Don’t fight, pull, push or shove anyone. Save it for your organized activity such as Tae Kwon Do. |
|  | Prevent bullying. Report bullying. |
|  | Be respectful of public and private property. |
|  | Don’t be noisy and don’t distract other classmates from their work. |
|  | Be respectful to everyone. |
|  | Pay attention to the teachers. Do immediately what you are directed to do. Do not answer back. |
|  | Come to class on time. |
|  | Do the assignment for class and meet all deadlines for projects. Be prepared for the tests. |
|  | Be honest. Rather than lie about being late or not having an assignment, tell the truth and accept the consequences. |
|  | Don’t talk when someone else is talking, whether that’s the teacher or another classmate. Wait for your turn to ask a question. Be aware that your teacher may have other preferences on how to participate or ask questions. |
|  | Co-operate with other students. Treat others the same way you like to be treated. |
|  | Help everyone who needs help. |
|  | Be polite to everyone. Don’t hurt anybody by thoughtless, unkind words or actions. |
|  | Don't make rude comments about another student's mistakes. |

1. **Does your secondary school have any other rules and behaviour guidelines, which are not mentioned in the table above?**

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**Task 4 – Listening and speaking**

**Listen to the following video clip**

[**https://www.youtube.com/watch?v=SjQLuVUf3Sk**](https://www.youtube.com/watch?v=SjQLuVUf3Sk)

**and describe the situation in the classroom.**

* **In your opinion, was the teacher successful in managing the classroom discipline?**
* **Can you think of any similar situation from your secondary school?**



(Source: <http://teacherslicensedubaiuae.com>)

**Task 5 – Writing an argumentative essay**

**Choose ONE essay title:**

* **YOU CANNOT CHANGE THE WORLD, YOU CAN ONLY CHANGE YOURSELF**
* **GOOD MANNERS ARE JUST A WAY OF SHOWING OTHER PEOPLE THAT WE HAVE RESPECT FOR THEM**

**How far do you agree or disagree with the statement? Support your opinion in 220–250 words.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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(an argumentative essay)

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