

## **Basic Rules of Etiquette**

### **At School and in the Classroom**

#### **Do**

- ♦ Be on time (punctual).
- ♦ Acknowledge and greet every faculty and staff member you see.
- ♦ Dress according to school standards.
- ♦ Keep your locker and desk area clean and organized.
- ♦ Respond to reprimands in sincerity with an apology.
- ♦ Remember to take the right books and tools to class.
- ♦ Turn in homework and projects on time and do your best work.
- ♦ Follow the class rules with a willing heart.
- ♦ Follow common table manners in the lunchroom.

#### **DON'T**

- ♦ Don't ridicule other students publicly or privately.
- ♦ Don't talk disrespectfully to a teacher or about a teacher.
- ♦ Don't contradict or argue with a teacher, especially in front of others.
- ♦ Don't disturb others by making obnoxious noises (e.g., clicking pen, tapping foot, etc.).

### **In Church and Whenever the Bible Is Opened**

#### **Do**

- ♦ Dress appropriately in respect.
- ♦ Acknowledge and greet church members.
- ♦ Turn your cell phone off or put it on "silent."
- ♦ Introduce yourself to visitors and new people.
- ♦ Have your Bible with you for all classes and services.
- ♦ Follow along in your Bible when Scripture is being read.
- ♦ Share your Bible with the person next to you if needed.
- ♦ Face the people seated as you make your way down the pew.

- ♦ Focus on the speaker and give your undivided attention.
- ♦ Sit up straight in your chair or pew.
- ♦ Remember, your actions reflect your respect for God and His Word.
- ♦ Sing along with the congregation.
- ♦ Thank the preacher or teacher when the lesson helped you.
- ♦ Learn the discipline of staying awake.
- ♦ Men—Allow ladies to enter the pew before you do.
- ♦ Men—Exit the pew to let a lady enter if you are seated at the end.
- ♦ Men—Give a sincere “amen” when appropriate.

#### **DON'T**

- ♦ Don't be late.
- ♦ Don't chew gum, eat food, or drink a beverage.
- ♦ Don't walk quickly or run down the aisles.
- ♦ Don't whisper or laugh under your breath during the service.
- ♦ Don't distract others around you.
- ♦ Don't look at your watch or a clock during the service.
- ♦ Don't sit in the back of the room when closer seats are available.
- ♦ Don't fan yourself.
- ♦ Don't walk out of the service, unless it is an emergency.
- ♦ Don't slouch in your seat or stare at the floor.

## **With the Opposite Gender and in Dating Relationships**

#### **Do**

- ♦ Keep your conversation and words appropriate and respectful.
- ♦ Focus your attention on being polite and respectful.
- ♦ Men—Open the door for a lady.

- ♦ Men—Offer help when you see it is needed.
- ♦ Men—Offer your seat to a lady.
- ♦ Men—Always acknowledge and greet a girl’s parents.
- ♦ Men—Look a girl in the eyes.
- ♦ Men—Offer your umbrella to a lady if it is raining.
- ♦ Men—Offer your suit jacket to a girl if it is cold.
- ♦ Men—Open a lady’s car door and wait there until she is seated.
- ♦ Men—When a lady drops something, help her pick it up.
- ♦ Men—Walk on the outside of the sidewalk when with a lady.
- ♦ Men—Only shake hands if a lady extends her hand first.
- ♦ Men—Ask a girl’s father for permission before writing or calling her.
- ♦ Men—Respect your parents’ and her parents’ wishes in every area.
- ♦ Ladies—Maintain a meek and quiet spirit.
- ♦ Ladies—Maintain a godly presence in physical posture and dress.
- ♦ Ladies—Seek your parents’ approval before responding to a guy.

**DON’T**

- ♦ Men—Don’t let a lady carry boxes or large items.
- ♦ Men—Don’t touch a lady, unless to help her recover from a fall.
- ♦ Men—Don’t walk behind a lady on the stairway.
- ♦ Men—Don’t spend time with a girl without her dad’s permission.
- ♦ Ladies—Don’t call or text guys on the phone.
- ♦ Ladies—Don’t order the most expensive item on the menu.
- ♦ Ladies—Don’t try to be the center of attention.
- ♦ Ladies—Don’t touch guys, even jokingly.
- ♦ Ladies—Don’t be forward or flirtatious.

## Friends and Social Gatherings

### Do

- ♦ Let people formulate their own opinions of others.
- ♦ Speak positively of people who are not present.
- ♦ Think before you speak.
- ♦ Refrain from bodily noises.
- ♦ Thank the host of a function.
- ♦ Make eye contact with others when talking.
- ♦ Show genuine interest in what others are saying.
- ♦ Learn how to ask questions and carry on conversation.
- ♦ Invite others “on the sidelines” to be involved socially.
- ♦ Politely introduce your friends and family to others.
- ♦ Defer the flow of conversation to elders or to those in authority.
- ♦ Stand straight, sit up straight, and focus your attention on others.
- ♦ Graciously accept compliments and defer praise to God and others.
- ♦ Men—Give a firm handshake to other men. (No dead fish!)

### DON'T

- ♦ Don't give attention to one person when others are around.
- ♦ Don't lose your temper or raise your voice.
- ♦ Don't discuss your break-ups with everyone.
- ♦ Don't talk badly about your spouse, family, or parents.
- ♦ Don't point out other people's bad manners.
- ♦ Don't brag about yourself.
- ♦ Don't whine and complain.
- ♦ Don't joke racially.
- ♦ Don't tell jokes that may embarrass people.
- ♦ Don't mock people for things they would not laugh at themselves.
- ♦ Don't mock people for something they cannot change.
- ♦ Don't monopolize or dominate a conversation.

- ♦ Don't gossip or conjecture about others.
- ♦ Men—Don't joke or talk inappropriately about ladies.
- ♦ Men—Don't participate with inappropriate talk or joking.
- ♦ Ladies—Don't ask the question, "Does this make me look fat?"

## Cell Phones and Phone Calls

### Do

- ♦ Turn your phone off when in church, restaurants, meetings, etc.
- ♦ Immediately give your name and greet the person.
- ♦ Be polite and speak clearly.
- ♦ Say "excuse me" when interrupting a conversation to take a call.
- ♦ End a call before trying to communicate with someone else.
- ♦ Respect other people's time.
- ♦ Take responsibility to end a conversation if you started it.

### DON'T

- ♦ Don't talk loudly in public places.
- ♦ Don't take calls at the table or in a restaurant.
- ♦ Don't take calls while you are talking with someone, if possible.
- ♦ Don't say anything inappropriate over the phone or in a text.
- ♦ Don't call early, late, or at "dinner time," unless it is an emergency.
- ♦ Men—Don't call, text, or email a girl without her dad's permission.
- ♦ Ladies—Don't call, text, or email guys.
- ♦ Ladies—Don't accept calls from guys without parental permission.

## Everyday Speech and Conversation

### Do

- ♦ Be gracious by using words like “please,” “thank you,” and “excuse me.”
- ♦ Respond to authority with “yes, sir” and “no, ma’am.”
- ♦ Use your speech to encourage and edify others.

### DON'T

- ♦ Don't be afraid to say “I'm sorry, will you forgive me?”
- ♦ Don't respond in sarcasm to a serious question.
- ♦ Don't use slang terms or gangster language.
- ♦ Don't use euphemisms—words used in place of offensive words (dang, darn it, jeez, frickin', freakin', gosh, golly, heck, etc.).

## Table Manners

### Do

- ♦ Use eating utensils appropriately.
- ♦ Place your napkin properly on your lap after being seated.
- ♦ Wait until everyone has their food before you start eating.
- ♦ Chew with your mouth closed.
- ♦ Offer the last of the food to others before taking it for yourself.
- ♦ Say “thank you” to the host (for young people, this includes your parents).
- ♦ Compliment the meal and the cook.
- ♦ Be pleasant in conduct or conversation.
- ♦ Place your spoon in your saucer if you want more tea or coffee.
- ♦ Break your bread; do not cut it.
- ♦ Use a napkin only for your mouth (not nose, face, or forehead).
- ♦ Eat slowly and converse with others.
- ♦ Politely ask someone to pass the dish you would like.

- ♦ Put down your knife after cutting and before eating.
- ♦ Men—Help a lady with her chair if she will be seated next to you.

#### **DON'T**

- ♦ Don't sit until your host is seated.
- ♦ Don't reach across someone.
- ♦ Don't talk with your mouth full.
- ♦ Don't put your elbows on the table.
- ♦ Don't play with utensils or food.
- ♦ Don't sit too far back or slouch.
- ♦ Don't talk loudly or boisterously.
- ♦ Don't tilt your chair back.
- ♦ Don't make noises while eating.
- ♦ Don't indicate if you notice something unpleasant in the food.
- ♦ Don't leave the table before others, unless you ask to be excused.
- ♦ Don't draw attention when removing hair or items from food.
- ♦ Don't discuss things that might cause others to lose their appetite.
- ♦ Don't pick your teeth at the table; if you must, cover your mouth.
- ♦ Don't burp out loud.
- ♦ Don't take generous servings that would deplete a dish before everyone has been served.

### **Restaurants, Hotels and Public Places**

#### **Do**

- ♦ Follow all table manners at restaurants.
- ♦ Stay to the right when walking in public places.
- ♦ Open the door for a person entering behind you.
- ♦ Be conscious of your voice level.
- ♦ Tip well (15% minimum) and discreetly.

- ♦ Pay the bill if you invited someone to lunch or dinner.
- ♦ Be friendly and respectful to the person helping you.
- ♦ Graciously accept when someone offers to pay the bill.
- ♦ Leave a generous tip with a Gospel tract.

#### **DON'T**

- ♦ Don't talk on a cell phone when someone is taking your order.
- ♦ Don't be late if you have reservations.
- ♦ Don't point or stare at other people.
- ♦ Don't spit, loudly clear your throat, or loudly blow your nose.
- ♦ Don't touch food that you do not plan to eat.

## **Workplace or Other Professional Environments**

#### **Do**

- ♦ Be punctual for work.
- ♦ Keep your workspace clean and organized.
- ♦ Follow the guidelines for dress.
- ♦ Follow your company's policies and procedures.
- ♦ Be friendly and polite towards other employees and customers.
- ♦ Converse respectfully with employers and managers.
- ♦ Respect and serve all customers efficiently and graciously.
- ♦ Work hard and give your best effort in every area.
- ♦ Stay focused on your work.
- ♦ Maintain your Christian testimony.

#### **DON'T**

- ♦ Don't disturb other employees with distractions, questions, etc.
- ♦ Don't talk excessively with other employees during work hours.
- ♦ Don't do personal things while "on the clock."

- ♦ Don't use company equipment for personal use without permission.
- ♦ Don't witness "on the clock"—look for break times, etc.
- ♦ Don't participate in inappropriate jokes and behavior.

## When with Guests and New Acquaintances

### Do

- ♦ Stand when a visitor or guest walks into the room.
- ♦ Introduce yourself and shake the guest's hand when appropriate.
- ♦ Learn and practice polite small talk.
- ♦ Introduce someone by telling their name and your relationship.

### DON'T

- ♦ Men—Don't take off your tie when you are with company, out of respect.
- ♦ Don't ask questions that might make a guest uncomfortable.

## In Front of an Audience

### Do

- ♦ Stand up straight with your hands to your sides or in front.
- ♦ Hold your head straight up.
- ♦ Dress sharp and look well groomed.
- ♦ Focus intently on the speaker and follow him with your eyes.
- ♦ Nod in agreement or say "amen" when appropriate.
- ♦ Speak clearly and slowly—project your voice.
- ♦ Stand when a lady approaches.

### DON'T

- ♦ Don't rock back and forth or sway from side to side.

- ♦ Don't put your hands in your pockets.
- ♦ Don't do repetitive, nervous actions.
- ♦ Don't cross your legs on a platform.
- ♦ Don't chew gum.
- ♦ Don't hold a microphone too low.
- ♦ Don't mumble or use a lot of fillers (um, like, uh, you know...).
- ♦ Don't stare at the audience when another is speaking.

## Parents and Authority

### Do

- ♦ Be respectful, obedient, and give honor.
- ♦ Maintain eye contact and listen intently when being spoken to.
- ♦ Respect authority with your posture and your facial expressions.
- ♦ Prefer and serve authority with a sincere heart.
- ♦ Show initiative with chores and acts of kindness.
- ♦ Express thankfulness constantly.

### DON'T

- ♦ Don't laugh or mumble under your breath.
- ♦ Don't leave the room or walk away when being spoken to.
- ♦ Don't withdraw from family relationships.
- ♦ Don't heave or sigh.
- ♦ Don't roll your eyes.
- ♦ Don't participate in dishonoring treatment of authority.

## Letters, Notes, and Emails

### Do

- ♦ Send handwritten thank you notes for any gifts or acts of kindness.

- ♦ In a thank you note...
  - ♦ Greet the giver (Dear <Name>).
  - ♦ Express your gratitude (Thank you for...).
  - ♦ State how you will use what they have given you.
  - ♦ Refer to the past and mention the future (It was great to...and I hope to...).
  - ♦ Thank them again (Thanks again for...).
  - ♦ Regards (Sincerely)
  - ♦ Make thank you letters about them, not about you.
- ♦ Use blue or black ink in formal writing.
- ♦ Write legibly and use correct grammar and structure.
- ♦ Refrain from typing personal notes if possible.

#### **DON'T**

- ♦ Don't use a hard-to-read font or color.
- ♦ Don't state the obvious (e.g., "I am just writing to say").
- ♦ Don't directly mention money but rather thank them for their generosity or kindness.
- ♦ Don't lie about liking a gift, instead compliment the thoughtfulness/generosity of the giver.
- ♦ Don't type emails in all caps—this is like yelling.
- ♦ Don't gossip in notes and emails.

## **Weddings and Funerals**

#### **Do**

- ♦ Make small talk with other guests at a wedding.
- ♦ Dress appropriately.
- ♦ Keep a quiet, respectful, proper, and sober spirit.
- ♦ Congratulate the bride and groom and their families.
- ♦ Express condolences to the family of the deceased.
- ♦ Take a gift or card.
- ♦ Sign the guest book.

#### **DON'T**

- ♦ Don't chew gum or call attention to yourself.
- ♦ Ladies—Don't wear white to a wedding.

## General/Other

### Do

- ♦ Make sure your shoes are always clean and polished.
- ♦ Stand when someone in authority enters a room.
- ♦ Stand to greet someone who approaches your table.
- ♦ Use names (people like to hear their own name).
- ♦ If you don't know a name, introduce yourself.
- ♦ When hearing a new name, try to use it right away.
- ♦ Cover your mouth to cough and excuse yourself if necessary.
- ♦ Cover your mouth with a tissue or napkin when sneezing.
- ♦ Stand and sit up straight—posture and body language speak loudly.
- ♦ Keep your mouth closed when you are not talking.
- ♦ Men—Stand when a lady enters the room.
- ♦ Men—Shake hands firmly and make eye contact.

### DON'T

- ♦ Don't pick anything—nose, ears, teeth, fingernails.
- ♦ Don't ask dating couples when they're getting married.
- ♦ Don't ask married couples when they're planning to have children.
- ♦ Don't ask a woman when her baby is due.
- ♦ Ladies—Don't wear things that accentuate your body inappropriately.