Manners: Top 10 Lists

Manners are expected behaviors that make others have good thoughts about us. They are words or actions that other people think are friendly, helpful and respectful.

**Good Manners**

1. **Saying these words often** - “please, thank you, you’re welcome, excuse me”
2. **Cleaning up after yourself** - leave everything a little better than you found it
3. **Show respect** – do not argue or talk back to adults, be polite to older adults and people in authority, refer to an adult as “Mr., Mrs. or Miss ___”, be kind to everyone
4. **Take good care of yourself** – make sure you are clean, smell good and are dressed appropriate for the location or event
5. **Open doors** – Hold the door open and allow others to go through
6. **Respond appropriately when spoken to** – do NOT say “uh-huh” or “what”. Say “yes sir/ma’am”
7. **Listen** – show that you are listening by having your eyes looking in their direction, nodding, turn your body towards the person, and not doing other things while you are listening
8. **Respect other’s personal space and belongings** – do not take things without asking, return them in the same or better shape, do not touch others unless you have asked or know it is ok
9. **Apologize and forgive** – Saying “I’m sorry” does NOT mean anyone is “wrong or right”, but that you care about the other person enough to work things out. Forgive the other person; everyone makes a mistake sometimes.
10. **Be on time** - Early is on time, on time is late. Late is unacceptable.

**Game-Time Manners**

1. **Be encouraging** - Use words like “good job, way to go, that was awesome” when appropriate
2. **Support others** - even if they do something wrong and use words like “maybe next time, nice try, that’s okay”
3. **NEVER argue** - with the coach, referee, teacher or adult in charge. You may not agree with their decisions, but there will always be another chance, another turn or another game.
4. **Con gratulate** - the winner and encourage the loser
5. **Try again** - Do not get mad if you don’t win. Focus on what you can do better next time. Use words like “oh well, maybe next time, no big deal, that’s okay”
6. **Don’t quit** - Just because things don’t go your way is not a reason to give up or stop playing. Work hard, learn from the tough parts and be proud of yourself for giving it your best.
7. **Be a good winner AND loser** - When you lose, don’t complain, make excuses or blame others; at least you got to play! When you win, do not brag.
8. **Compromise** - This is when each person gives and gets only a little of what they want so that EVERYONE can be happy. Use words like “how about if I ___ and you ___?”
9. **Take turns** - There are lots of fun ways to see who goes first; rock, paper, scissors, who has the closest birthday, who has the longest name, etc.
10. **Show respect** - Be quiet and take off your hat during the Pledge of Allegiance and the National Anthem