

ETIQUETTE: RULES FOR BEING A GOOD GUEST & A GOOD HOST

Dear Parent,

It is that time of the year which is a celebration for kids! Yes, its summer vacation that children look forward to. With vacation, comes the joy of being with our friends and relatives. Who will be more excited about guests coming or going to a relative's house than a child? This month's Life Skill module will reinforce **how to be a model guest and how to be a model host**. Your child has been taught the following.

Model Host Rules	Model Guest Rules	Table Manners (Both as Host and Guest)
<ol style="list-style-type: none"> 1. Welcome guest with a smile. 2. Greet them with "Please come in. We are glad that you came. How are you?" 3. When they ask "How are you?" reply "Fine, thank you." 4. Offer a seat with "Please sit down. Would you like a glass of water?" 5. Offer to help them with their bags. By asking "May I help you carry your bag?" 6. Do not interrupt when people are talking, if you must, then Say "Excuse Me." 7. Look at people in the eye when you talk to them. 8. Listen carefully when somebody is talking to you. 9. Hold the door open for elderly people. 10. When somebody says thank you, say "You are welcome." 11. When guests are leaving, say "Thank you for coming" 12. If you receive a gift or a compliment say "Thank you" 13. If you sneeze, cough, yawn, cover your mouth and nose and then say " Excuse me." 14. If you want something, say "Please." 15. If there is a child as a guest please share your toys. 	<ol style="list-style-type: none"> 1. Say please, thank you, may I, and excuse me. 2. Never enter a bedroom without being invited in. 3. Never touch personal items without permission. This means the contents of drawers, cupboards, closets, desktops, laptops, tab, toys, TV Remote, refrigerator, etc. 4. Do not help yourself to food or drink. If hungry or thirsty, ask politely. 5. Ask before using the phone, the computer or any appliance. 6. Respect bedtime and any other quiet time. Remember every family has their own rules. 7. If you feel uncomfortable, or wish to go home, ask to call Mom or Dad. 8. Knock before entering the bathroom. 9. Always ask permission to enter a room by saying, "May I come in?" 10. If you make an unexpected mess, or accidentally break something, tell an adult as soon as it happens and apologise. 11. When ready to leave the table, ask to be excused and clear your plate and glass. 12. Ask if you can help set or clear the table, and if you can help with dishes. 13. If you are not sure of a household rule, ask. 14. Respect bedtime and the call for "lights out". 15. Pick up toys, games and other items used by putting them where they go. 16. Be kind to pets and your host's siblings. 17. After the visit, send a thank you card or call and thank by saying "Thank you for your hospitality, I enjoyed my stay". 	<ol style="list-style-type: none"> 1. Chew with your mouth closed. 2. Never make sound while chewing. 3. Don't talk with your mouth full. 4. If you want more say "May I have a second helping, please?" 5. Don't stare at somebody's plate 6. If you don't want more, say "No, thank you" 7. If you want a particular dish from the table say "Please pass the ____". Never bend over somebody else's plate to take it 8. Don't play with your food 9. Always thank your mom by saying "Thank you mummy, it was a good meal" 10. Don't eat too slow or too fast 11. DON'T WASTE FOOD. Keep your plate in the sink when done. 12. If you burp, say "I am sorry" "or excuse me"



Note to parent: This module is about your ward's all round development as a social being. For success of this module it is important that you help your child implement this module.