

UPDATED

Mind your Manners...

Sit up straight! Keep your elbows off the table! Don't talk with food in your mouth! Never eat with your fingers! If you think table manners are a pain today, you should have been around just a few decades ago when "children should be seen and not heard" was the rule. The problem extends, however, into the twenty first century world of fast foods and hectic schedules. Even though you haven't been taught them, somehow you're still supposed to be learned about matters of etiquette. Here are a few facts about the formal manners business. If you are invited to a dinner where your knowledge of table manners is being tested, remember:

- Whether you cut spaghetti with a knife or not, never let it dangle off the fork and never slurp it up.
- Guide your soup spoon away from the body. Then center it over the bowl to let drippings fall before bringing the spoon to your mouth.
- You may place your elbows on the table between courses.
- If you drop a utensil on the floor, ignore it.
- If you are eating with someone who has a piece of spinach between his teeth, do you tell him? Yup, it's kinder than saying nothing, since the problem is so easily solved.
- If you're eating a piece of meat that has a serious bone, and there's still meat on that bone, and you can't cut it with a knife, can you pick it up? A qualified yes but leave a bit of meat on the bone. Tearing it up in company is a no-no.

And if you're ever asked to set a table, here are the easy to remember rules for utensil placement. Those with five letters...knife, spoon, glass...go on the right (also five letters). The fork, which is the only utensil with four letters, goes on the left (also four letters). Have fun!!!

TAKE MY WORD FOR IT



POLITENESS

It cannot be overemphasized the importance of politeness in **English**, particularly in formal situations. It is, without question, an integral part of the English language. Non-native speakers whose own language is far more direct may find it strange or tiresome to have to use such diplomatic language, but if they don't, they risk coming across as rude, uneducated or unprofessional.

I'M SORRY...

It's very common to start a request with the word **sorry**. What it really means is **I'm sorry to give you a problem** but we use it very often in everyday situations and it is polite and courteous.

- I'm sorry! / I'm sorry for
- How can I make up for that?
- I regret what I said.
- Oops, sorry, my mistake!
- I'm terribly/awfully sorry...
- I wish to apologise for ...
- Please accept my apologies for ...
- I do beg your pardon.

TRAVEL WITH ENGLISH

AVOID CULTURE SHOCK WHEN TRAVELING ABROAD



Germans rarely address each other by first names. Use "Herr" (Mr.) or "Frau" (Ms./Mrs.) plus title.



Never point your chopsticks at another person, or stick them straight up in your rice bowl. When not in use, line them up on the chopstick rest.



While you are expected to be on time, your French colleague may be late. Don't expect an apology.



The word "No" is rude. In Malaysia, "Yes" can mean "I agree" or "Maybe" or "I hope you can tell from my lack of enthusiasm that I really mean No."

STUDENT'S ROOM

DO YOU HAVE GOOD MANNERS?

Good and bad manners make up the social rules of a country. Do you follow social rules or are you impolite? Do this quiz and find out.

1 What do you do when you meet someone for the first time in a formal situation?



- a) You shake hands.
- b) You kiss them on the cheek.
- c) You bow.

2 What do you do when you meet a friend or a relative?

- a) You shake hands.
- b) You kiss them on the cheek.
- c) You hug them



3 If someone next to you sneezes, what do you do?



- a) You ignore it.
- b) You say "Bless you!"
- c) You say "Cheers".

4 If you arrange to meet someone at a certain time, you find it...

- a) normal to arrive 10 minutes late.
- b) rude not to be on time.
- c) normal to arrive 30 minutes late.



5 You see an elderly person Standing on the bus. There are no seats left. What do you do?

- a) You pretend you don't see the person and keep on doing what you were doing in your comfortable seat.
- b) You ask the person next to you to give up his/her seat.
- c) You immediately stand up and give your seat.

6 You get to the station. Your train leaves in 3 minutes.

There is a long queue to buy tickets. What do you do?

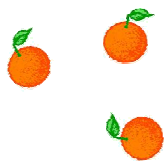
- a) You wait for your turn and take the next train.
- b) You ask the person at the front of the queue to buy a ticket for you.
- c) You jump the queue and get in front of everyone else.



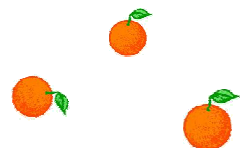
A lady is carrying a bag with oranges. The bag got

7 torn and

the oranges roll down the sidewalk. What do you do?



- a) You pick up the oranges for the lady.
- b) You keep walking.
- c) You look at the lady and laugh.



8 You're on holiday with your parents. You take a taxi. Do

you give the taxi driver a tip?

- a) Never.
- b) If he/she is nice.
- c) Always, unless he/she is rude.

- 1. a) 3 b) 1 c) 0
- 2. a) 2 b) 3 c) 3
- 3. a) 0 b) 3 c) 0
- 4. a) 0 b) 3 c) 0
- 5. a) 0 b) 0 c) 3
- 6. a) 3 b) 0 c) 0
- 7. a) 3 b) 0 c) 0
- 8. a) 0 b) 1 c) 3

0 -8: You must rethink your behavior and start acting more politely. Social rules are important. We live in society and must respect other people if we want to be respected too. If you're not familiar or used to social rules, please ask your teachers or a friend to help you.

9 -16: You can do much better. Being polite to everyone is very important to be accepted socially. Whether you are at school, at work or at a party, you should know how to behave, you should know what is polite and what is impolite.

17 -24: Well done! You're clearly a well-mannered person. Keep on following these social rules and teach others around you to do the same.

COMICS

As soon as thou shalt be moderately satisfied; or whenever thy parents bid thee, rise up from the table, though thy superiors sit still.



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'ISN'T IT NICE TO SEE THEM USING THEIR KNIFE AND FORK?'

TIPS



Don't, when offered a dish at a friend's table, look at it critically, turn it about with the spoon and fork, and then refuse it."

—G.R.M. Devereaux, *Etiquette for Women*, 1901

Manners are the happy ways of doing things.

—Ralph Waldo Emerson