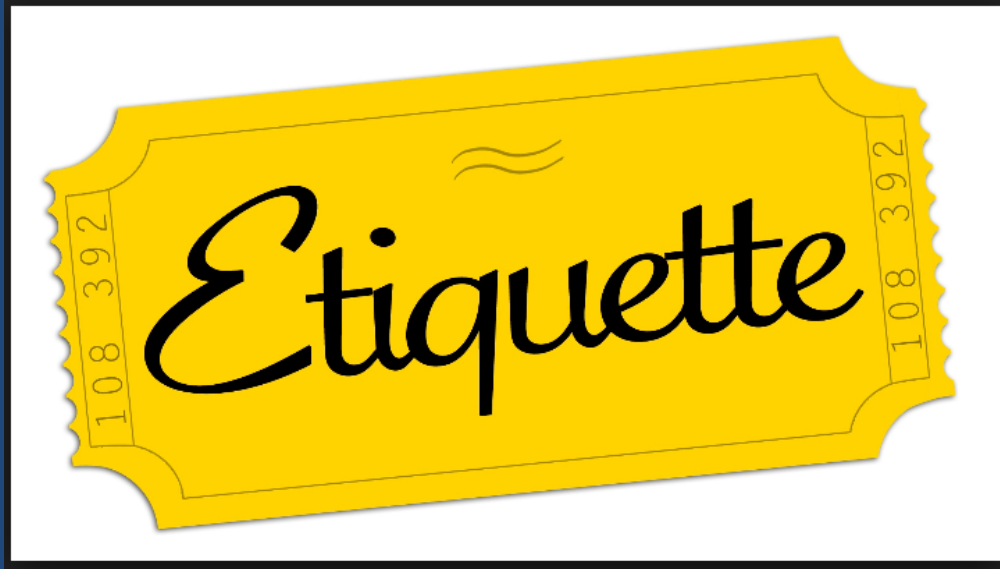


Teaching Etiquette: It's More Than Please and Thank You



Cheryl Pratt
Depoali Middle School
Reno, NV

Etiquette

who Knew? *Etiquette* (EH-tih-ket) is another word for *manners*. It comes from a French word meaning *ticket*. Long ago, when people visited royal palaces in France, they were given little cards (tickets) with instructions for how to behave. That's so they wouldn't do something stupid and get in trouble with the king.



B. & E. 1821

Company shocked at a Lady getting up to Ring the Bell.

*So, if we could give our students
“**Tickets**” on how they should
behave in society, what would we
want them to know?*



A HANDSHAKE!?

Physical contact with another human being? Are you out of your mind?!

Why are handshakes important?

- Meet the boss
- Meet someone famous
- Graduation
- Meet the PARENTS!!!



Handshakes

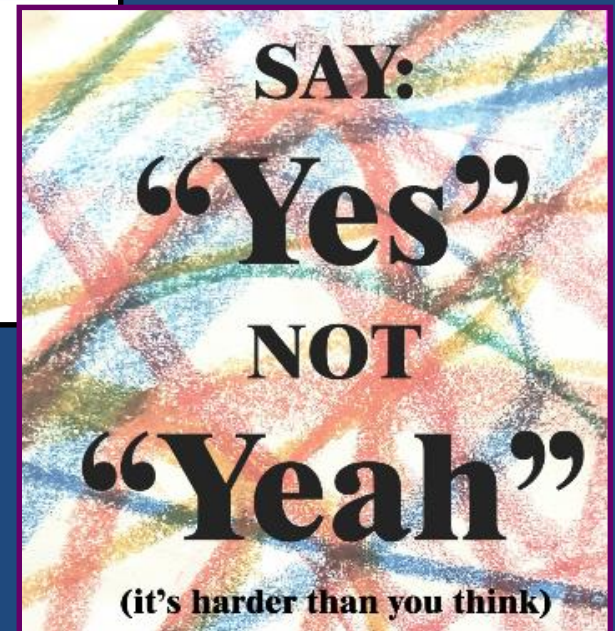
- The Good

- Step Up
- Lean Forward
- Make Eye Contact
- Smile
- Complete Grip
- Pump 2-3 times

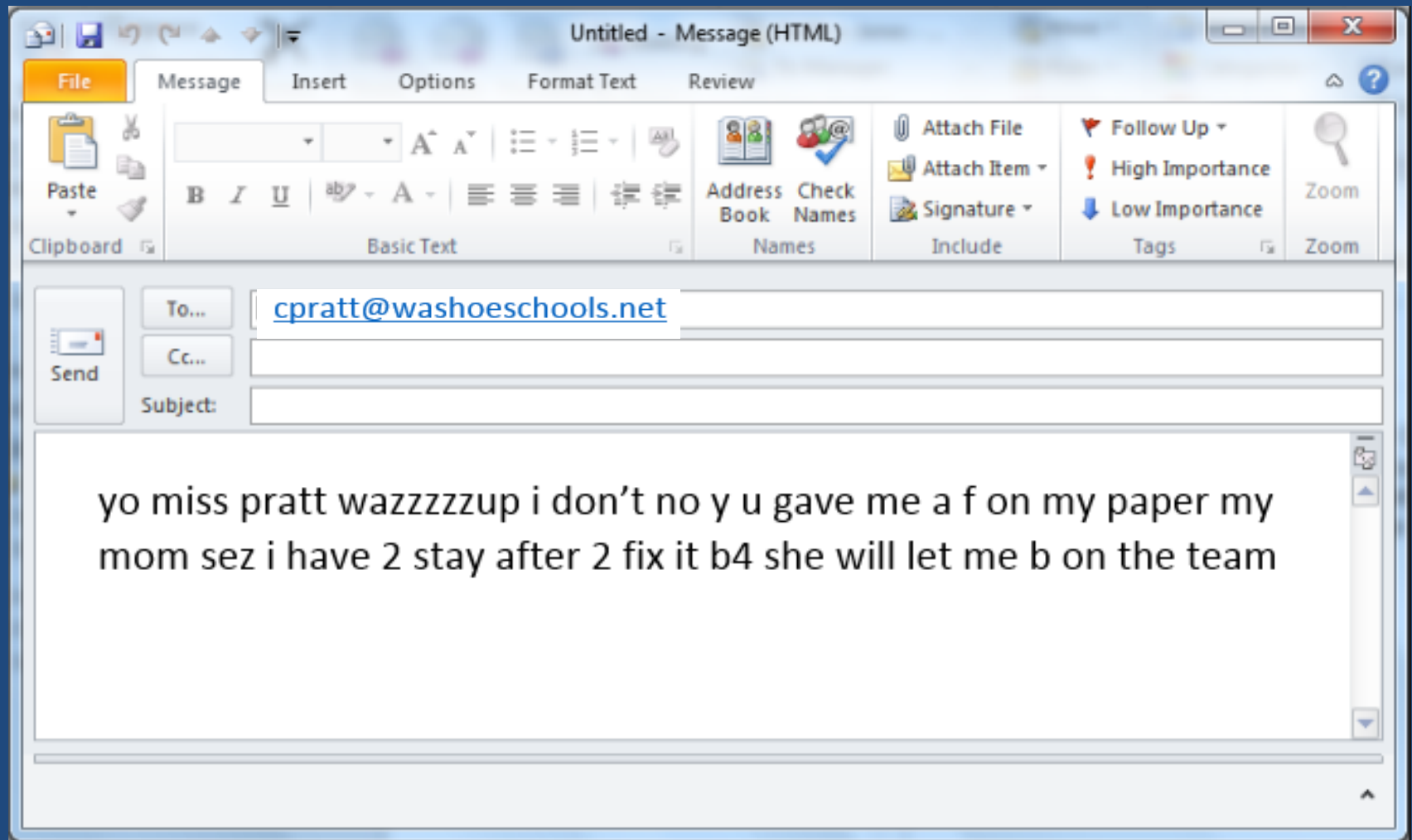
- The Bad

- Dead Fish
- Macho Cowboy
- Southpaw
- Four Fingers
- Fist Bump
- Double Hands

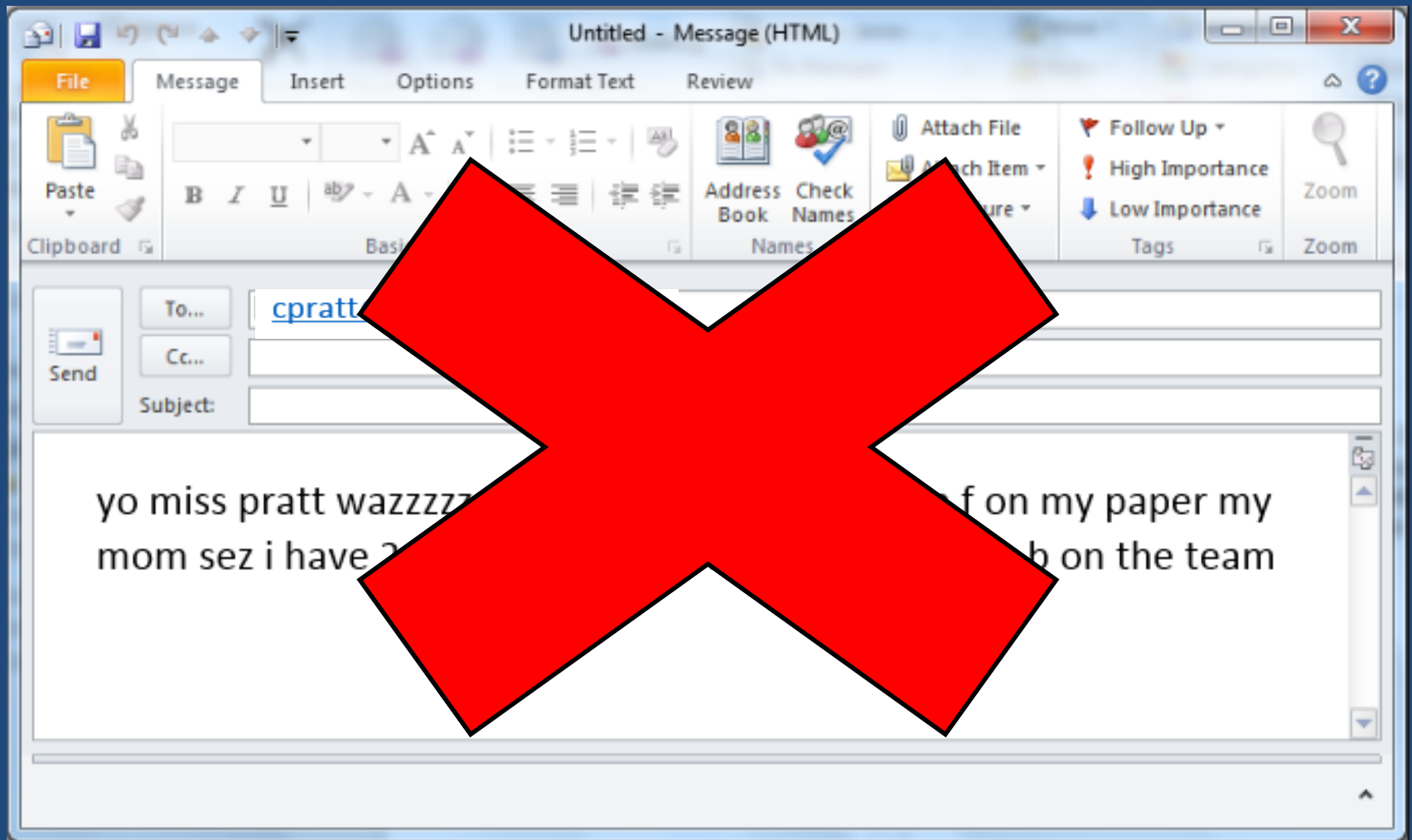
Leadership Quality Conversations and Language



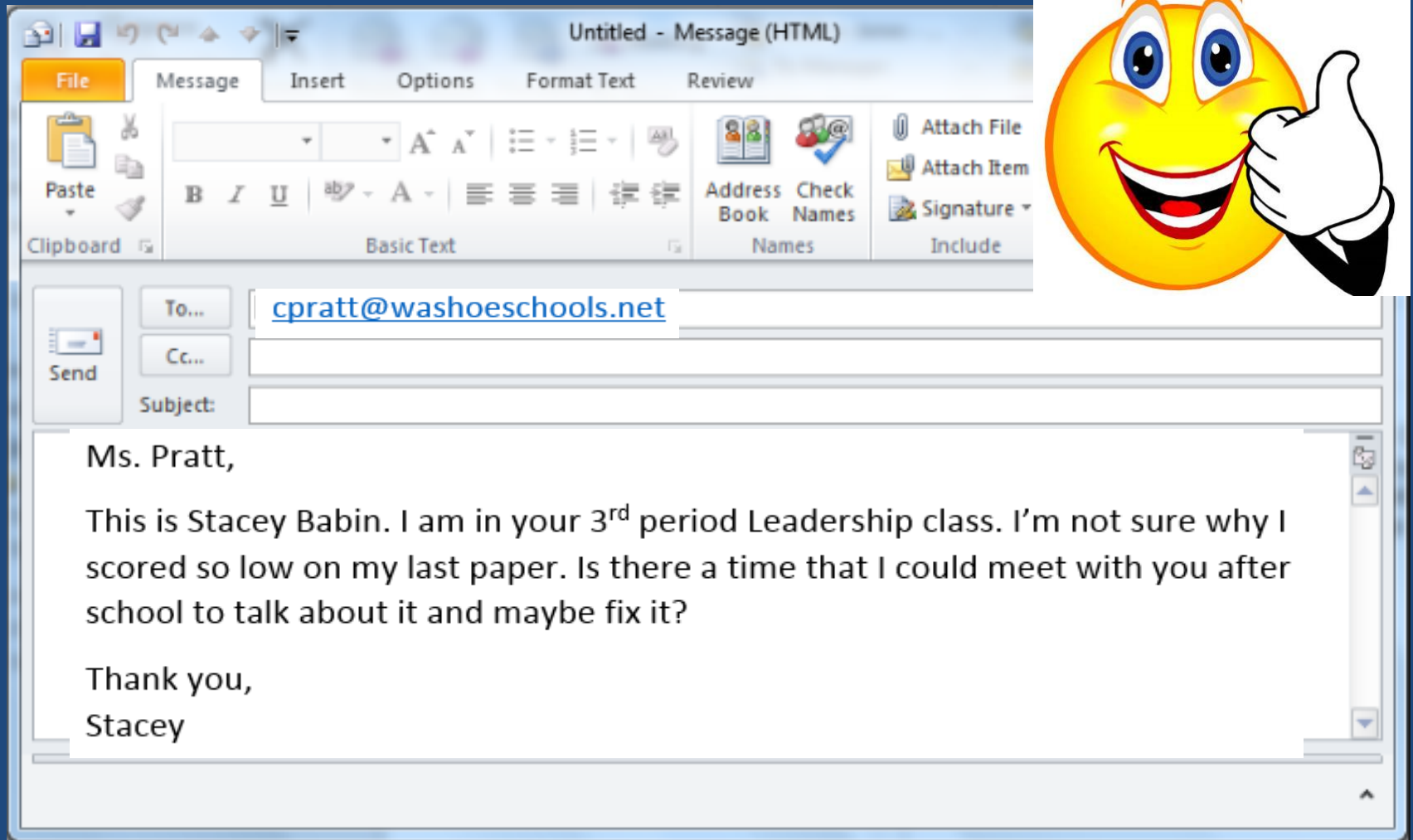
How to Write a Proper E-mail



How to Write a Proper E-mail



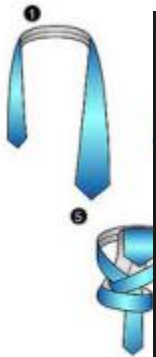
How to Write a Proper E-mail



How to Tie a Tie

FOUR IN HAND KNOT

How to Tie a Tie Series - 1 of 18



RMRS
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HALF WINDSOR KNOT

How to Tie a Tie Series - 2 of 18



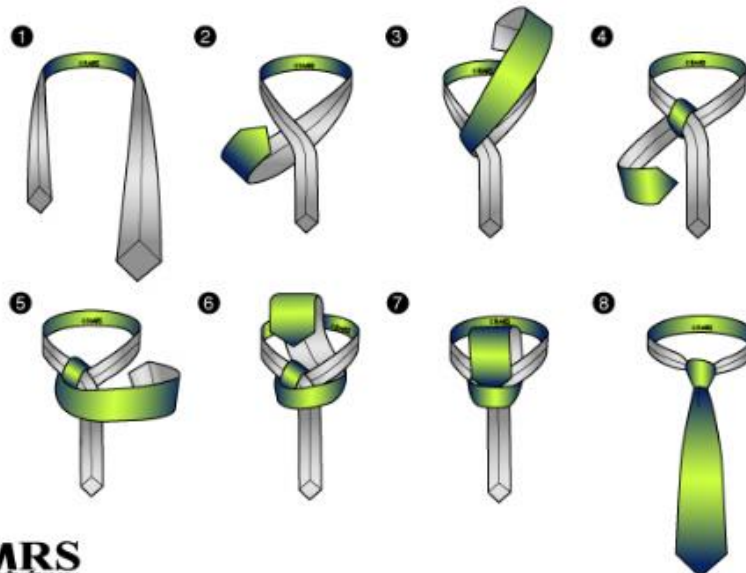
FULL WINDSOR KNOT

How to Tie a Tie Series - 3 of 18



PRATT KNOT

How to Tie a Necktie - 7 of 17



KNOT FEATURES
Uncommon
Easy to Tie
Medium Size Knot
Uneven Knot

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How to Tie a Tie

- History of Neckties
- <https://www.youtube.com/watch?v=gm-yQsNxxkjE>



How to Write a Proper Thank You Note

- Take them through the writing process
 - Brainstorm, Draft, Edit, Final Draft

– SHOP! 😊



How to Write a Proper Thank You Note

- Don't write on the back of the cover
- Don't write "To:" and "From:" on the envelope
- Don't write "Love," or "Your Friend," unless you have a relationship with the person.
- Put it in the envelope so the front is what they see first when they open it!
- GIVE it to the person!

Table Manners & Etiquette



Table Manners & Etiquette

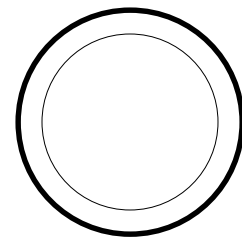


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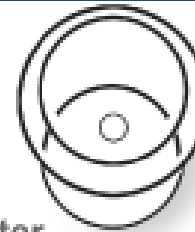


Table Manners & Etiquette

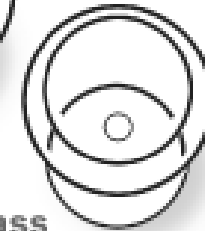




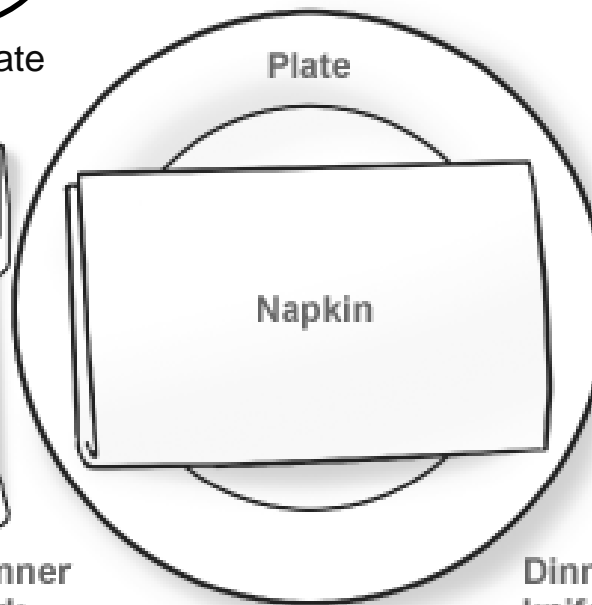
Bread Plate



Water
glass



glass



Plate

Napkin

Salad
fork

Dinner
fork

Dinner
knife

Teaspoon

Soup
spoon

Utensils are placed one inch from the edge of the table

Practice Setting a Table



- Do what you can, with what you have!
- Every person at the table must match

The Napkin

- When you sit down, unfold the napkin and place it in your lap.

The Napkin

- When you sit down, unfold the napkin and place it in your lap.
- It does NOT get attached to your clothing as a bib.

The Napkin



The Napkin

- When you sit down, unfold the napkin and place it in your lap.
- It does NOT get attached to your clothing as a bib.
- If you leave the table, place your napkin on the chair and push the chair back under the table.

The Napkin

- When you sit down, unfold the napkin and place it in your lap.
- It does NOT get attached to your clothing as a bib.
- If you leave the table, place your napkin on the chair and push the chair back under the table.
- At the end of the meal, place the napkin on the table to the left of your plate.

Utensils

- Eat from the outside in. Start with the fork furthest from the plate.
- Once a utensil leaves the table, it never touches it again. (Rest it on the plate.)
- Knives go on the plate, blade facing in and touching the inside of the plate. Only the handle should rest on the rim of the plate.
- Used spoons should be placed on the plate beneath the bowl they were used in.



Bread

- Once you touch a piece of bread, it becomes yours. Take it out of the basket, place it on your bread plate and then continue to pass the bread to the right.
- Tear off a bite-size piece and butter it just before you eat it.

Eating Soup



- Dip the spoon into the soup, moving it away from the body, until it is about two-thirds full.
- Then sip the liquid (without slurping) from the side of the spoon (without inserting the whole bowl of the spoon into the mouth).
- It is perfectly fine to tilt the bowl slightly -- again away from the body -- to get the last spoonful or two of soup.

How to Eat Spaghetti



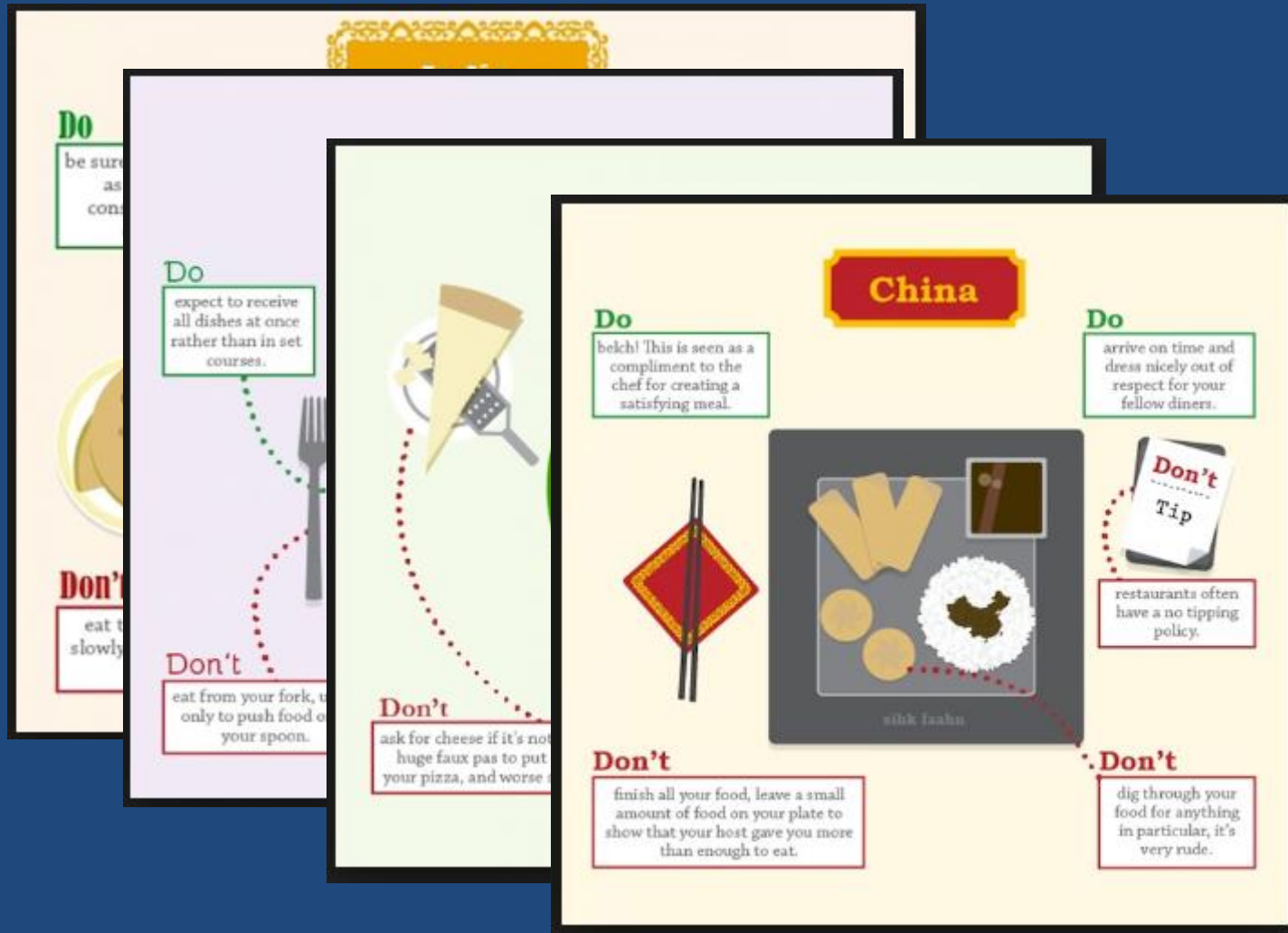
How to Eat Spaghetti

- The trick to eating spaghetti is to swirl a little on your fork into a bite-sized portion with no dangling ends to drip or flick sauce.
- You can use your spoon to hold the noodles on your fork while you swirl.
- <https://www.youtube.com/watch?v=GT7Ed3Xj7Io>

Do's & Don'ts

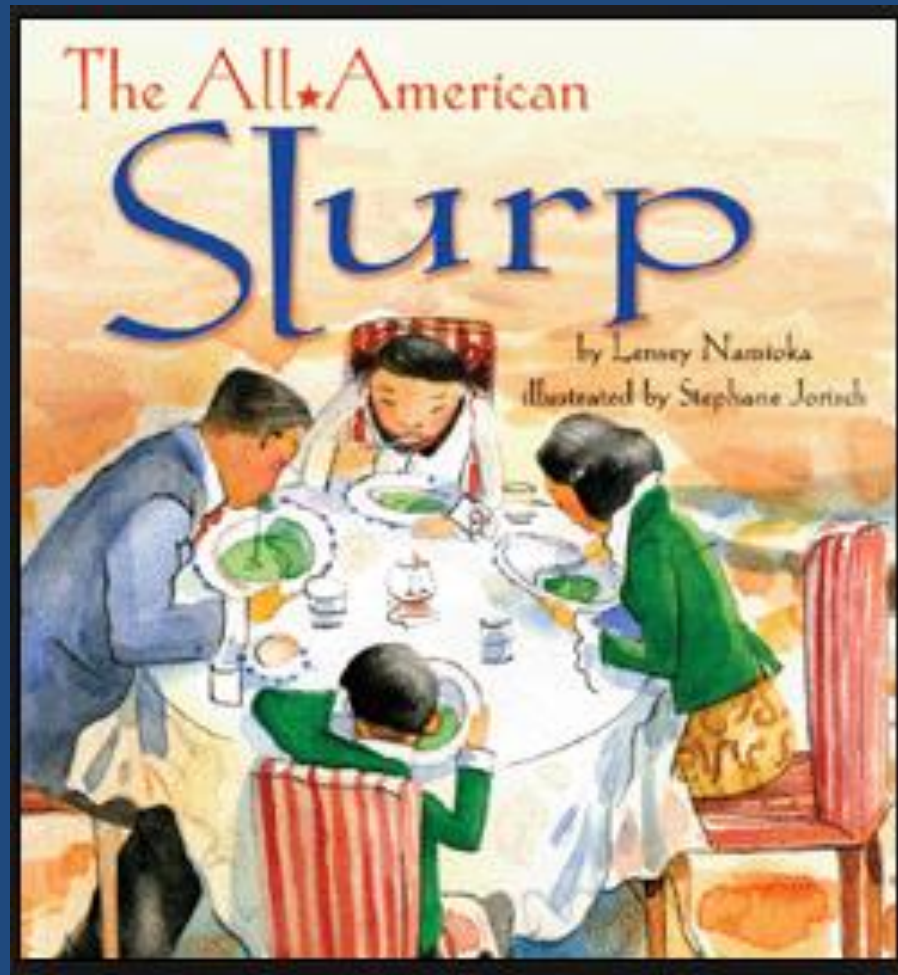
- Do not begin eating until everyone is served.
- Do not talk with your mouth full.
- Chew with your mouth closed.
- Keep your napkin in your lap.
- Don't rest your elbows on the table.
- Ask politely for things to be passed if you cannot reach them.
- Do not complain about the food.
- Do not lick your fingers or your knife.
- Don't pick your teeth or smack your lips.

Table Manners in Different Countries



The All-American Slurp

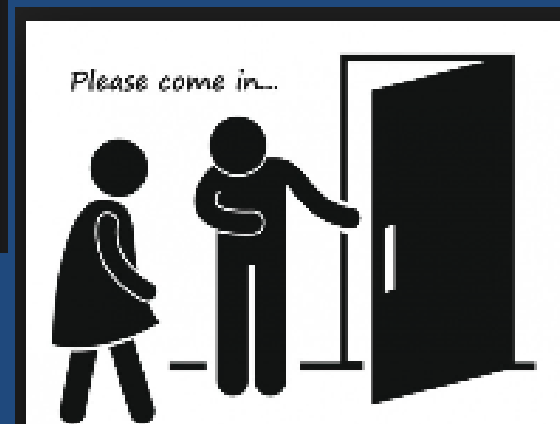
by Lensey Namioka



Tips & Gratuities

- **WHO** do you tip?
 - Restaurants, Mani/Pedis, Cab Drivers, Bell Hops, Etc.
- **HOW** much do you tip?
 - 15%-20%
 - <http://www.studyzone.org/mtestprep/math8/g/perapplicgratuityl.cfm>
- **WHEN** not to add tip...
 - When it has already been added! 😊

Stairs, Chairs & Doors



The image shows the interior of a theater. In the foreground, there are rows of dark, upholstered seats. At the far end of the theater is a large, white rectangular screen. The screen is flanked by heavy red curtains. The screen displays the title 'Theater Seating & Movie Etiquette' in a black, sans-serif font. The theater floor is a light-colored wood, and there are some warm lights visible along the base of the screen.

Theater Seating & Movie Etiquette

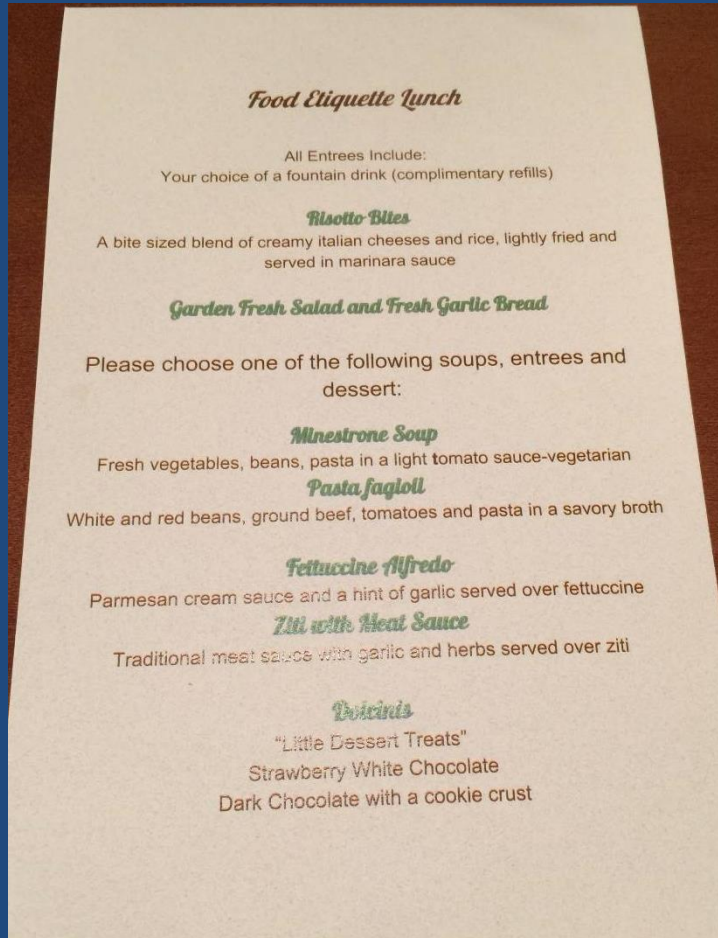
Putting it all to the TEST!



- 90 students each day
- Allow 90 minutes to eat

Select the Menu

But don't tell students what's on it!



- They learn how to ask questions about the menu
- They tell server about food allergies

Scoring the TEST!

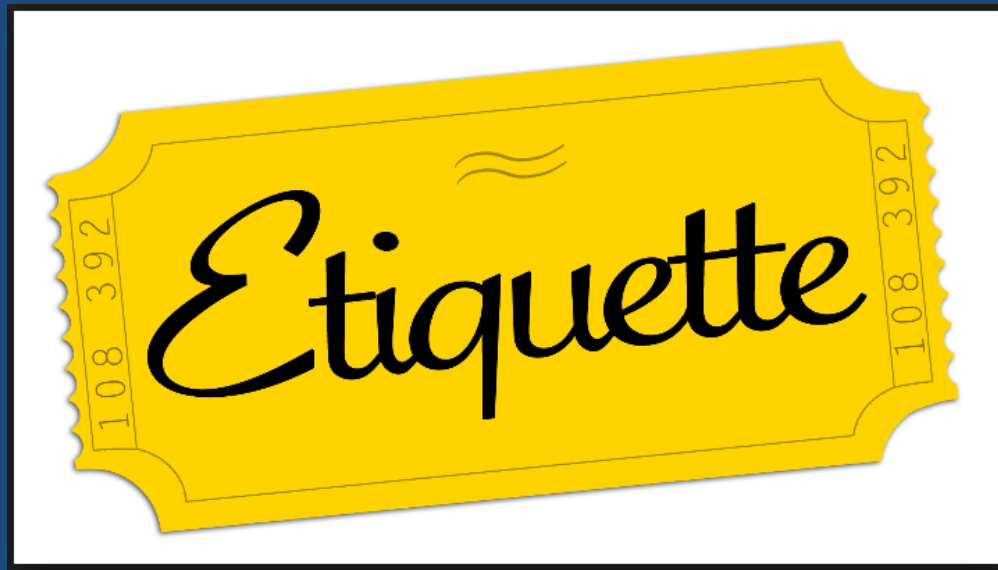
- 20 points – Dressed for the Day
- 20 points – Proper Bus Behavior
- 20 points – Appropriate Seating
- 40 points – Table Manners
- 100 points

**Have alternative assignment for those who are absent or cannot attend.

Teaching Etiquette:

It's not just a UNIT of study...
It's an atmosphere you create
in your classroom.

What **TICKETS** will you be giving
YOUR students?



Etiquette at Home

1. How many people are in your family?
2. How old are the kids?
3. How often do you sit down as a family to eat?
4. Describe your favorite meal...
5. Who cooks the meals in your house?
6. Who sets the table?
7. Who clears the table?
8. Who does the dishes?
9. Where in your house do you eat dinner?

10. Who eats dinner with you?

11. What rules do you have while eating dinner?

12. What other "manners" are you expected to follow at home?

13. On a scale of 1-5, how comfortable are you eating in front of others? (1 is not comfortable at all, 5 is no big deal) *What would make you more comfortable?*

14. If you could invite anyone over for dinner, who would you invite? Why?

15. What would you talk about?

Etiquette Field Trip - Alternate Assignment

Some of the following people came in and chose a correct seat. Others did not. Draw arrows to show who should move, and to where. **Remember, you want the fewest number of people to move, leaving the end seats empty.**

Ronnie	
Charlie	Daveta
	Toni
Erik	Kelsey
Kyle	Haley
	Jon
Angela	
	Heston

Table 1

Lisa	
Annie	Stacey
Sherri	Cliff
Heather	Ed
Robert	
Tommy	Lee

Table 2

	Elyssabeth
Nykol	Kym
	Andrew
Jim	Sherry
Phil	Alex
	Bob
Pam	
	Will

Table 3

Use the diagram on the previous page to answer the following questions:

1. At Table 1, Ronnie, Charlie and Daveta have been served salad. When can they begin eating it?
2. At Table 2, Sherri, Cliff, Ed and Heather have been served soup. When can they begin eating?
3. At Table 3, Andrew has the bread basket in front of him. Who should he pass it to once he takes his bread?
4. How should Andrew and the others at his table eat the bread?
5. Tommy misses a lot of class time. When he sits down, he doesn't know which fork to start with. What could you tell him that would help him?
6. Sherri and Heather are best friends, but they don't know Cliff and Ed. What should the four of them do when they first sit down?
7. Ronnie doesn't know which glass of water is his. What would you tell him to help?
8. Haley needs to use the restroom. Where should she put her napkin when she leaves the table?
9. Daveta sits down and puts her cell phone on the table. It begins to buzz because she has a text message. What should the others around her do? What should Daveta do?
10. Jon has never heard of Pasta Fagioli. What should he do?

11. Lisa soup is too hot to eat. What should she do to cool it off?
12. Nykol has braces and gets something stuck in them. What should she do?
13. Heston is served the salad, but he knows he doesn't like it. What should he do?
14. What tips can you give Nykol for eating salad?
15. Charlie has asked that the pepper be passed to him. The salt and pepper shaker look the same. What do you pass him? Why?
16. Toni orders the spaghetti. What tips can you give her for eating it properly?
17. Sherry is allergic to nuts. The dessert has nuts in it. What should Sherry do?
18. Pam always wears lipstick. What should she do at the end of the meal?
19. Who should you talk to at the end of the meal? What should you say?
20. The final bill for the meal comes and it is almost \$800. Because there was a large group, the restaurant has added an 18% gratuity (tip). How much is your TOTAL bill?

Setting the Table: Draw a diagram showing how you would set the table for a formal meal. (Be sure to label all parts)

Fashion: Write a paragraph, at least 5 sentences, describing the history of the necktie:

Which knot is used most often? Why?

Which knot do you like the best? Why?

*Look through magazines, or at pictures on the internet. (Or, if you enjoying drawing, you may draw your outfits.) Find, or draw, **THREE** outfits that you like. Print them or cut them out and paste them below. Next to each outfit, explain **WHY** you like it and **WHERE** you would like to wear it. Outfits **MUST** include color.*

What is etiquette?

What language did it come from?

Why did the word mean?

Why did people need these?

Tips/Gratuities:

What is the definition of a "tip?"

How is it different than a "gratuity?"

Besides at a restaurant, who might receive a "gratuity?"

What percent is the average tip?

How much gratuity is automatically added to parties of six or more?

Show your work when calculating the following answers:

Ronnie, Charlie and John went to Buffalo Wild Wings for lunch. Their total bill came to \$45. They decided to split the tip. If they tipped the waitress 20%, how much did each of them leave?

Jana ordered the lunch special and an ice tea. Her bill came to \$10. If she leaves a 15% tip, what would be the total cost of her meal?

A waiter had a very large party. He knew the bill was \$450. If the party tipped him 20% what can he expect to make in tips?

Five couples went to a fancy restaurant to celebrate one of their birthdays. The total bill came to \$285. Since they were a large group, the restaurant automatically added 18% gratuity. How much money did the restaurant add on?

Overall, what was your favorite part of this unit?

What do you still want to know?

Draw and *COLOR* a picture which represents this unit: