

# Good Manners for Being Important to Self and Society

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Manners are something we use every day to make a good impression on others and to feel good about. Practicing good manners is important no matter where you are - at home, work, or with friends.

“You never get a second chance to make a first impression”

Respecting other people means you also respect their wishes. There lies something more in good manners rather than ‘please and thank you’. It makes the society alive. It creates respect, loyalty and gratitude in the society. It attributes to a good social structure. Good manners can be shown individual level social level or International level.

Being well-mannered at individual level means acknowledging people each time you meet them, remembering their names and something about them, expressing yourself in a thoughtful manner, and saying “please” and “thank you” every time it’s called for. Every culture and individual may have different rules or feelings about what is polite or is not polite these rules may differ from person to person or based on situation, but there is one rule of good that is always easy to follow - do unto others as you would have them do unto you!!

## Table manners

- Sit properly (and straight) in your chair
- Talk about pleasant things
- Wait until everyone is seated before starting to eat
- Watch others, or ask, if you're not sure how to eat something
- Ask someone to pass the food, rather than reach across the table
- Chew with your mouth closed
- Don't talk with your mouth full
- Say "excuse me" or "I'm sorry" if you burp
- Say "no thank you" if you don't want a certain dish or are full
- Say "may I please be excused" before leaving the table



## Telephone manners



- Choose a style that's comfortable for you and polite to others.
- If you answer someone else's phone or answer for someone who is not around, you should always offer to take a message.
- If the person who is calling asks you to help out instead and you don't feel comfortable or don't know the answer to their questions, it is always

polite to say, "I'm sorry I don't know but I'd be happy to pass the message.

- Wait until someone has finished their phone conversation before talking to them.

### Good Manners on conversation



#### Professional manners

- Look at the person or people you are talking to
  - If you haven't met before, introduce yourself and ask their name
  - Use a person's name when talking to them
  - Ask questions when you don't understand something
  - Stick to the subject
  - Say nice things about people and praise those who deserve it
  - It's fine to disagree, but disagree politely
- Many of the things you do to be polite in casual settings are just as polite in work situations
  - Use your telephone manners, saying "please" and "excuse me", shaking hands and introducing yourself when meeting someone new
  - Pay attention to people when they are talking
  - Appear neat and clean

### Manners at School

School is the place where a kid gets an opportunity to interact with the society for first time. When interacting with teachers, children should listen attentively, raise their hand before speaking during lessons, make eye contact, and be polite when talking. Kids should also treat their peers well by listening when they speak, respecting personal space and property, and covering their mouths when coughing. Respecting the classroom, a communal space intended to be enjoyed by everyone, is another way to practice good manners. Even when children are playing outside, they can still keep manners in mind. Encourage child to invite anyone who is playing alone to join her group's game or activity.

### Body Language

Standing or sitting up straight, appearing confident, looking people in the eye, and having a smile or pleasant expression gives people the impression that you are polite, confident and pleasant.



Scowling, crossing your arms, slouching, or staring off into the distance (even if these are just nervous habits) may make people think that you are angry, unapproachable, or disinterested. Putting forth a nice appearance doesn't mean you have to spend a lot of money on clothes or accessories.

### **Social implications of good manners**

'Manners makes a man' is a true saying. By manners we mean proper and respectful behavior towards all with whom we come in contact. Good manners come naturally to a man who is bred-up in a cultured family. On the contrary, an ill-bred man has no manners. Good manners are, therefore, the sign that a certain person has been brought up on the right lines.

Good manners are very necessary for progress in life. They help someone to win the favor and confidence of others. They are a sure passport to success in life. An ill-mannered man, on the other hand, is disliked by everyone and has no chance of success in any walk of life he joins. Good manners endear us to others. A polite answer turns away anger and a kind word uttered in time saves a man from many troubles. It is politeness which succeeds while ability fails. Even a good action will lose its value if the person doing favor utters impolite words.

Good manners are learnt early in life. A child born in a cultured family will learn to be respectful to others because he will see his elders behaving gently. A child born in an uncultured family will be disrespectful because he sees his elders behaving badly towards others. A child will learn whatever he is taught. So a little carelessness on the part of the parents is likely to spoil him and it will be difficult to reform him afterwards.

A man should remember that when he is in company he should not go on talking all the time but let others have their say. It is bad manners to go on talking even if others do not feel interested in the talk. Again a man should be polite to strangers so that they might have a good opinion about the man. While travelling he should observe the rules of the road. He should be kind and courteous to old men and ladies. While boarding a bus or a train he should see that he does not push his way in but takes his turn. It is bad manners to break the queue or push oneself in without his turn.

Let us look to the convenience of others. 'Live and let others live' should be our motto.

Good manners show the best you have to offer and encourage others to be their best. Practicing these manners on a daily basis makes for a more pleasant life.

- Be thoughtful
- Be cheerful
- Be generous
- Be cooperative
- Be helpful
- Don't be bossy
- Don't put people down or say rude things
- Respect other's privacy

A man without manners is an outcaste in the society as he cannot toad the hearts of others. He may be a good person, a great warrior, an intellect but without manners he can hardly win the respect of others. He tends to be rejected even before he is heard, thus, making it impossible to overcome the first hurdle of establishing a rapport with the one he or she is trying to interact with.

## **Conclusion**

The mode of observing such manners do change. The ways of being hospitable today are not the same as in our ancient days. But to be hospitable is yet a yardstick of one's culture and character. To tell lies, to behave like a turncoat, to take undue advantage of one's goodness have been bad and are bad even today. These are the parts or constituents of good manners. One cannot enumerate them. The norms of human behavior change in our fast changing social life, but the status of 'good manners' remains constant. Good manners are closely linked to moral values. Shakespeare's line, "The baby beats the nurse and athwart goes all decorum" is a self aeons of human existence.