

ETIQUETTES

OBJECTIVES:

- ▶ To make them realize the importance of behaviors with standards.
- ▶ To create an impact by following the etiquettes

No matter who you are or what you do, your manners will have a direct impact on your professional and social issues.

Activity:

► **Manners Charades: (Like Dumb Charades)**

- Have enough slips of paper for each person in the class.
- Write down one etiquette or manners guideline on each slip of paper. (Ex: Table Manners, Dress, Talking over phone, Listening to music, Eating with noise etc.,)
- Fold the slips of paper and put them into a bowl or hat.
- As the students are already grouped, Have one person from the team pick one of the slips of paper and act out whatever the topic is. No verbalizing. It has to be all gestures.
- Have a timer, stopwatch, or hourglass ready. Start it as soon as the person gives you a nod that he or she is ready to start acting out the topic. The person's own team gets a certain amount of time to guess.
- If they don't guess correctly in the allotted time, the other team gets to huddle and make one guess.
- The teams take turns having one person select a topic, until all of the players have had a chance to act.
- The team with the most correct guesses wins.

► **Definition:**

Etiquette refers to guidelines which control the way a responsible individual should behave in the society.

► **Need for Etiquette**

- It makes a person as a cultured individual
- It teaches the way to walk, talk, and behave in the society.
- It helps one to give best and lasting impression.
- It enables a person to earn respect and appreciated.
- It inculcates trust and confidence in a person.
- It gives the nature of responsibility and maturity.
- It facilitates to value relationships.

Types of Etiquette:

1. **Social Etiquette** – Social etiquettes teaches a person how to behave in the society
 - ▶ Following are the things that can be grouped under social etiquettes
 - ▶ Desk Etiquette
 - ▶ Meeting Etiquette
 - ▶ Art of greeting, talking, conversing
 - ▶ Dealing with the seniors



2. Business Etiquettes

Expected behaviors and expectations for individual actions within society, group, or class. Within a place of business, it involves treating coworkers and employer with respect and courtesy in a way that creates a pleasant work environment for everyone. Some of the manners related with this are:

- ▶ Body Language
- ▶ Appearance
- ▶ Board Room Etiquette

<https://www.youtube.com/watch?v=Lqia3EeR6Jo>

<https://www.youtube.com/watch?v=5KWwwwp4yu2Y>



3. Corporate Etiquettes

Corporate Etiquette refers to how an individual should behave while he is at work. Each one needs to maintain the decorum of the organization. Don't loiter around unnecessary or peep into others cubicles.

- ▶ Meeting Etiquette
- ▶ Etiquettes at work
- ▶ Time Management



4. Technological Etiquettes

It governs what conduct is socially acceptable in an online or digital situation.

- ▶ Telephone Etiquettes
- ▶ Mail Etiquettes
- ▶ Social Media Etiquettes
- ▶ Video chat Etiquettes

<https://www.youtube.com/watch?v=u0lk3tremKM>

or

<https://www.youtube.com/watch?v=b9GmCoMGYIE>



Conclusion:

Etiquette transforms a man into a gentleman.

