**GOOD FOUNDATION PREPARATORY SCHOOL, NAMUGONGO JJANDA**

** “YOU REAP WHAT YOU SOW’’**

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**A GUIDE TO USING POLITE LANGUAGE**

1. **Posture while greeting**

* Stand still (straight)
* Children should put their left hand in their chest
* No bending knees

1. **Polite titles**

* sir
* madam
* Rev. …………...
* Fr. ………………
* Sheik …………….
* Hon. ……………….
* Your Excellency
* Your Grace
* Your Majesty
* Your Eminence
* Your Holiness
* Miss ……………
* Ms. …………….
* Mr. ……………..

**DISCOURAGE THESE TITLES (THEY ARE IMPOLITE)**

* + bursar
  + cook
  + cleaner
  + secretary
  + driver
  + teacher

1. **Greetings**

Good morning,Father………

Good morning, madam.

Good evening,miss ……….

Good afternoon, sir.

Good evening, dear teachers. (if it’s a group)

***(HOW ARE YOU?)***

**RESPONSES**

* I am fine thank you, sir.
* I am fine thank you,Father.
* We are fine thank you, madam.
* We are fine thank you, dear teachers.
* He / she is fine thank you, madam.

**THANKING SOMEONE FOR SOMETHING**

* Thank you for directing me to the shop.
* Thank you for sharing your knowledge with us, sir.
* Thank you for helping me carry my bag.
* Thank you for your encouragement, madam.

**RESPONSES**

* You are welcome, sir.
* Don’t mention it, dear.
* It’s my pleasure, madam.
* My pleasure, sir.
* Not at all, dear

**REQUESTS**

1. **Would you like some help, sir?**

**Response:**

* No, thank you, Sharon.
* No, thanks.
* Yes, dear, thanks.

1. **May I borrow your ruler, please? book, pencil, duster, pen**

**Response:**

* Yes, you may.
* Sorry dear, I am using it..
* T r .6

1. **May I share that cake with you, please?**

**RESPONSE**

* Sorry dear, it won’t be enough for both of us.
* It’s fine, dear.

1. **Excuse me madam, may I go out to blow my nose?**
2. **Excuse me, sir may I go and relieve myself, please?**
3. **Excuse me, madam, may I have two sticks of chalk, please?**
4. **Excuse me, sir, may I talk to ………., please?**

**RESPONSES**

* Yes, you may dear.
* No, thanks.

***DISCOURAGE***

***May I go for a short/long call please?***

**WISHES**

1. **I wish you a good/blessed, day/morning/afternoon/night**

**RESPONSE**

Thank you, madam. I wish you a good/blessed day/morning/night, too.

1. **I wish you a safe journey.**

**Thank you, madam.**

**Thank you, sir.**

**APOLOGIES**

* Please madam, I am sorry for coming late.
* Please sir, my apologies for breaking the door frame.
* Excuse me sir, pardon me; I didn’t mean to annoy you.

**RESPONSE:** Thank you, I accept your apology.

**WELCOMING SOMEONE**

* Welcome, madam.
* Welcome, sir.
* Welcome, dear visitors.
* Welcome, dear teachers.
* Welcome back, mummy.

**RESPONSES**

* Thank you, dear pupils.
* Thank you, madam.
* Thank you, sir.
* Thank you, my dear.

**COMPLIMENTS**

e.g. Your handwriting is good.

You look smart today.

**RESPONSES**

* Thank you, madam. It makes my day to hear that.
* Thank you, sir. I am happy to hear you feel that way.
* Thank you, mummy for noticing this.
* I appreciate your kind words, sir.