

Reading Text 1

Pre-Reading Journal writing:

Q: In your opinion, how important is it to follow manners? Write your experience of seeing someone following or not following any particular manner or etiquette.

Why Are Good Manners Important?

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Good manners are important for considering the feelings of other people and being the kind of person that others will like and respect. You learn etiquette and manners in childhood from your parents, families, and various institutions, such as schools, colleges or professional bodies. In addition, there are rules of behaviour you have to follow in a company because you are a social being and have to consider the effect of your behaviour on others. If these are not followed in society or in an institution, there reigns a disorderly and chaotic atmosphere.

It is essential to note that first impressions are made within the first few seconds of meeting someone. Initially, smiling while greeting friends and extended family always gives the impression that you are approachable. In addition, your tone affects the way your words are perceived. When communicating effectively, make sure that your tone matches your intent. Also, be sure to be courteous and thoughtful when you speak. Choose your words and the way you express them carefully. A person's tone can also soothe and comfort someone in pain. For example, when consoling a person having a hard time, you should speak in an **empathetic tone**. So, it is good to be mindful with family, friends and teachers and communicate well. Effective and courteous communication starts with using empathy and thinking about the needs of others. Embracing a positive attitude and compassion, both in public and private, says a lot about who you are as a person.

How you behave in different circumstances highlights your personality and tests your manners. For instance, an elevator is a place where a group of strangers gathers for a short period of time in a congested place which can turn into an unpleasant experience if basic etiquette is not followed. Whether you are at work, university, or living in a high-rise apartment, it never hurts to be courteous in an elevator. To illustrate, while waiting for the elevator, do not crowd the entrance, stand to the side while you wait and stand away from the doors. Someone may be exiting on a certain floor, and you should always let them exit before you attempt to board. Moreover, when the elevator doors open and you see it is full, don't try to be that person who squeezes into the elevator when you don't fit.

Also, yield to those with special circumstances. If you are standing toward the front of the elevator, step off completely instead of moving to the side. It is an uncomfortable experience if someone has to squeeze their way out of the elevator. Make room for the elderly, disabled, and people with special needs. Besides, do not board an elevator that is going in the opposite direction just to secure your place. If you are heading downstairs, look for the downward arrow sign, not the upward one. Do not speak unnecessarily, even if you notice a familiar face in the

elevator. Your random joke or gossip may make others feel awkward. Pay attention to who is around you in the elevator.

Lastly, maintaining hygiene is another important component of good manners, as it contributes to improved physical and mental health and **a presentable appearance** by creating a good impression. For example, taking regular baths, keeping well-groomed nails, wearing clean clothes, and maintaining oral hygiene is essential to creating a positive impression and inspiring confidence. Poor personal hygiene often leads to awful body odour, which socially inhibits interactions and puts people in an uncomfortable situation. It is important to note that individuals may not even realise their own body odour. That is why it is crucial to be self-aware of it in advance. It should be a part of your daily routine when getting ready or grooming. Since this odour is the result of accumulated sweat that harbours bacteria, deodorant is required to kill these types of bacteria. Once the perspiration is under control, you can think about the personal fragrance of your choice. When a person smells good, it also makes them more attractive to others. Nonetheless, it also shows good manners not to make fun of someone else's hygiene without knowing their circumstances. After all, not everyone has access to clean water, clean clothes, and expensive deodorant.

To sum up, good manners and etiquette are an accumulation of many character traits and daily habits practised at home and in public. It is, therefore, essential for everyone to cultivate good manners and etiquette. They play a great role in maintaining discipline and peace in life.
(Edited)

Post-Reading tasks:

Q1: Explain the contextual meanings of the following words:

- a) Empathetic tone:
- b) A presentable appearance:

Q2: Which manners and etiquettes does this article suggest we follow? Mention at least one personal experience of yours in relation to any one of those.

Q3: In your opinion, why are manners important? Explain 3 reasons with examples to establish your opinion.