



## Courtesy

**COURTESY** is the ability to be considerate and nice to others. A courteous person uses good manners and is polite.

### Activity 1

Explain to your child that **COURTESY** is the ability to be considerate and nice to others. A courteous person uses good manners and is polite. Courtesy is a way to be kind. Simple words like *Please, Thank you, You're welcome, I'm sorry, and Excuse me*, are sometimes called "special words" because they can make people feel good. Take turns using each of these phrases in sentences. You could play a game to see who can use the phrases the most in a 10-minute period.

### Activity 2

Teach your child courteous ways to answer the phone. Pretend the phone rings and have a "conversation" with him or her to practice polite ways to speak on the phone. Have fun as you help your child learn polite ways to answer, respond to the caller, and take messages. You could include phrases like: "Just a moment please," and "May I take a message?" Another important tip could be to take the phone to the person rather than yelling in the ear of the caller – ouch! Try calling your child on the phone to see if he or she is answering the phone in a courteous manner. Congratulate him or her when phone courtesy is demonstrated.

### Activity 3

Teach your child the courteous way to introduce a friend to an adult. Role-play an introduction that will show your child how to politely introduce a friend by saying: "Hello Mrs. Smith. This is my friend \_\_\_\_". Then turn to your friend and say, "\_\_\_\_, this is my neighbor Mrs. Smith." Help your child know how to respond courteously when introduced to someone by looking directly at the person and saying "Hello, Mrs. Smith. It's nice to meet you." Have your child teach another family member the courteous way to make introductions.

### Activity 4

Explain to your child that courtesy is the opposite of rudeness. Imagine with your child what the world would be like if everyone was rude. Describe what might happen with people getting on and off public elevators or buses (crowding and pushing), walking down busy sidewalks (bumping), shopping (people grabbing things, breaking in line). Discuss how those activities change when courtesy is used. Ask your child if he or she is considered courteous or rude by classmates? Discuss why he or she feels this way.

### Activity 5

Discuss with your child how important it is to be courteous at the dinner table. Create a Good Table Manners / Bad Table Manners list on a piece of paper and post it near your table to remind everyone to use their best manners all week. Some things you could include are: chew with your mouth closed, don't reach over someone, eat slowly, use a napkin, etc. You could designate a special meal together to practice and reinforce these habits. Remind your child that manners matter everywhere, not just at home.