<https://www.inc.com/jeff-haden/10-habits-of-remarkably-polite-people.html>

<https://www.reference.com/world-view/being-polite-important-5b16b056310c6e4a>

<http://insideamothersmind.com/why-being-polite-is-important/>

<https://www.linkedin.com/pulse/what-politeness-why-should-we-polite-susan-hursey>

<https://www.inc.com/jeff-haden/10-habits-of-remarkably-polite-people.html>

I am going to describe one of my friends- You who was my classmate at the University. Actually, This topic reminds me of an unforgettable incident at university. It was about another classmate mingyang. One day, we got the news that his mother died from cancer two days ago. When we saw him in the classroom, most of us were not sure whether to bring it up. You was the first one that mentioned it to Mingyang, “I am sorry to hear about your mother. I’ve been thinking about you and am hoping you’re doing OK.”

Now, You is an invest manager. Sometimes we participate meeting or party together. He always gets there on time. No matter who the people introduced is, You will always step forward, smile, tilt his head slightly downward, and act as if he is the one honored by introduction, not the other people. We once went back to university to share work experience with current students, he heard a senior student wanted to meet him and he immediately walked across the room to say hello to her. He always speaks with respectable manners.

Another reason I think You is politest is that probably he is the only friend never gossip or listen to gossip (though it's hard for people to resist the inside scoop). In fact, when someone starts to talk about gossip, he will excuse himself and walk away.

1. Describe the politest person you knowYou should say:

Who this person is

How you know about him/her

What he/she likes to do

And explain why you think he/she is the politest person

treat others the way you want to be treated.

When you are polite to other people, you are making them feel respected. When they feel respected, they feel valued as a person. When someone feels valued, they will know that you don’t just care about your own needs but their needs as well.

Ideas:

He is polite, but not too polite. If some people are too polite, the other person may feel little uncomfortable. When we are in the café, instead of with polite language, he would speak with more relax language, which, on the contrary, shows more respect.

An acquaintance's mom died a few weeks ago. You see him, and you're not sure whether to bring it up.

Remarkably polite people always bring it up. They keep it simple, like, "I was sorry to hear about your mother. I've been thinking about you and am hoping you're doing OK."

Awkward? Absolutely not. You've expressed your condolences ([which you should](https://www.inc.com/jeff-haden/the-best-way-to-express-your-condolences.html)), and now you can both move on: Your friend is no longer wondering if and when you might mention it, and you are no longer wondering whether you should.

Where relationships are concerned, the best elephant is a dead elephant.

In some cases, politeness helps defuse tense situations and resolve conflict. Conversely, impolite behavior tends to fuel the fire, increasing conflict and making it difficult to resolve problems.

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# *Why Being Polite Is Important*

Posted on [August 24, 2012](http://insideamothersmind.com/why-being-polite-is-important/)by [Thuy Yau](http://insideamothersmind.com/author/thuy-yau/)

I’ve been laughed at for one of the most peculiar things. My politeness. I’m the sort of person who will ask before using your restroom, ask if it’s okay to have the last slice of pizza, and thank you for cooking me dinner even if you’re my own mother. I believe in having manners, and showing others courtesy and respect. To me, being polite is very important, both in your personal and professional life.

I was recently contacted by an international recording artist, named Marcie Joy. She is a singer/songwriter who has the support of artists like David Guetta and Tiesto. She had really kind words to say about my website.

As I am a great supporter of kids music, I wanted to share her first kids single called ‘Fetch’. It is available for FREE download here: [http://www.noisetrade.com/kidsmusicbymarcie](http://www.noisetrade.com/kidsmusicbymarcie" \t "_blank).

The communication I had with Marcie struck a cord. Although she was persuasive, she was never forceful about her intentions and that really hit home for me.

As a mother of 3, I take my responsibility as a role model very seriously. I always try to practice what I preach. Being polite to others has and always will be very important to me.

I want my children to understand that you don’t need to be forceful to get what you want in life. Sometimes common courtesy does go a long way. When you are polite to people and speak with respectable manners, you are treating others with respect. Why would someone want to help you with something, if they felt disrespected?

Marcie was able to get her message across, without making me feel pressured. That is how you should be approaching people, in the personal and professional world.

When you are polite to other people, you are making them feel respected. When they feel respected, they feel valued as a person. When someone feels valued, they will know that you don’t just care about your own needs but their needs as well.

So next time you ask someone for a favour or have a favour done for you; be polite, use your manners. As The Golden Rule states: “treat others the way you want to be treated.”

Did this post help you? Or could you relate to it? Then I'd LOVE if you shared my writing!

What is Politeness and Why Should We Be Polite?

*You may use a wide range of grammatical structures.*

*You may have an impressive vocabulary.*

*You may have clear pronunciation that everybody understands.*

*But, for some reason, you don’t seem to get the results you want when you speak in English.*

Perhaps you haven’t mastered polite English and people think you are too direct, too pushy, too confident.

Politeness exists in all cultures and languages, but the strategies you use to communicate politely in your first language may not work as well in English.

**What is politeness?**

*Politeness is having or showing behaviour that is respectful and considerate of other people.*

**Oxford Dictionary.**

So, basically it’s treating people with respect.

**Politeness is very important in life.**

There are many reasons why politeness is important in life but one of them is that if you’re polite, you are more likely to achieve your objectives and get what you want, and people are more likely to take you seriously and deal with you in a good way.

As the 19th century American writer Joss Billings said:

*Politeness is better than logic. You can often persuade when you cannot convince.*

And I think what he meant by that is that if you’re polite, people will listen to your arguments ideas, opinions and take them seriously and maybe change their own behaviour or even do what you’d like them to do.

**3 Golden Rules of Politeness.**

I think these are generally appropriate in most cultures.

**Number 1: Don’t Impose**

People have their own personal space. They don’t want this personal space invaded and they don’t want to be pressured into doing something they don’t really want to do. They want to be treated as individuals and, if you impose, if you invade their personal space,  and try to get them to do things they don’t want to do, they might reject you, they might not want to deal with you, and respond to you in a positive way. So, don’t order, don’t command.

**Rule Number 2: Give Options**.

So, if you ask someone to do something, give them options. They have the option to refuse or accept.  To do what you want or to say ‘I’m sorry, I’d rather not do that.’ Again, if you have a suggestion, give people the option to accept or refuse it, or maybe give them the option to think of a suggestion of their own.

It’s really important to give people options so they don’t feel trapped.

**Rule Number 3: Make the other person feel good.**

Now, this does not mean that you have to make people feel really happy. It means that they want to feel positive and in control of the situation, and know that you are respecting them, their opinions and their ideas, and their individuality as a person.

**If you think about it, what do most people really want in life?**

How do they want to be treated in social interaction?

**First of all, most people want to be accepted**.

They want to be accepted and respected as an intelligent person, as a mature person, a successful person, a professional person, and they want to be treated fairly. They want you to think that you are treating them as you would treat other people: richer people, poorer people, more successful people, more professional people, but they want to be treated as a normal person.

**They also want to be independent and free to make them own decisions**.

Free will, the ability to do what you want in life and choose what you want to do, is really important for most people.

So, if you treat them politely, that means you’re giving them the option to take their own decisions and to have some control over their own life and their own actions.

**The concept of saving face and losing face**

Saving face means that everybody has their own positive public image, they want other people to see them as a positive person, as a successful person, an intelligent person and a skilled person. And they want to keep that positive public image.

We feel better when other people look at us and say ‘*I like this person, I respect this person*’.

People don’t want to lose this positive public image. They don’t want you to think: ‘*This person isn’t very intelligent, they’re not very successful,  they’re not very professional. I’m not sure I like them very much.*

Most people want to have a positive public image. And if you’re polite, that means that you keep and save that positive public image for them.

So, when you have a social situation, it’s a good idea to think about a few questions and your answers to these questions.

**What is your objective in each situation?**

If you meet someone in a bar, do you want to build up a good relationship with them? Do you want to interest them in your business proposal? Do you want them to open up and relax with you so you can have a nice conversation?

**What is the objective of the other person?**

Do they want to do business with you? Do they want to relax with you and enjoy your company?

**Will polite language help you achieve your objective?**

This is a very important question. If we’re too polite,  the other person may feel a little uncomfortable if it’s not appropriate for this particular situation. If you’re in a café with a friend, do you really need to speak with polite language? Maybe, you need to speak with more relaxed language.

**Will polite language have a positive effect on the other person?**

Again, you have got to think about the situation. Do you need to be polite and formal or should you tell jokes, relax, maybe even make fun of the other person, because you know each other very well and being polite means you do not appreciate the fact that you have a close relationship.

**Example of different situations**

Let’s look at an example. If you are in a bar with friends, you can probably say more or less what you like. You don’t need to be polite. If you’re having a drink, you don’t need to say:

*Would you perhaps be interested in having another beer?*

You just need to say: *Fancy another beer? How about another beer?* Something very relaxed.

However, if you are in a business meeting, especially with people you don’t know very well, maybe polite language here is necessary, more suitable.

*So, is it OK to move onto point number 2? Would you like to say anything here? Would you like a few minutes to look at my proposal?*

This is polite language that is more suitable, appropriate in this situation.

**Key Points**

**1. Don’t impose**

**2. Give options**

**3. Make the other person feel good.**

**Remember:**

1.People want to save face.

2.Politeness isn’t suitable for every occasion. When you’re in a social situation with people you know very well and don’t want to put them under pressure, it’s probably a good idea to be relaxed and more informal.

### FULL ANSWER

Social distance refers to a person's willingness to accept or build a relationship with someone who has different social characteristics. If a person of the Jewish faith is willing to accept and associate with someone of the Muslim faith, that shows a very low degree of social distance. Polite behavior bridges the gap between two people with different backgrounds.

Politeness also makes it easier to make a good first impression in social or professional settings. Someone who speaks to others in a courteous manner is more likely to make a good impression than someone who has bad manners. Being polite is especially important when communicating with customers and colleagues. In Japan, retail clerks and customer service representatives are very polite when they greet customers, handle money and escort customers out of their shops. Their politeness puts customers at ease and makes the shopping experience more enjoyable.

In some cases, politeness helps defuse tense situations and resolve conflict. Conversely, impolite behavior tends to fuel the fire, increasing conflict and making it difficult to resolve problems.

## 1. They always step forward.

You're at a party. A friend gestures to someone several steps away and says, "Let me introduce you to Bob." Bob sees you coming.

And he stands there, waiting for you to come to him in some weird power move.

Remarkably polite people, no matter how great their perceived status, step forward, smile, tilt their head slightly downward (a sign of respect in every culture), and act as if they are the one honored by the introduction, not you.

(When [I met Mark Cuban](https://www.inc.com/jeff-haden/another-side-of-mark-cuban.html), that is exactly what he did. He heard I wanted to meet him and immediately walked across the room--where I was waiting to see if it would be OK--to say hello. The fact I remember how gracious he was tells you everything you need to know about the impression he made.)

In short, polite people never big-time you; instead, they always make you feel big time.

## 2. They keep using the name you used to introduce yourself.

You're at an event. You introduce yourself to me as Jonathan. We talk. Within minutes, I'm calling you John. Or Johnny. Or Jack. Or the J-man.

Maybe your friends call you J-man, but we're not friends (yet), and you definitely haven't given me permission to go full diminutive on you, much less full nickname.

Remarkably polite people wait to be asked to use a different, more familiar name. They call you what you asked--or later ask--to be called because it's your right to be addressed in the way you wish to be addressed.

Anything less [would be uncivilized](http://www.youtube.com/watch?v=TZaRUpXO-0Q" \t "_blank).

## 3. They don't touch unless they are touched first.

(Handshakes excluded, of course.)

Polite people wait for the other person to establish the nonsexual touch guidelines.

While I know that sounds like no one will ever hug or pat a shoulder or forearm because no one can ever go first, don't worry. Huggers hug. Patters pat. Backslappers slap. That's what they do.

Remarkably polite people go a step further: They never pat or squeeze or slap (in a good way), even if they are patted or squeezed or slapped. Sure, they hug back, but they don't reciprocate other forms of touch.

Why? Some people don't even realize they're touching you, but they definitely notice when you touch them. That makes them feel uncomfortable, and discomfort is the last way polite people want other people to feel.

## 4. They never let on they know more than they should.

Some people share incessantly on social media. And maybe you occasionally see what they've been up to.

But polite people don't bring those things up. They talk about sports, they talk about the weather, they talk about how *[The Walking Dead](http://www.amctv.com/shows/the-walking-dead" \t "_blank)* is a metaphor for life in corporate America, but they only talk about personal subjects the other person actually discloses in person.

Maybe it seems like the person wants everyone to know about a personal subject, but in fact that's rarely the case. So unless his or her social media broadcasts were specifically directed to you, always wait.

## 5. They never ignore the elephants.

An acquaintance's mom died a few weeks ago. You see him, and you're not sure whether to bring it up.

Remarkably polite people always bring it up. They keep it simple, like, "I was sorry to hear about your mother. I've been thinking about you and am hoping you're doing OK."

Awkward? Absolutely not. You've expressed your condolences ([which you should](https://www.inc.com/jeff-haden/the-best-way-to-express-your-condolences.html)), and now you can both move on: Your friend is no longer wondering if and when you might mention it, and you are no longer wondering whether you should.

Where relationships are concerned, the best elephant is a dead elephant.

## 6. They never gossip--or listen to gossip.

It's hard to resist the inside scoop. Finding out the reasons behind someone's decisions, the motivations behind someone's actions, the skinny behind someone's hidden agenda--much less whether Liam is really dating Jeannette from marketing--those conversations are hard to resist.

Remarkably polite people know gossiping about other people makes you wonder what they're saying about you. In fact, when someone starts to talk about someone else, polite people excuse themselves and walk away. They don't worry that they will lose a gossiper's respect; anyone willing to gossip doesn't respect other people anyway.

If you want to share the inside scoop, talk openly about your own thoughts or feelings--then you're not gossiping, you're being genuine. That's what polite people do. But at the same time...

## 7. They never speak just to share the greater glory of themselves.

How can you tell? If you're talking about something just because it feels really good to share it, and there's no place for the other person to add value, you're just patting yourself on the back.

When remarkably polite people want to talk about themselves, they ask for advice--but not [humblebrag](http://www.urbandictionary.com/define.php?term=humblebrag" \t "_blank) advice like, "I notice you keep your car really clean; what wax do you recommend for a Porsche?"

Ask a question that shows you truly value the other person's expertise or knowledge. The person will feel good, because you implicitly show you trust his or her opinion; you actually get input you can use. Win-win.

And totally polite.

## 8. They never push their opinions.

We all know things. Cool things. Great things.

Just make sure you share those things in the right settings. If you're a mentor, share away. If you're a coach or a leader, share away. If you're the guy who just started a paleo diet, don't tell us all what to order unless we ask.

Remarkably polite people know that what is right for them might not be right for others--and even if it is right, it is not their place to decide that for you.

Like most things in life, offering helpful advice is all about picking the right spot--and polite people know the right spot is always after you are asked.

They never judge.

They don't judge the person they are speaking to. They don't judge other people. They don't judge other cultures or countries or, well, anything.

Why? Remarkably polite people realize they aren't perfect either.

## 9. They're masters of the art of social jiujitsu.

You meet someone, talk for 30 minutes, and walk away thinking, "Wow, we just had a great conversation. She is awesome."

Of course, when you think about it later, you realize you didn't learn a thing about the other person.

Remarkably polite people are masters at social jiujitsu, the ancient art of getting you to talk about yourself without you ever knowing it happened. SJ masters are fascinated by your every career step, your every journey of personal transformation, your every clever maneuver on your climb to the top of your social ladder...

They find you fascinating--and that gives you permission to find yourself fascinating. (That's an authorization we all enjoy.)

Social jiujitsu is easy. Just ask the right questions. Stay open-ended, and allow room for description and introspection. Ask how or why or who.

As soon as you learn a little about someone, ask how she did it. Or why she did it. Or what she liked about it, or what she learned from it, or what you should do if you're in a similar situation.

And don't think you're being manipulative, because you're not. Showing a sincere interest in people isn't manipulative. It's fun--for you and for them. They get to talk about things they're passionate about, and you get to enjoy their enthusiasm and excitement and passion.

And if that's not enough, think of it this way: No one receives too much respect. Asking other people about themselves implicitly shows you respect them.

Respect is the mother of polite.

## 10. They never stop being polite.

They don't just turn on the charm the first time you meet. They don't use it and lose it.

Remarkably polite people keep on being polite: partly because they know no other way to be, but also because they know there is no other way to be.