

How to be Polite



10 steps

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Let's try to be polite.
In everything we do.
Remember always to say "please",
And don't forget "thank you".

One day, Bill and Tom went to a restaurant for dinner. As soon as the waiter took out two steaks, Bill quickly picked out the bigger steak for himself.

Tom wasn't happy about that: "When are you going to learn to be polite?"

Bill: "If you had the chance to pick first, which one would you pick?"

Tom: "The smaller piece, of course."

Bill: "What are you whining about then? The smaller piece is what you want, right?"





How to be polite

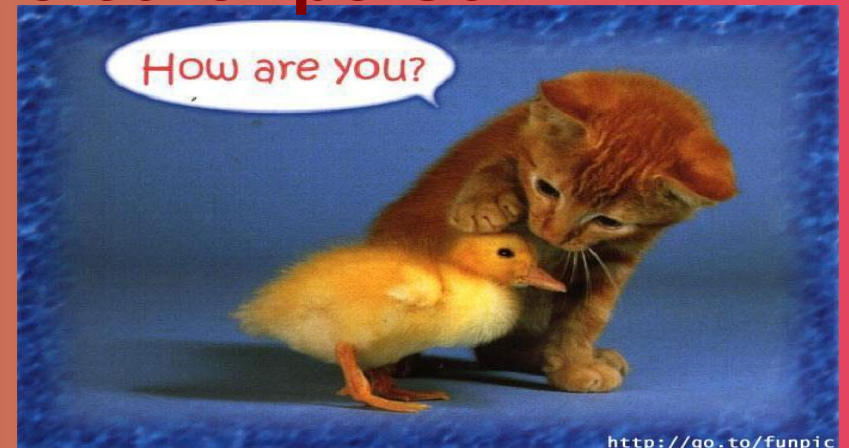


- 1. Be gentle,
not insistent.

2. Don't interrupt your friends



3. Start a conversation by asking questions about the other person.



4. Be honest.

5. Shake hands and look your acquaintance in the eye.

6. Know the proper dinner etiquette.



7. Have a laugh which shows you are having fun, without being loud.

8. Most Americans smile a lot to be polite. However, they usually do not smile at strangers.



9. Schoolboys and schoolgirls call their teachers "Sir", if it is a man. And if the teacher is a woman, they say "Miss".



Americans and Englishmen don't like people to come too near to them. Do you touch people? Many Northern Europeans and North Americans don't touch each other very much.



Be polite!

Say:

1. Hello!
2. Goodbye!
3. Thank you.
4. I'm sorry.
5. Excuse me.



Formal saying hello

- Let me introduce myself.
- Good morning/afternoon.
- Pleased to meet you.
- How do you do.



Informal saying hello

- My name is/ I'm...
- Nice to meet you.
- How are you?
- Hello!



Formal saying good-bye

- I'd like to say good-bye.
- I look forward to seeing you again.
- Please let me know how you are.
- I promise.



Informal saying good-bye

- Call me.
- See you.
- Have a good day.

There are a lot of words of wisdom about politeness and kindness. Your task is to read and translate them.

- Kindness gives birth to kindness. *Sophocles.*
- Think before you speak. *Proverb.*
- Kind words can be short and easy to speak, but their echoes are truly endless. *Mother Teresa.*
- Children are born to be happy. *Jose Marty.*
- Don't forget to do good and share what you have. *Proverb.*
- The more we do, the more we can do. *Hazlitt.*



WELL DONE