

Manners Matter

Activity Guide Ages 5 to 8

Introduction

Manners Matter is an etiquette curriculum with consecutive products for three age groups. Youth use the series in cooperation with an adult helper. The series includes activity guides for ages 5 to 8, 9 to 12, and 13 to 19. The series also includes a *Helper's Guide* with tips and background information, along with several activities designed for group participation.

Helper's Instructions

As a helper to a young person, you will play the roles of coach, cheerleader, referee, and spectator. You will help the youth develop and refine social skills that will make him or her a better friend, student, and citizen. The activities you will oversee also teach other important life skills, including communication, empathy, personal safety, disease prevention, community service/volunteering, and marketable skills. Notice that you are called a "helper" instead of teacher. That's because the "teacher" in this curriculum is the experience itself. Each activity is patterned on the experiential learning model. This learning method encourages a young person to try to do something without being told or shown how. You can read more about it in this introductory section. For now, look over the list below to understand your responsibilities as helper.

- Make sure you have a copy of the entire curriculum. Read the *Helper's Guide* and the youth activity guides before starting.
- Educate yourself on current standards of etiquette. The "Resources" section lists a variety of books on etiquette for youth. These are just a few of many fine resources available in libraries and bookstores.
- Assist the youth in doing the activities.
- Help the young person to think through why something happened the way it did. Make sure you review and dis-

Activity Components

Skills

- The project skill and the life skill that are learned and practiced.

Objective

- A description of the activity and its purpose.

Success Indicators

- The way you will know that the activity has produced the desired change in the learner.

Eti-Kit

- Materials needed to do the activity.

The Right Foot

- A brief introduction to pique interest.

Civil Action

- The activity.

Courtesy Corner

- A helpful tip, quote, or piece of trivia about the project skill.

Extra Polish

- An extra activity that extends or enhances the main activity.

Finishing School

- Review questions that allow the learner to reflect on (share and process questions) and to apply knowledge (generalize and apply questions).

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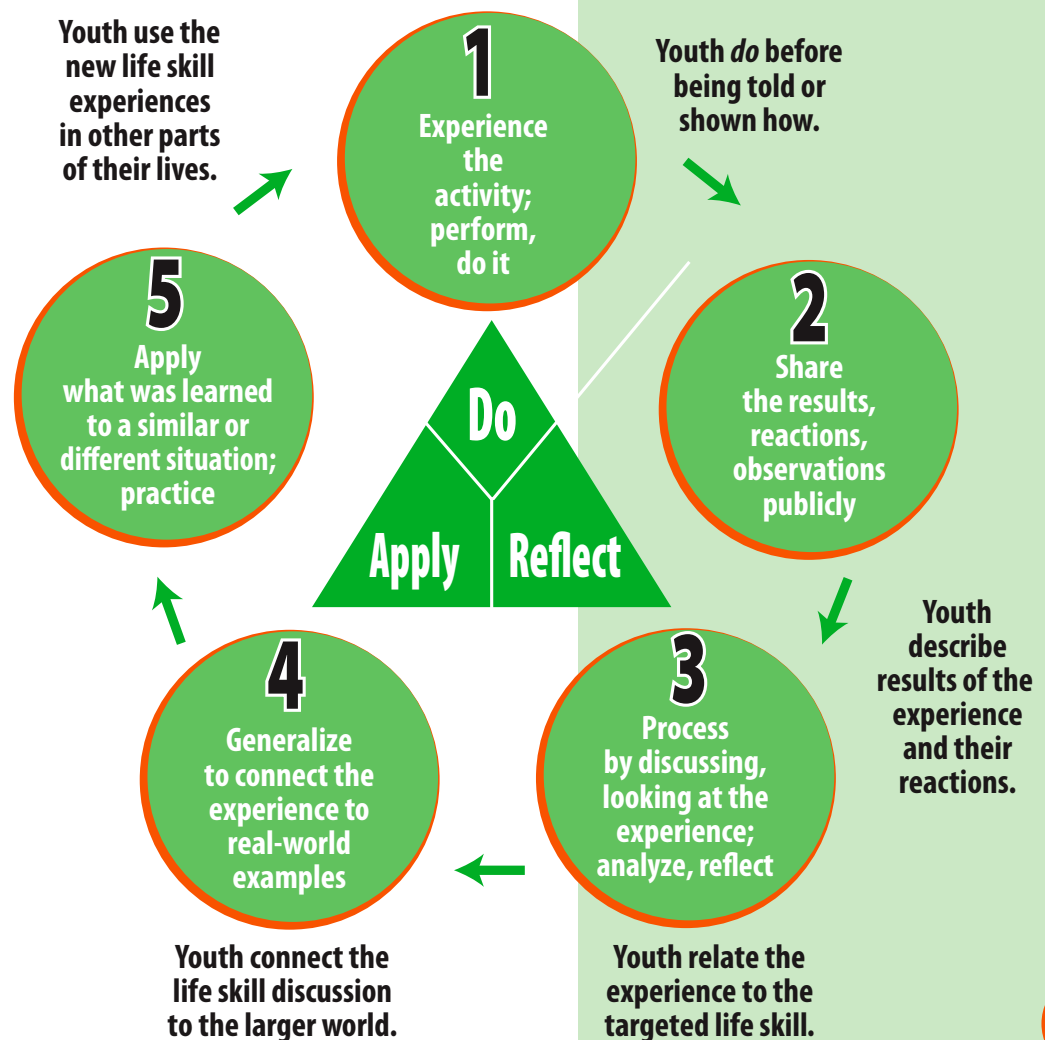
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Discuss the “Finishing School” questions at the end of each activity. The experiential learning process is not complete until participants have reflected on the experience and have applied what they learned to their everyday life.

- Provide moral support and positive feedback. Help the youth to discover their strengths and weaknesses.

The Experiential Learning Model

The experiential learning model has five steps: experience, share, process, generalize, and apply. In this guide, the activity is the experience or “do” part of the cycle. The remaining parts are fulfilled by the review questions in each activity.



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Youth Instructions:

Welcome to the World of Manners

Why do manners matter? They make others feel better, and they cause others to like and respect you. As a result, you feel better, too. Practicing good manners boils down to treating others the way you would like to be treated. Some manners, like saying "Please" and "Thank you," become second nature. You barely have to think about them. But that doesn't mean these small courtesies aren't meaningful to others around you. Other manners require a little more thought: cheering up a friend who has done poorly on a test, holding a door open for someone, or paying someone a compliment. In this guide, you'll get to practice all kinds of good manners in a fun way. Here are some things you will learn:

- How to look good and be healthy
- How to be polite at home
- How to set a table and eat different kinds of food
- How to introduce people to each other
- How to answer the phone
- How to make conversation
- How to give a party
- How to be polite and cautious