

Name \_\_\_\_\_ Date \_\_\_\_\_

## Good Manners

All people need and want things. What one person needs and wants may be different from the needs and wants of another person. When people live together in a family or even in a city, these different needs and wants can lead to conflicts. To make living together easier, good manners have developed over the years. Good manners are ways of treating people so that people feel better about themselves and about each other, and so that conflicts don't become serious.

When someone does something for us or gives us something, saying "thank you" is good manners. When we hurt someone, saying "I'm sorry" is also good manners. It's good manners to say "excuse me" if we pass very closely in front of someone, if we need to get another person's attention, or if we burp in front of someone else. Good manners, then, can be found in saying "thank you" "I'm sorry", and "excuse me," but good manners are more than words. Good manners are also actions.

When we give someone else our seat on a crowded bus, when we hold the door open for another person to walk through, when we wait our turn, when we walk on the right-hand side of the mall or sidewalk, when we knock before opening the closed door of a room, those things show good manners. When we meet someone for the first time, it's good manners to smile and say "hello" and give our name. When people come to our house, it's good manners to greet them with a smile when they come, and to say something like "thank you for coming" when they go home.

Sometimes, good manners can be the things we *don't* do. When we don't talk with a full mouth, or interrupt, or cut into a line, that is showing good manners. When we don't try to get the attention of someone on the telephone, that's good manners, too.

People often feel "not quite right". Bad weather, a stressful day, and sickness can make people irritable, or easily upset. If we use good manners, we make getting along more pleasant for everyone.

Name \_\_\_\_\_ Date \_\_\_\_\_

### Comprehension Questions

Read the questions. Circle the answer that best completes the sentence.

1. Good manners have been developed
  - a. to give people more rules to learn.
  - b. because people are mean.
  - c. for no good reason.
  - d. to make living together easier.
  
2. Good manners are
  - a. only words.
  - b. only actions
  - c. both words and actions
  - d. none of the above.
  
3. Good manners are what we
  - a. say.
  - b. do.
  - c. don't do.
  - d. all of the above.
  
4. When people live together, their needs and wants are
  - a. the same.
  - b. different.
  - c. unusual.
  - d. strange.
  
5. Good manners are
  - a. ways of treating people kindly.
  - b. silly.
  - c. fake.
  - d. impossible.
  
6. Good manners were
  - a. made up over time.
  - b. made up last year.
  - c. made up last week.
  - d. made up last night.

Name \_\_\_\_\_ Date \_\_\_\_\_

### Application Questions

Read the questions. Circle the answer that best completes the sentence.

1. If I meet someone new and I want to show good manners, I should
  - a. smile and say "hello."
  - b. pretend I don't see him.
  - c. stare.
  - d. say nothing.
  
2. If I bump into someone, I should
  - a. say nothing.
  - b. do nothing.
  - c. say "I'm sorry."
  - d. glare at him.
  
3. If I'm sitting on a crowded bus or train and someone older than I am gets on, I should
  - a. do nothing.
  - b. get up and give that person my seat.
  - c. stare at him.
  - d. make fun of him.
  
4. If someone is talking on the telephone, and I interrupt, that is
  - a. perfectly all right.
  - b. good manners.
  - c. not good manners.
  - d. none of the above.
  
5. When we don't talk with our mouths full of food, that is
  - a. strange.
  - b. good manners.
  - c. silly.
  - d. painful.
  
6. If someone is in his room with the door closed, I should
  - a. go right in.
  - b. go away.
  - c. go around and look in the window.
  - d. knock on the door.

Name \_\_\_\_\_ Date \_\_\_\_\_

### Analysis Questions

Read the questions. Circle the answer that best completes the sentence.

1. If I want to get to the head of the line so I'm not late, but I want to use good manners I could
  - a. barge in front of the first person.
  - b. wait my turn, but loudly complain that I'm going to be late.
  - c. get mad and stomp away.
  - d. say to the first person "Excuse me, could I please go first? I'm afraid I'm going to be late."
  
2. If I'm running, and I bump into someone, good manners would be to
  - a. say "It was all your fault."
  - b. say "I'm sorry."
  - c. say nothing.
  - d. do nothing.
  
3. If I'm eating with people, and I burp, it would be good manners to
  - a. leave and never come back.
  - b. laugh and make fun of myself.
  - c. say "excuse me."
  - d. do nothing.
  
4. My friend has been playing at my house all day. It's time for him to go home. I should say
  - a. "I'm glad you're leaving."
  - b. "I'm glad you don't live around here."
  - c. "I'm glad this day is finally over."
  - d. "I'm glad you came."
  
5. Leaving the library, I let go of the door right in some people's faces. Instead, I should have
  - a. held the door for them.
  - b. slowed down a little.
  - c. been more careful.
  - d. all of the above.
  
6. You accidentally knock over a neighbor's vase. You should say
  - a. "I'm sorry."
  - b. nothing.
  - c. "It wasn't my fault."
  - d. "The cat did it."

Name \_\_\_\_\_ Date \_\_\_\_\_

### Synthesis Questions

Read the questions. Circle the answer that best completes the sentence.

1. Someone has just given you a birthday present that you don't really like. You should say
  - a. "I didn't want this!"
  - b. "I'm sorry!"
  - c. "Thank you!"
  - d. None of the above
  
2. You notice a friend looking very sad and tired. You realize this would be a good time to
  - a. ignore your friend.
  - b. hit your friend.
  - c. use your good manners.
  - d. none of the above.
  
3. An example of good manners is
  - a. someone making fun of someone.
  - b. someone laughing at someone.
  - c. someone kicking someone.
  - d. someone treating someone kindly.
  
4. You and your friends are having fun walking through the mall. Good manners means
  - a. running into people.
  - b. walking on the right-hand side.
  - c. being loud and boisterous.
  - d. stealing things.
  
5. Your mother is on the telephone, but you want to ask for \$1.00. Good manners means
  - a. you keep bugging her until she gives you the money.
  - b. you keep calling her name until she looks at you.
  - c. you keep jumping up and down in front of her.
  - d. you wait until she hangs up before you ask for the money.
  
6. Someone has just given you a compliment. It's good manners to say
  - a. "Thank you."
  - b. something quiet, so that no one can hear you.
  - c. "You must be kidding!"
  - d. nothing

Name \_\_\_\_\_ Date \_\_\_\_\_

### Evaluation Questions

Read the questions. Circle the answer that best completes the sentence.

1. Someone who says "excuse me" when she burps is
  - a. talking too much.
  - b. being too noisy.
  - c. being polite.
  - d. being annoying.
  
2. Using good manners is
  - a. a good idea.
  - b. a bad idea.
  - c. a silly idea.
  - d. not important.
  
3. Using good manners makes
  - a. everyone uneasy.
  - b. getting along easier.
  - c. getting along harder.
  - d. everyone sad.
  
4. The person using good manners is the one who
  - a. shoves people out of the way.
  - b. talks with food in his mouth.
  - c. stares at the floor and says nothing when meeting someone new.
  - d. says "thank you for coming" when you leave.
  
5. The person not using good manners is the one who
  - a. says "I'm sorry" when someone gets hurts.
  - b. waits his turn in line.
  - c. smiles and gives her name when meeting someone.
  - d. keeps to the left on the sidewalk.
  
6. Treating people kindly is important
  - a. only when we want them to like us.
  - b. only when someone is looking.
  - c. all the time
  - d.. only when we want to get our own way.

Name \_\_\_\_\_ Date \_\_\_\_\_

## MANNERS

### Answers

#### Comprehension:

- 1 d
- 2 c
- 3 d
- 4 b
- 5 a
- 6 a

#### Application:

- 1 a
- 2 c
- 3 b
- 4 c
- 5 b
- 6 d

#### Analysis:

- 1 d
- 2 b
- 3 c
- 4 d
- 5 a
- 6 a

#### Synthesis:

- 1 c
- 2 c
- 3 d
- 4 b
- 5 d
- 6 a

#### Evaluation:

- 1 c
- 2 a
- 3 b
- 4 d
- 5 d
- 6 c