

# **BE COURTEOUS , POLITE AND GOOD MANNERED**

## **TEN WAYS TO LOSE A JOB IN AN INTERVIEW**

### **For not Being Courteous and Polite** **Mini Role Plays**

1. Knocking too loudly.
2. Knocking insistently.
3. Entering without being told.
4. Not greeting the Interviewers.
5. Sitting in bad manners.
6. Fidgeting with everything.
7. Demanding, not requesting.
8. Not properly groomed, shabby clothes hair unkempt.
9. Dressing too fashionably and trendy
10. Vulgar language

#### **Introduction:**

These 10 play lets were prepared for “A‘COURTESY WEEK” for the upper classes of a secondary school

They were presented in one of the School Assemblies and then discussed in the Moral Education periods.

1. They could be be used for other audiences besides high school youngsters.
2. **You may use them also for personal reflection and examination on the quality of your manners and demeanor.**
3. **The 10 situations described in the play-lets can be used for on- the- spot short role plays**

### **10 SMALL PLAYS.**

**The Managing Directors of Thomson, Tillick and Co, advertised in the newspapers that fresh hands were wanted for their new Factory at Thane. Today, is the day for interviewing the applicants.**

#### **AT THE INTERVIEW**

**Manager 1:** *(To the other interviewers)* Let us hope that today many capable, qualified and courteous applicants will turn up for the interview.

**Manager 2:** Yes, we need them very badly for our Factory and Office.

**Manager 3:** It is very important that we employ young persons, polite, well behaved and good mannered if our firm has to project a good image to the general public.

**APPLICANT 1.                      Knocks at the Door Loud and Wildly**

**Applic. 1**            (*BANG..... BANG... Very loudly as if to bring the door down*)

**Managers:**        (*All get startled...*) Come in!

**Manager 1:**        What's the matter with you, young man?

**Manager 2:**        Why this mad knocking at our door? Do you want to bring the door down?

**Applic. 1**            Well, ... I read your advert in the papers, and I came for the interview.

**Manager 3:**        Sorry, young man... there is no vacancy for you...

**APPLICANT 2                      Knocks Insistently, non-stop**

**Manager 1:**        What a nuisance! Can they not knock at the door patiently?

**Applic. 2:**            (*Bang..... bang...keeps knocking not to loud*)

**Manager 2:**        A moment, please...

**Applic. 2:**            (*Keeps banging with insistence...*).

**Manager 3:**        Kindly wait...

**Applic. 2:**            (*Keeps banging all the same...*)

**Manager 1:**        Just a minute...

**Applic. 2:**            (*Keeps banging all the same...*)

**Manager 2:**        Come in!

**Applic. 2:**            (*Enters*)

**Manager 3:**        Can't you wait for a minute? Go out from here! No job for you!

**APPLICANT 3                      Enters the Room Without Knocking**

**Applic:**              (*He just dashes into the interviewing room without knocking*)

**Manager 1:** I can't understand how these fellows dare come in for the interview when they lack the basic good manners, I wonder...

**Applic. 3:** Good morning sirs!...

**Managers:** Show surprise and annoyance. (*By their gestures*)

**Manager 2:** What do you think? Is this your grandfather's house that you may step in without knocking at the door?

**Manager 3:** Have you not been taught to knock at the door before you enter into somebody else's place?

**Manager 1:** Now, kindly, go out of our room and do not come again. Your interview is over!

**APPLICANT 4            He does Not Greet the Interviewers.**

**Applic. 4:** (*Knocks properly*)

**Manager 1:** Thanks be to God! At last there is an applicant who seems to know how to knock at the door...

**Manager 2:** Come in!

**Applic. 4:** (*Enters the room. Does not greet the interviewers and without being asked, sits down*)

**Managers:** (*By gestures, show disapproval*)

**Applic. 4:** I read your "ad" in the papers. I came for an interview...

**Manager 3:** Can't you say "Good morning" to us? Are we nobodies here?

**Manager 1:** Young man, the door is open... Please, go out... No job for you!

**APPLICANT 5            He Sits and Behaves in Bad Manners.**

**Manager 1:** Let us hope that the next applicant will have the elementary manners of knocking gently and greeting us in a polite way.

**Applic.5:** (*Knocks gently, enters when called*),

**Manager 2:** Come in!

**Applic. 5:** (*Enters and he greets the interviewers*) Good morning, Sirs!

**Manager 3:** (*Whispers to his confreres*) At last we got a polite applicant! (*Then, he tells the applicant*) Sit down, please.

**Applic. 5:** Thank you, sir. (*He sits down in a very uncouth manner Crossed legs... swinging his arms... touching his feet... stretching himself... finally putting his feet on the chair next to him*) Sirs, I was so happy to read in the papers about your employing new hands... I would be very glad to secure a job in your prestigious firm... I promise you that if you employ me...

**Manager 1:** Judging by the way you sit, I wonder how much will you care for the prestige of our firm...

**Manager 2:** (*Irritated*) can't you sit properly? Is this the way to sit?

**Applic. 5:** (*Showing surprise*) what's wrong with my sitting?

**Manager 3:** Please, leave the room... The interview is over!

**Applic. 5:** (*Goes out muttering to himself*) What's wrong?.. What's wrong?...

## **APPLICANT 6                      Fidgeting With Everything**

**Manager 1,** Good gracious me!, Shall we not be able to select one single polite and courteous candidate today! Where have we gone to!

**Applic.** (*Knocks*) Good morning, Sirs...

**Manager 2,** Sit down.

**Applic"** (*Sits properly*)

**Manager 3:** What can we do for you?

**Applic:** (*Begins fidgeting with all things on the table... even the specs of the interviewers.* Well, I would like very much to get employed by your firm... I finished my MSC, with a 1<sup>st</sup> Class...

**Manager 1:** I am afraid had if you had to sit for a good manners exams you would fail miserably Will you stop tampering and fidgeting with what is not yours. I am sorry to tell you, we cannot employ you in our firm; you did not pass out test in good manners. Bye... bye..

**APPLICANT 7                      Demanding. Not requesting.**

**Applic:**            (*Knocks*) Good morning...

**Manager 1:**      Come in Please, sit down

**Applic:**            Thank you, Sir!

**Maagaer 2**        May we know your name?

**Applic:**            My name is Gopal. I want a job... you have to give it to me; because I need it very badly... you cannot let me down simply at all like that... I deserve it and I wouldn't take a no for an answer...

**Manager 3;**      Young man., what are you coming here for? Demanding from us... coax us? Who are you to tell us what we should do? Please, leave the room! No job for the likes of you!

**APPLICANT 8                      Ungroomed and Shabbily Dressed**

**Manager 1:**      (*To the other interviewers*) We are really unlucky ... Shall we not get a decent candidate today!...

**Applic:**            (*Knocks gently, enters.*) Good morning, Sirs!

**Manager 2**        Please, Sit down. (*Sits down*)

**Applic:**            I read your ad in the papers and came with the hope of securing a job in your firm.

**Manager 3**        Please, first go home, get a hair cut, wash your face... send your clothes to the dhobi and later on come for an interview... I am afraid, however, that later on will be too late for you to secure a job in our firm.... No need applying again..

**APPLICANT 9                      Too Fashionable... to Trendy...**

**Appplic:**          (*Knocks and enters after being called*) Good morning. Sirs

*(Sits down after being invited to do so)* Sirs, I read your advert in the papers and promptly I came for an interview... I would be delighted to work for your firm...

**Manager 1:** Excuse me? Do you know what sort of business we are running here?

**Applic:** Of course!

**Manager 2:** Sorry to tell you. I am afraid that you should apply for a job as a model in a fashion store... I think you came to the wrong place... We want seriousness here, not style or show!

## APPLICANT 10

### Slang language:

**Applic:** *(Knocks and enters after being called)* Good morning. Sirs

*(Sits down after being invited to do so)* Sirs, I read your ad in the papers about your firm employing fresh hands, and so, I came for the interview.

**Manager 1.** So, you would like to have a job!

**Applic:** My jolly! Of course? I always dreamt of working in your dram good firm.

**Manager 2 .** It seems that you are working already elsewhere. Why do you want to change your firm?

**Applic:** To tell the truth, Sir, my actual boss is an idiot and a son of a gun....

**Manager 2;** Please mind your language... we are not interested to know what your boss is.

**Applic:** But, **Sirs**, he is that and much more... You know he does not allow us even to move our asses from our desks...

**Manager 3:** *(In anger and disgust)* Enough is enough!... Out you go. We cannot stand this sort of language in our firm...

## Conclusion:

Unfortunately, though many of the applicants were highly qualified, the interviewers could not find a single candidate suitable for their firm that day! Cause all of them didn't qualify in good manners and courtesy!