

# 15 ITEMS ON BEING COURTEOUS

## For Short Talks

### And on the Spot Role-plays

**Note:**

*The 15 items hinted at in this file, were helps offered to high school teachers, to prepare short pep talks and/or role plays on one aspect of other of Courtesy. They are part of a Courtesy campaign held for high School students. They were successfully used and highly appreciated and effective.*

- 1<sup>st</sup> : THANKING OTHERS - **Gratefulness**  
Learn to say: Thank you, so kind of you...
- 2<sup>nd</sup> : REQUESTING – NOT DEMANDING – **Just let others know your wish.**  
Kindly, please can you...I would be glad if you.....May I....
- 3<sup>rd</sup> : APPOLOGISING - for **Own your mistakes**  
I beg your pardon, excuse me, pardon, I am sorry...
- 4<sup>th</sup> : GREETING - **Show respect for others.**  
Good morning How do you do...hallo.....
- 5<sup>th</sup> : TAKING LEAVE - **Go away with gracefulness**  
Bye, bye....Good-bye... so long....hope to see you again....
- 6<sup>th</sup> : EXTERNAL SIGNS OF COURTESY - **Show respect for others.**  
Stand up...allow others to go first....opening the door,,,
- 7<sup>th</sup> : EXPRESSING POSITIVE FEELINGS ABOUT OTHERS - **Give positive strokes**  
I am so happy to see you... I am so glad...Most happy... It's a joy to have met you...
- 8<sup>th</sup> : GIVE PRAISE AND RECOGNITION - **Praising others for their exploits.**  
Congrats... I like your talk.. So kind of you... Well done....
- 9<sup>th</sup> : GOING OUT OF ONESELF TO HELP - **Helpfulness, Obliging others.**  
Doing jobs or errands others: f.i. Carrying a parcel, sharing what one has, giving information, entertaining others, spending time with them...
- 10<sup>th</sup> : BE SENSITIVE TO THE FEELINGS OF OTHERS - **Empathy and sympathy**  
Do not tease to the extent of hurting, allow freedom and privacy, do not taunt, calling names, avoid irony, do not interfere, be prudent in your questions, etc...

- 11<sup>th</sup> : MIND YOUR LANGUAGE : **Avoid unpolite and vulgar language.**  
Slang words and expressions.... Bad words....Bs, four letter words.... Insulting words or expressions...
- 12<sup>th</sup> : SMILING : **Kind and Cherful Countenance.....Frendly smiles...**  
Meet others with a smiling and a jovial face.... Dismiss them with a smile ...
- 13<sup>th</sup> : LISTENING : **Give others an attentive listening**  
Do not interrupt them while they talk...show interest to what they say...Try to grasp what they want to say...
- 14<sup>th</sup> : THOUGHTFULNESS : **Think of others' needs, likes and wants....**  
Think of others, their likes, their interests, their problems, and let them feel and know you do...f .i. : drop them a letter...send them an email...make a phone call... send them a paper cutting...anything they might be interested in...
- 15<sup>th</sup>. RESPECT OTHERS' NAMES: **Names stand for persons.**  
Learn others' names, pronounce them properly, as far as possible call them by the first name, No nick-naming, or ragging....Personal names are very dear.