

COURTESY

A Questionnaire

How Courteous are you?

Introduction:

This questionnaire was prepared as one of the items for “A ‘COURTESY WEEK” for the upper classes of a secondary school.

1. It can be used for other audiences besides high school youngsters.
2. **You may use it also for personal reflection and examination**
3. **The 30 points or situations described in the questionnaire, can be used for on- the- spot short role plays**

Remarks

What’s courtesy?

Courtesy is an offspring of love and concern.

Courtesy is charity applied to the daily and even trivial actions of our life.

A courteous person is a loving person, one who respects others and their feelings.

You need not be highly educated to be courteous.

Simple folks are often more courteous than the highly educated and wealthy people

A courteous person has a winsome charm and attractive.

THE QUESTIONNAIRE.

Instructions for the Teachers or Moderators

1. Give the questionnaire to the students: Explain how to reply to its 30 items.
2. Once they replied to the 30 questions, ask them to rate themselves.
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 - Questions b) carry 2 plus marks.
 - Questions a) carry 1 minus marks.
 - Questions c) carry 2 minus marks
4. Next, ask them to go over to their ratings and help them reflect in what areas of their lives they were more or less courteous. The areas covered in the questionnaire are: School, Home and dealing with people in general
5. Finally, ask them to take some notes on:
 - In what area of your life are you less courteous? How? Why? Find the cause.
 - What will you do from today to be more courteous?
 - What practical steps will you take?

THE QUESTIONNAIRE:

Instructions

You will find 30 different life situations that may take place in our daily living. In each case three answers are possible. Tick one of them.

Do not choose the “ideal” answer, - namely, the one you think best - but the one that - were you in that situation - would likely be yours,

1. When your brother/ sister/ or colleague is clever and popular.
 - (a) Do you feel bad? ()
 - (b) You feel happy about it, and let him know. ()
 - (c) Run him / her down? ()

2. When your parents/ Superiors are strict and old fashioned:
 - (a) Do you, feel ashamed of them, and disregard them in your heart?)
 - (b) Do you accept them as they are, and respect them? ()
 - (c) Act rude and / criticize them/ or ridicule them? ()

3. At a function, party or game,
 - (a) Do you; get annoyed, if they do not give the best places and seats? ()
 - (b) Do you give others a chance of choosing what they like best? ()
 - (c) Choose and grab the best things for you? ()

4. When you are with children and people younger than you,
 - (a) Do you ignore them? ()
 - (b) Do you treat them with respect as equals? ()
 - (c) Do you boss over them and take advantage of them? ()

5. When dealing with servants, peons, menials and simple people
 - (a) Do you take them for granted? ()
 - (b) Deal with them as with equals, gently and politely? ()
 - (c) Shout at them, disrespect them? ()

6. When you want something from others (Parents, Teachers, etc), do you say,
 - (a) I want this or that? ()
 - (b) Please, may I have this or that? ()
 - (c) You take it without asking? ()

7. If by mistake you do something that hurts others,
 - (a) Do you Keep quiet? ()
 - (b) Say: Sorry? ()
 - (c) Blame them for it? ()

8. When someone praises you, ,
- (a) Do you evade it, or say not need to mention it. ? ()
- (b) Say: "Thank you"? ()
- (c) Ignore the compliment? ()
9. If you cannot understand what someone tells you,
- (a) Do you keep quiet and pretend to understand? ()
- (b) Do you say "I beg your pardon"? ()
- (c) Do you say "I can't understand" or "what did you say"? ()
10. When someone in authority corrects you,
- (a) Do you sulk and pout? ()
- (b) Do you say: "Thank you"? ()
- (c) Do your excuse yourself and try to prove yourself right? ()
11. On the birthdays of your friends relatives and acquaintances : ,
- (a) Do you forget to wish them? ()
- (b) Do you wish them? ()
- (c) Purposely you do not wish them? ()
12. When someone gets a prize or meets with success in anything
- (a) Do you ignore him / her? ()
- (b) Do your heartily congratulate him / her? ()
- (c) Do you feel bad or envious of him / her, and run him / her down? ()
13. When someone tenders you an apology,
- (a) Do you refuse to accept it? ()
- (b) Do you gratefully accept it? ()
- (c) Do you blame him / her and make him / her feel guilty? ()
14. When you are sick and cared for by your Parents or others,
- (a) Do you take it for granted that's their duty? You do not show gratitude ()
- (b) Do you show them gratitude and appreciation? ()
- (c) Do you grumble at the way they look after you? ()
15. When you see others failing and being unsuccessful,
- (a) You not bother much about them. You say nothing to them ()
- (b) You sympathize with them and encourage them? ()
- (c) Rejoice over their failures? ()
16. If ever you hurt other's feelings: Parents, companions etc. ,
- (a) Do you keep silent, and remain indifferent to their feelings and hurts? ()
- (b) Do you Feel sorry and apologize? ()

- (c) You think and insist that you are right and they are wrong? ()
17. When asked to co-operate with companions, superiors etc. do you do it:
- (a) Solely out of duty? ()
- (b) Willingly out of love? ()
- (c) Because you are forced to do it? ()
18. When you take leave from people
- (a) Do you quietly go unnoticed? ()
- (b) Say; "Excuse me" and go gently? ()
- (c) Just get up and go without any excuse? ()
19. When you move around with your companions and mates
- (a) Do you, stick to the company of one or two of them forgetting the rest? ()
- (b) Show cheerfulness and friendliness to all? ()
- (c) Make fun of others by teasing and ragging? ()
20. When you find some physical defect in others like stammering, limping, deafness,
- (a) Do you make them conscious of it by your attitudes? ()
- (b) Treat them respectfully and lovingly as any other normal persons? ()
- (c) Make fun of them? ()
21. When you get angry with people
- (a) Do you stop talking to them, pouting and sulking? ()
- (b) Express your anger in a polite and assertive way? ()
- (c) Use hard and abuse words and un-polite language? ()
22. If you see your home people or your colleagues doing some hard, unpleasant work / carrying heavy loads, sweeping, dusting etc.
- (a) Do you, help only if asked? Or do you pretend not to see? ()
- (b) Kindly, you offer them a helping hand? ()
- (c) Refuse to help? ()
23. While traveling or in public places, if you see old, sick or handicapped people
- (a) Do you look at the opposite direction and pretend not to see? ()
- (b) Do you offer them your kind help, assistance, your seat, etc. ? ()
- (c) Refuse to give your seat or to help them, even if asked? ()
24. When you enter anyone's house, office, classroom, etc
- (a) Do you quietly; step in? ()
- (b) Knock at the door and wait till they say "Come in"? ()
- (c) Knock and enter immediately? ()
25. When you realize that something you do (singing, talking aloud, Whistling, playing the radio or T.V. etc) annoys others, ,
- (a) Wait for them to they tell you to stop it? ()
- (b) Stop it, and say sorry? ()

- (c) You carry on doing it, all the same? ()
26. When someone close to you is sick (family members, friends):
- (a) You do not bother? Forget them? ()
- (b) Visit them, inquire about their health, and offer your services? ()
- (c) On purpose, you do not visit them or help them? ()
27. When attending a talk, lecture, in class, etc.
- (a) Do you show inattention, boredom, and disinterest? ()
- (b) Try to listen attentively? ()
- (c) Interrupt and disturb? ()
28. When a teacher, lecturer or speaker is talking and you want to ask a question:
- (a) Do you keep making signs, worrying the speaker till he/ she asks you What do you want? ()
- (b) Make a gentle sign to indicate the speaker your wish? ()
- (c) You butt in, and interrupt the speaker right away? ()
29. If by accident you break something or cause any damage:
- (a) Do you just keep quiet? ()
- (b) Report the matter to those concerned? ()
- (c) Blame others for it? ()
30. When you do not like a show or a performance:
- (a) Do you show dislike by sighs, head movements or other means? ()
- (b) Keep quiet? ()
- (c) You boo? ()