

I practice my 10 COMMON COURTESIES



- 1) Say 'PLEASE' whenever you ask for something.
- 2) Say 'THANK YOU' when someone gives you something or does something for you.
- 3) Say 'I BEG YOUR PARDON' if you didn't hear what someone said.
- 4) Say 'EXCUSE ME' when you lean in front of people.
- 5) When people speak to you, look at their face and listen to what they say.
- 6) Greet people when you see them.
- 7) Use the person's name when speaking with them, e.g. 'YES SUE'
- 8) Say 'PLEASE MAY I...' followed by your request, e.g. 'Please may I go to the toilet?'
- 9) Knock before entering a room, walk in and stand where the teacher can see you. Wait quietly to be asked your business.
- 10) Be on time for the beginning of lessons and excuse yourself if you are late.

