

# 1

## Good Manners

Good manners are a gift of God. It is not only useful but also self satisfying to have good manners. Good manners reflect the character and personality of a man. A man of good manners is an ornament, but a rude man is a plague in society.

There is a famous saying, 'Manners maketh the man', it means that good manners are the ornament of an action. Civility and courtesy are of greatest value to man. They are a better possession than wealth, beauty or talent. So, equipping ourselves with good manners will imply that we have to educate ourselves by learning from others and use all the wealth and talents lying inactive within us to acquire good manners.

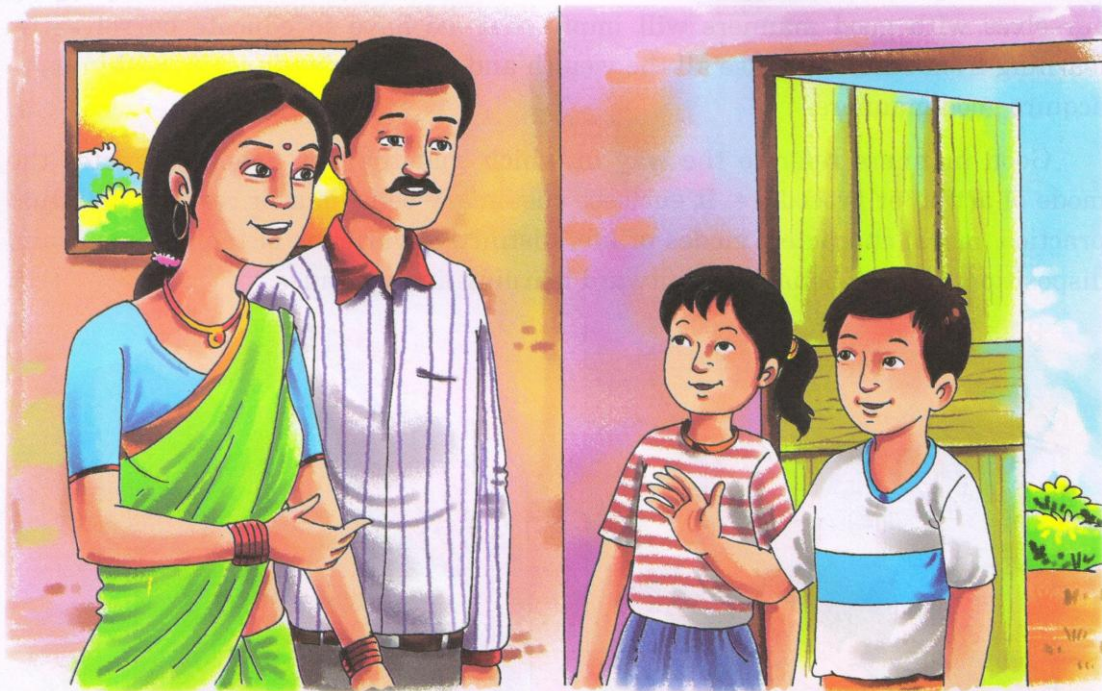
Good manners refer to the way in which something is done; it denotes the mode of action or procedure. It encloses customary behaviour or conduct, habitual practice, moral character, modes of life, distinctive varieties of temperament and disposition, rules of behaviour, outward learning and attitudes.



In simple words, to have good manners means to do things in the right way, to behave properly and to talk politely. Thus, it covers the whole range of our conduct in relation to our neighbours, especially, such conduct as will be noticed by them.

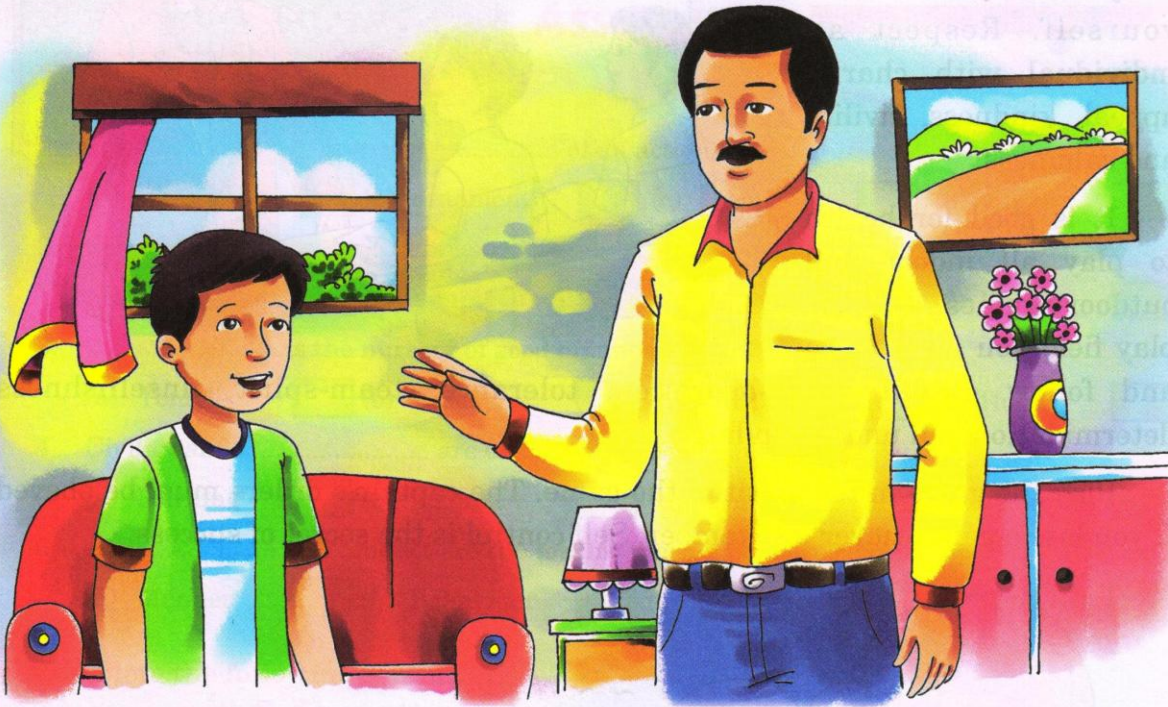
A child may be very noble, but if he/she is not mannerly in his/her conduct and behaviour he or she is liable to be misunderstood because he/she cannot be agreeable to those with whom he/she comes in contact.

Home is the nursery of good manners. It is the starting point of a person's life. So good manners must begin at home. It is good for the young to remember that the manners they acquire at home become natural habits.



Get up early in the morning. Begin the day with a prayer to God. We should thank God for the benefits we receive during the day. On rising, the child should greet his parents with an affectionate "Good morning". At night, before retiring, he should always bid his parents and all the members of his family "Good night." Try your best to make your home cheerful, peaceful and happy. Behave in such a way that your parents will be proud of you, that your brothers and sisters may be thankful to God for giving them such a beautiful and valuable gift in you.

Behaviour and conduct are the touchstone of a person's character. Cultivate a sense of responsibility and independence. It is important that we should not say things to a person if he is not interested in listening to us. If we have spoken a while to a person, we should pause for sometime to let him also speak and express himself if he so likes. We should not talk in an angry tone or too loud a voice.



Dress very neatly but according to your means. Simplicity enhances natural beauty, not gorgeous coloured clothes. Be clean and neatly dressed when you are in public. Always maintain a cheerful disposition. Keep smiling. Sniffing, belching noisily, coughing aloud and all unpleasant sounds must be carefully avoided.

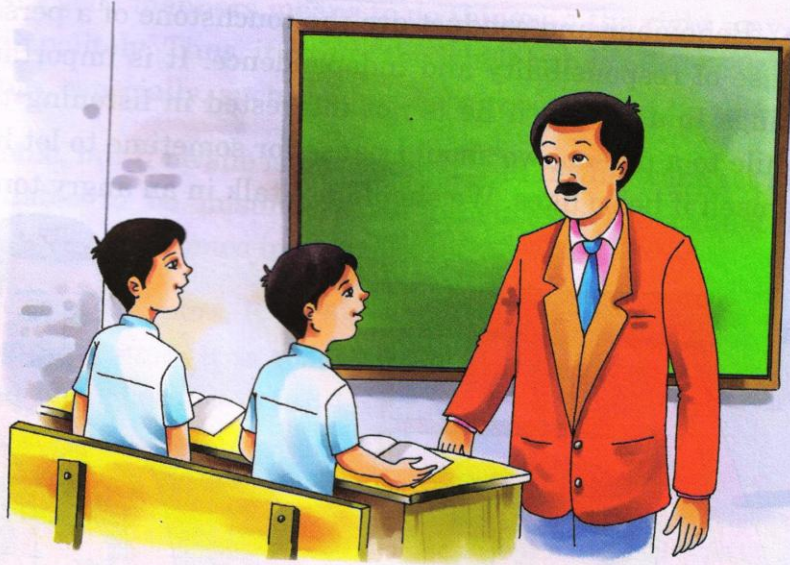
School is a temple of learning. The teachers can make their students civil and well behaved. Children may pass their examinations with honours and distinction, but they are likely to fail in the examination of life if they are not civil and courteous. To tease a child, a girl or an old man are bad manners and we should not indulge in such activity. When the bell announces the time of assembling for school, pupils should stop talking and playing and silently go to the place of assembly.

Abide by all the regulations of the school, hostel, library, etc. Do not be too talkative. Keep silence when you are expected to. Always be punctual and in time

for class. Be modest and simple. Be calm and graceful. Always show respect for your teacher, for your friends and for yourself. Respect an individual with charm, appeal, kindness, civility and calmness.

It is good for health to play all indoor and outdoor games. In the play field you must learn and follow discipline, co-operation, tolerance, team-spirit, unselfishness, determination and understanding.

Play the game in the spirit of the game. The captain's orders must be obeyed. If you lose a game, never lose temper. Self control is the secret of success.



According to Maurice Francis Egan, "The best manners come from the heart, the best etiquette from the head, but the factors of one and the knowledge of the other, go together by which the world names a gentleman or a gentle lady, and finally means well-bred."



## SUMMATIVE ASSESSMENT

### A. Tick (✓) the correct option :

1. Good manners are the ..... of an action.  
(a) wealth  (b) ornament  (c) talent  (d) gift
2. School is a ..... of learning.  
(a) playground  (b) temple  (c) home  (d) library
3. .... is the nursery of good manners.  
(a) Temple  (b) School  (c) Park  (d) Home
4. Civility and ..... are of greatest value to man.  
(a) learning  (b) manner  (c) courtesy  (d) behaviour
5. .... and conduct are the touchstone of a person's character.  
(a) Manner  (b) Behaviour  (c) Respect  (d) Work

### B. Complete the following sentences :

1. Good manners are a ..... of God.
2. Civility and courtesy are of greatest ..... to man.
3. Good manners refer to the ..... in which something is done.
4. Home is the ..... of good manners.
5. Behaviour and conduct are the ..... of a person's character.

### C. Write 'T' for true and 'F' for false statements :

1. A rude man is a plague in society.
2. Manners maketh the man.
3. Good manners means to do things in the right way.
4. School is not a temple of learning.
5. You should not show respect for your teacher, for your friends and for yourself.

**D. Match the following :**

A	B
1. School is a	(a) the man.
2. Manners maketh	(b) natural beauty.
3. Simplicity enhances	(c) temple of learning.
4. Good manners are	(d) starting point of a person's life.
5. Home is the	(e) a gift of God.

**E. Answer the following questions :**

1. What do you understand by the saying 'Manners maketh the man' ?

.....

2. What are good manners ?

.....

3. How should a child greet his parents on rising and before retiring to bed ?

.....  
.....

4. What are the touch stone of a person's character ?

.....  
.....

5. Describe the general behaviour of a child at school ?

.....  
.....

6. What good manners must be observed on the playground ?

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**FORMATIVE ASSESSMENT**

- Collect some pictures from the chapter and write few sentences about them.