

All transactions of our life are based upon fine manners and civilities. They are a passport to success in life and the spirit of culture. They form the pillars of mighty civilizations. A man with good manners is an ornament, but a rude man is a plague to society.

Good manners are like a certificate. If a man is a bundle of habits, a gentleman is a bundle of manners. In our social relationships, manners are more important than morals or character.

Good manners are indispensable to all. A man who does not possess good manners cannot become a well bred man. Good manners lend charm to people. They enhance the nobility of one's nature and beauty of one's soul. Good manners cost nothing, but they stay into the hearts of people and win their love.

Man is a social animal. In a civilized society it is necessary and desirable to live in a regulated way so that we may lead a harmonious life. And for that there are codes and modes of behaviour for all occasions. These codes and modes will make us perfect gentlemen.

Etiquette-refers to certain rules of behaviour in civil society or certain accepted formalities for social life in a particular country, place or surrounding. Etiquette, more specifically, pertains to certain rules or principles which may be peculiar to a particular profession. For example, it is against the medical etiquette to reveal to others a person's private or psychological problems. Similarly, for children there are certain codes of behaviour for every aspect of life, how to eat, how to behave with elders, how to behave with children, how to behave with friends, how to behave with guests, etc.

Etiquette is based on good manners and has evolved from customs and conventions. It must be very carefully observed. Etiquette may differ from place to place or country to country. e.g. Christ washed the feet of his disciples. Lord Krishna washed the feet of his friend Sudama. George Washington took his hat off to a negro who saluted him. Home is the starting point of a child's life. So etiquette-must begin at home.

At Home

Try your best to make your home cheerful, peaceful and happy. Good and wise children make their parents and others happy. So, do your best to make home truly sweet for yourself and for everyone else. Next to God, your parents are to be loved, obeyed and respected; so love your parents and obey them. Be kind to your brothers and sisters. You must know how to tell them interesting stories. Dutifulness strengthens the moral character of a person and disciplines him / her; so be dutiful and hard working. Do not be quarrelsome or selfish. If you are leaving the house for sometime ask leave of your father or mother.



Table Manners

People will judge your table manners. Wash your hands before sitting down at the table. Always see that everything about you is clean and tidy. When eating do not allow your elbows to rest on the table. Only the fingers should touch the food not your wrist or the palm. Don't be hasty in eating. Learn to eat and drink noiselessly. Do not talk with a full mouth. Never waste food.



Behave with elders

Your attitude towards your elders should be one of deep respect and politeness. Treat your elders in a pleasant manner; honour them and give them preference. Do not ask indiscreet or impertinent questions. Listen attentively. Never waste time talking on irrelevant matters. If a mistake is pointed out to you, accept it politely and promise to amend. Never forget to say 'Please' or 'Thank you'. Offer your seat to elders if necessary. Do not argue with elders.



With friends

There is nothing as pleasant and great as a friend. So be generous to help your friend always especially the weak, the poor and the neglected. Do not be a tale-bearer. Do not judge others. Do not talk about the faults of others. Do not associate with boys and girls of doubtful character or bad repute. Be good-humoured. Never be a source of evil to anyone, in word or deed. Express appreciation even for the smallest service received.



SUMMATIVE ASSESSMENT

A. Tick (✓) the correct option :

1. Good manners are like a
(a) paper (b) frame (c) certificate (d) book
2. washed the feet of his friend Sudama.
(a) Lord Rama (b) Lord Krishna (c) Lord Ganesha (d) Lord Vishnu
3. must begin at home.
(a) work (b) knowledge (c) etiquette (d) base

4. Good and wise children make their parents and happy.
 (a) others (b) family (c) friends (d) brothers
5. Never waste time on irrelevant matters.
 (a) walking (b) singing (c) talking (d) cooking

B. Complete the following sentences :

- All transactions of our life are upon fine manners and civilities.
- Good manners are a certificate.
- They enhance the of one's nature and beauty of one's soul.
- Etiquette is based on good and it has evolved from customs and conventions.
- Home is the point of a child's life.

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

- A man of good manners is an ornament.
- Man is a wild animal.
- Good manners cost nothing.
- Etiquette may differ from place to place.
- People will judge your character from your table manners.

D. Match the following :

A	B
1. Do not be hasty	(a) food.
2. Etiquette is based	(b) social animal.
3. Man is a	(c) in eating.
4. Never waste	(d) attentively.
5. Listen	(e) on good manners.

E. Answer the following questions :

- What is necessary and desirable in a civilized society?

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2. What is etiquette?

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3. Why is etiquette necessary?

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4. What is the importance of good behaviour?

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5. How should you behave at home?

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FORMATIVE ASSESSMENT

- Organize a birthday party at home and ask your friends to help you maintain the etiquettes during the function.

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