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Dedication

To God, who gives me inspiration
and imagination;

To my parents and siblings who
always believe in me;

To all my friends, thank you for
your love, support, and
encouragement. I'm so lucky to
have you in my life!

**Etiquette: A guide to good
manners for children.**

Ages 6 +

CHAPTER 1

What is etiquette?

Have you ever wondered why people with bad manners often limit themselves from going far? Have you ever thought of the repercussions of bad manners?

The statement that life repays people with what they sow is never a cliché. You can't sow evil and expect good, it is not possible. Life rewards a man according to his deed here on earth. That is why, as children, we should uphold good morals wherever we find ourselves.

This brings me to the topic of etiquette.

So what is etiquette?

I am sure you have heard of the word 'etiquette' before. It is not new to you.

Etiquette can be defined as the social norms and expectations that govern how to behave in various social interactions. These norms provide a principle of manners and a structure that subtly controls the expected attitudes, conduct, and manners of people.

Etiquette is not something that you develop spontaneously; it is something you originally and consciously developed as a set of written rules for social interaction in a polite manner. The word 'etiquette' itself is derived from the French word for placard, meaning these rules were printed and posted to guide us in how we live our lives.

What are Good Manners?

A person with good manners is respectful towards the feelings and sentiments of others around them. He/she never discriminates

against people but shows equal respect to everyone. Humbleness, compassion, and politeness are the important attributes of a well-behaved person.

Good manners are character virtues or traits you exhibit that make you a social being.

WRITE WHAT YOU LEARN
HERE.



Figure 1: Showing a girl and a boy having a conversation about what they are reading.

Example 1:

Tolu and Tope are in the same class. Tolu offended Tope by stepping on her toes; she was unaware that it happened.

Now, Tope got angry and spoke rudely to Tolu.

Tolu: I didn't know it happened. I am sorry about that.

Tope: No problem. She patted her on the back. I am sorry for speaking rudely to you. Then they hugged each other.

Sometimes you need to call people's attention and inform

them how you feel about the incident instead of being rude to them. Sometimes people don't know you're offending them, so don't just judge anyhow or jump to conclusions. Learn to give people the benefit of the doubt, and if you approach them and they remain adamant, then leave them alone. You can talk to an aged person and explain to him or her, in that way, you foster respect and communication between you and the person. And if the person refuses to accept an apology coming from an elderly person, then let it go.

Take your mind off it and forgive them; do not allow anyone to threaten your peace. Do not!

Stay away from those who threaten your peace and do not make friends with them.

Example 2:

Emmanuel saw an aged man standing on the bus and could not find a seat because all the seats were full.

He walked up to him.

Emmanuel: Can you have your seat while I stand instead?

The elderly man looked at him and smiled. He thanked Emmanuel and sat.

Emmanuel was happy because he offered his seat to the aged man.

Etiquette makes you respect those who are older. You use kind words while talking to them.

Example 3:

Rose picked up her Mommy's phone to use the dictionary when a call came in.

Mommy had gone down the street to get some vegetables. Mommy told her that anyone who calls her should inform the Caller that she stepped out and will be back soon.

A call came in, and Rose answered the caller.

“Hello, Mrs Clara,” the caller said.

“This is Rose, her daughter.
Mommy stepped out and would
be back soon.” Rose replied.

“Ohh, that’s fine.

Please let me know when she is
back.” The caller said.

“May I know your name, please?”
Rose replied.

“My name is Miss Peace
Clement,”

“Thank you, ma'am, for your kind
response,” Rose responded.

“Goodbye,” she hung.

You can see how Rose was polite in her conversation with the caller; she wasn't rude on the call. Now the right thing for Rose to do is to inform her mom when she is back that she had a call.

And what Mommy has to do is call back.

Mommy returns, and Rose runs to help her with her bag.

“Mommy, you have a call from Miss Peace Clement,” Rose said.

“Thank you so much, daughter,” Mommy replied.



Figure 2: Mom and Peace are checking the phone for the caller.

Effective communication is an example of etiquette. The ability to communicate well with others, no matter who they are, even though they are younger than you. You need to know that respect is reciprocal.

Also, obeying and abiding by the rules of the community and the nation is an example of etiquette.



Figure 3: Showing the picture of two girls having a conversation.

CHAPTER 2

Types of etiquette

1. Social etiquette:

This can be defined as a morally acceptable behaviour between people and how they relate with others around them.

Social etiquette is very important because it shows mutual understanding and respect for people in your environment.

Social etiquette goes beyond your environment; it also includes your interactions on social media

platforms. How you behave and respond to comments.

We need to be careful how we respond to people online. Some comments and impressions can leave a lasting impact on people, which can be either positive or negative.

2. Health etiquette

Your health should not be neglected. When we pay attention to our bodies, we reduce the spread of germs. Some health

etiquette includes washing your hands before eating, avoiding putting your hands in your nose, eyes, nostrils, or mouth. Wash your hands after touching anyone else who is sneezing, coughing, blowing their nostrils, or whose nose is running with towels, using someone else's lipstick, toys, or anything that is contaminated with respiratory germs.

Table manners

1. Wash your hands before eating.

2. Eat with your mouth closed, and avoid talking.
3. Do not make noise with your mouth when chewing.
4. Do not press or play with any gadget while eating.
5. Don't mess up the whole place while eating.
6. Use the napkins when appropriate.
7. Focus on your meal
8. Ask to be excused if you need to go out.

9. Wait till everyone is served before you eat.



Figure 4: Showing the picture of a family having their meal.

CHAPTER 3

Examples of Etiquette words

Here are a few examples of etiquette.

Examples of Etiquette words:

1. I am sorry.
2. Please excuse me.
3. Please, can I make use of your pen?
4. How are you doing today?
5. Do not talk while eating.
6. Sit properly.
7. Can I help you with this?
8. How can I help you?

9. Were you able to finish up the task?
10. Listen when others are talking.
11. Ask questions when you are not clear.
12. Do not make jokes about others.
13. Be happy for others.
14. Set rules and be disciplined.
15. Do not litter the street with your sweets and biscuits.
16. Do not stare at someone uncontrollably.

17. Good morning, ma/sir, can you please help me with my assignment?

Be a good listener when you are communicating with someone. Do not always be in a hurry; talk all the time. Give others room to express themselves. Don't hijack conversations. Learn to respect people's opinions even if they do not agree with yours. Respect them! We are different and can't all reason the same way.



Figure 5: Some children are having an intelligent conversation with their teacher.

Always dress properly: Dressing is part of good manners. Do not dress shabbily, dress smart and cover up, because you will be

addressed the way you dress. So dress well.

Be punctual:

Do not go to an event late. Learn to be punctual. There is nothing like African time. So be punctual, and if you won't be coming earlier than expected, learn to communicate with the person rather than keeping them waiting.

Stay focused during conversations; keep your phone or book away. Focus and listen to what the person is saying.

WRITE WHAT YOU LEARN
HERE.



Figure 6: A child listening to an elder talking.

CHAPTER 4

Importance of Etiquette

1. It helps you leave a good impression on others:

Good etiquette is like a fresh aroma or the scent of a perfume. Because people will always remember you for what you did, even when you are no longer with them.

Have you ever imagined yourself standing up for an elderly person to sit? Even if they do not pray for you, trust me, you're blessed

already because that singular act you did brings blessings to you.

2. It helps you live a lasting legacy:

A legacy can be good or bad. When you behave well to people, it leaves a lasting impact.

People will always remember you for good. There is a popular adage that says, "only remembered by what you have done."

3. It shapes your appearance and boosts your confidence:

Good manners boost your confidence. It helps you to strive to become better. You feel happy, relaxed and restful. You do not have to struggle with your emotions or be envious of others. You are at peace with everyone, you know when to apologise and not be manipulative. You know when to say words like, I am sorry, I didn't know it hurt you that bad. Forgive me, can you please excuse me? Etc.

4. It helps you to focus on becoming a better person:

You become a better version of yourself when you practice good manners. Every day, it allows you to improve yourself.

5. You will learn how to live peacefully with others when you learn their lifestyle:

We have four types of temperament. When you understand people's temperament, you will know how to relate to them.

Which are extroverted and introverted.

1. **Extroverted:** These people are outspoken, and they are divided into two types (Choleric and Sanguine).

2. **Introverted:** This set of people is quiet and easy-going and loves to stay alone. They are divided into two (Phlegmatic and Melancholic).



Figure 7: Picture of a happy child.

I. Sanguine:

They are very active, outspoken, love fun and people pleasing, they can procrastinate their tasks, and they can feel depressed when they don't have people around them.

II. Melancholic:

They are quiet, very creative, most of them are artistic, poets and writers. They are deep thinkers, and their imagination can be wild at times because they think the whole world is surrounded by them, and they keep things to themselves.

III. Phlegmatic:

They are quiet, lazy and will always want people to push them before they do things. They are caring and look out for people.

IV. Choleric:

These sets of people always want to lead others. They have the mind to become leaders. They tend to be selfish and care about themselves; they rely on others to make decisions for them.

Although one can have a blend of one or two temperaments. If you

want to know how to relate to others, you have to study yourself.

Let's break it down for a better explanation:

The Four Superhero Friends!

1. The Brave Knight

This friend is bold, strong, and fearless! They charge into challenges and aren't afraid to take risks. They love to lead.

Examples: They hold good positions in the Army, the President, E.t.c.

2. The Sunshine Superstar

This friend is happy, bubbly, and loves making everyone smile! They're always up for an adventure and make friends easily. They love people so much and love fun.

Examples: Actor, Sport coach, etc.

3. The Brainy Inventor

This friend is super smart, loves to learn, and figure out puzzles. They're great at planning and thinking things through. They are great authors, storytellers and love to write poems.

Examples: Authors, Artists, Poets, etc.

4. The Peaceful Guardian

This friend is calm, kind, and keeps everyone safe. They're great listeners and help friends work out their problems. Although they can be quite lazy. Often, people praise them for doing things.

Examples: They make great Nurses.

Social skills.

Social skills are how you relate to people around you. Take a look at the bees. You know they live in a colony. They learn how to blend and relate with each other.



Figure 8: Picture showing children playing together.

This is how we should work on our social skills so we can relate

to people in our environment.
Social skill is a must for everyone to have. If you have poor social skills, you should work on yourself to become better.

1 Improve your communication skills:

Practising good manners helps to improve your communication skills. Communication skills are one of the skill sets everyone should possess in the 21st century. When you learn good etiquette, you increase your chances of developing communication skills.



Figure 9: Showing the picture of children playing

2 Increase your networking skills:

Good manners increase your network and help you when you need recommendations from people. People want to relate to someone

who has a good character. It helps you to reach a wider audience and increase your visibility.

3 Increase your self-awareness:

You become more self-aware of who you are. You know who you are and what you want to achieve.

WRITE WHAT YOU LEARN

Questions.

- 1) What is etiquette?
- 2) How can I practice good manners?
- 3) What are the types of temperaments we have?
- 4) What is the importance of etiquette?

ABOUT THE AUTHOR

Deborah Akerele is an educationist who is passionate about the UN sustainable SDGs 4 and 5 (quality education and gender equality). She is passionate about children and teens, about bringing out the best in them.

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