

## Objective

By the end of this lesson, the student will have a comprehensive understanding of basic manners and professional etiquette. They will learn the importance of polite behavior, how to communicate effectively in different situations, and the role of body language in conveying respect and professionalism.

## Materials and Prep

- Notebook and pen for note-taking
- Mirror for practicing body language and facial expressions
- Timer for timed activities
- List of common social scenarios for role-playing
- Printed or handwritten etiquette tips (optional)

Before the lesson, prepare a list of social scenarios that the student can role-play. Ensure the student understands the basic concepts of manners and why they are important in both personal and professional settings.

## Activities

### • Role-Playing Scenarios

Set up various social situations (e.g., meeting someone new, attending a formal dinner, or a job interview) for the student to role-play. This will help them practice their verbal and non-verbal communication skills in a safe environment.

### • Table Manners Practice

Simulate a dining experience where the student practices proper table manners. Discuss the significance of each action, such as using utensils correctly, chewing with their mouth closed, and engaging in polite conversation.

### • Mirror Exercise

Have the student practice their body language and facial expressions in front of a mirror. This will help them become aware of how they present themselves and understand the importance of body language in communication.

### • Etiquette Bingo

Create a Bingo game with different manners and etiquette tips. As the student learns about each tip, they can mark it off on their Bingo card. This adds an element of fun and competition to the lesson.

## Talking Points

- "Manners are the foundation of respect. When we use polite language and actions, we show others that we value them."
- "Effective communication is not just about words; it's also about how we say them. Our tone, body language, and facial expressions play a big role."
- "Good table manners are essential in both social and professional settings. They reflect our upbringing and respect for our dining companions."
- "In professional environments, first impressions matter. How we present ourselves can

influence opportunities and relationships."

- "Practicing etiquette is not just for formal occasions; it should be part of our everyday interactions."