

**WELCOME TO**



**SIDDIK ALI  
CHIEF INSTRUCTOR(NON-  
TECH)  
KHULNA POLYTECHNIC  
INSTITUTE**

# Etiquette and Manners

Read the passages below and answer the following:

As a child you must have been told to greet your elders and visitors to your culture and tradition. You must also have been taught to be polite in company and keep quiet while others, especially your elders speak. Possibly you at times grudgingly accepted such schooling. Possibly at times you even protested such disciplining. Now certainly you know that you can't always behave the way you want especially in the presence of others. There are rules of behaviour you have to follow in a company. We are social beings and have to consider the effect of behaviour on others, even if we are at home and dealing with our family members.

We have two terms to describe our social behaviour- 'Etiquette' and 'Manners'. 'Etiquette' is a French word and it means the rules of correct behaviour in society. The word 'Manners' means the behaviour that is considered to be polite in a particular society or culture. Manners can be good or bad. For example, it is a bad manner to speak with food in one's mouth. No one likes a bad-mannered person. Remember that etiquette and manners vary from culture to culture and from society to society.

# MCQ–Multiple Choice Question

- ▶ (a) Etiquette refers to system French/right/courteous/polite behavior in a society.
- ▶ (b)The younger should disregard/respect/annoy/disobey the elders according to our culture and tradition.
- ▶ (c) A child needs to follow some rules of manner/custom/reaction/signals in a company.
- ▶ (d) Everybody hates a good/bad/neutral/partial mannered person.

# True/False? If false, give the correct information.

- ❖ Etiquette and manner are the same things.
- ❖ A man without good manner is praiseworthy.
- ❖ Manners vary from family to family.
- ❖ It`s foolish to follow the etiquette.
- ❖ Everybody should follow the rules of behaviour.

# Open Ended Questions

1. What is the difference between 'Etiquette' and 'Manner'?
2. How can you be a good mannered citizen?
3. Where can you learn good manner from ?
4. How does a child behave?
5. Is an etiquette indifferent in the society?

# List Making about social etiquette.

▶ A list of .... Is written below.

I. Xx

II. Yy

III. Zz

IV. Pp

V. Qq

VI. Rr

# Vocabulary Test

# Summary Writing