

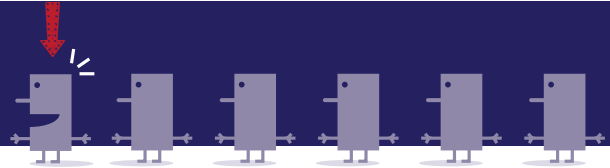
AMERICAN ACADEMY
MANNERS 10

1 MAKE EYE CONTACT WHEN COMMUNICATING.



2 LISTEN WITHOUT INTERRUPTING.

3 WAIT YOUR TURN.



4 GREET PEOPLE IN A FRIENDLY MANNER.



5 SAY "PLEASE" AND "THANK YOU."



6 USE "MA'AM" AND "SIR" WHEN RESPONDING.

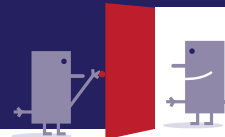
7 TAKE A BREAK WHEN YOU ARE ANGRY.



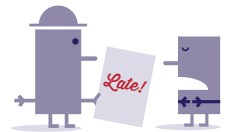
8 USE BUN-BURGER-BUN TO COMMUNICATE.

"I hope you are having a lovely evening. When you have a moment, could you please... Thank you for your help!"

9 HOLD THE DOOR FOR OTHERS.



10 TAKE RESPONSIBILITY FOR YOUR ACTIONS.



MANNERS are a sensitive awareness of the feelings of others.
If you have that awareness, you have good manners, no matter which fork you use.

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