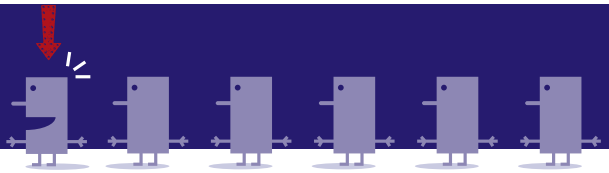
AMERICAN ACADEMY

MANNERS 10

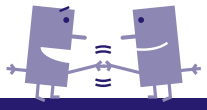
1. MAKE EYE CONTACT WHEN COMMUNICATING.

2. LISTEN WITHOUT INTERRUPTING.

3. WAIT YOUR TURN.



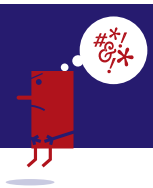
4. GREET PEOPLE IN A FRIENDLY MANNER.



5. SAY "PLEASE" AND "THANK YOU."

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

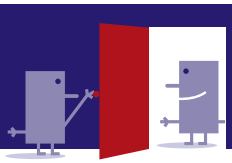
7. TAKE A BREAK WHEN YOU ARE ANGRY.



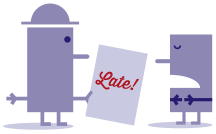
8. USE BUN-BURGER-BUN TO COMMUNICATE.

"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."

→ EMILY POST

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