

Don't Forget Your Manners!

- **Make eye contact when speaking to somebody.**
 - **Say "Please" and "Thank You".**
 - **Don't use foul language.**
 - **Say "Hello" and "Goodbye".**
 - **Say "Excuse Me" if you need to interrupt or if you bump into somebody.**
 - **Sneeze into your elbow.**
 - **Ask permission before taking someone else's things.**
 - **Respect other's space.**
- **Let others finish speaking before you speak. Don't interrupt!**
 - **If you borrow something, return it.**
 - **If you borrow something, be careful with it.**
 - **Be polite when on the phone.**