

Manners Made Easy

FOR THE FAMILY




365 Timeless Etiquette Tips
for Every Occasion

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We put rules of etiquette in our head
and manners in our heart.



The rules guide our behavior and keep
us from embarrassing ourselves.



The manners in our heart keep us from
embarrassing someone else.






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Introduction


Manners Were God's Idea First


Every member of every family has manners—good or bad. Our good manners show consideration for the feelings of others, while our bad ones reveal thoughtlessness and rudeness. We can't touch them or see them. We get our manners by default, but not by birth. Even members of the royal family must learn good manners.

But if we can't touch or see them and we are not born with them, then where did they come from? Manners were God's idea first.

All manners, both socially and in business, are based on the Bible, especially on Luke 6:31 where God gave us the Golden Rule: *Do for others as you would like them to do for you.* From this beginning, manners touch everything we do in life.

If you have ever dined with a two-year-old, for example, you know why we have table manners. As







one of my young students said, "It's so we don't gross somebody out." Truth is, we learn our manners at home from our families. And just as we do not send out our family without rules of safety, such as "walk facing traffic," we do not want them to go out with bad manners (and maybe not even know it).

Good manners are more than knowing which fork to use or which way to pass food around the table. There are the etiquette rules and reasons that go in our head, and there are the manners that go in our heart. Together they give us a shield against embarrassing others or ourselves.

The CEO of a major corporation invited me to teach a business etiquette seminar to his employees. "Mrs. Moore," he said, "we surely do need more eta-kwet taught." I used to teach French (*etiquette* is a French word we Americans have adopted) and now I teach etiquette (pronounced et-i-ket). You can imagine how badly I wanted to correct him, but my doing so would have embarrassed him. I had the rules of pronunciation in my head, but the manners in my heart kept me from correcting him.

Whether this book is just a manners catch-up for your family or a full blown course in social skills,







learning the rules of etiquette can give us new-found confidence. Sometimes I hear people averse to learning manners say, "Oh, I know the correct thing to do when I have to." But the truth is, they only *know* of it. Unless we do something habitually, we have what we call "company manners," which are likely to fail us when we need them most. We become self-conscious and usually forget what, how, and when to do the correct thing the very moment we need to do it. Even if we suddenly remember, we fumble, stumble, and sometimes look foolish trying to pull it off.

Most of us like to know the reason for doing something, and there is a sound reason for every rule of etiquette. I mentioned one earlier: for reasons of safety, we walk facing traffic. Another reason is related to how we meet and greet people in our country, not with a kiss, as in some cultures, but with a handshake. Our country was settled by men who carried weapons. To show they were a friend, not an enemy, they extended their open hand. The natural result was our handshake greeting.

For those family members who are reluctant to begin "etiquette class," be encouraged: just going





through the motions can create some good social habits. The heartfelt kind will come along later when they see how necessary good people skills are for the rest of their lives in relationships and in the business world. Our behavior affects it all. Our manners make us like magnets. We either attract people or repel them.

In summary: We put rules of etiquette in our head, and we put manners in our heart. The rules in our head guide our behavior and keep us from embarrassing ourselves. The manners in our heart keep us from embarrassing someone else.

I admire your desire for more mannerly families. Here's to happy learning and happier living!

June Hines Moore
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Part 1

Meeting and Greeting



Respect for ourselves guides our morals;
respect for others guides our manners.

—Laurence Sterne

First Things First

Making a good first impression is a worthy goal for two reasons: 1) there is no second chance, and 2) it only takes a few seconds. We are blessed, of course, that God looks at our heart, but people form their opinion of us in the first thirty seconds by judging our appearance, our visual communication, and our manners. They evaluate our inner qualities later.

Suggestion: Memorize the **six S's**, and in the following days, you will be well equipped to confidently meet and greet people. The six S's are 1) **Stand** up, 2) **Smile**, 3) **See** their eyes, 4) **Shake** hands, 5) **Speak** your name, and 6) **Say** their name back to them. Why not see who in the family can memorize the six S's first?

Man does not see what the Lord sees, for man sees what is visible, but the Lord sees the heart.

1 Samuel 16:7

Stand on Principle

The first "S" in the six S's of making a good impression is *Stand up*. When you (either an adult or child) are meeting someone for the first time, stand up if that person is standing. (Exception: Sometimes it is not practical or even possible to stand. In that case, just let common sense dictate.) Standing puts you at eye level with the other person and, more importantly, it shows respect.

In today's casual world, first impressions have never been more important. Standing to greet another person will make you stand out in a crowd.

Suggestion: Practice rising from a chair to meet someone who's just entered the room.

The two angels entered Sodom in the evening as Lot was sitting at Sodom's gate. When Lot saw them, he got up to meet them.

Genesis 19:1

Children Showing Honor

Children are to stand up for any adult they are meeting, as well as any time an adult walks into the room. Children should always defer (show honor) to adults. George Washington's *Rules of Civility*, which he copied down when he was sixteen, said, "If any one comes to Speak to you while you are Sitting, Stand up."

Children are more highly regarded when they show respect to adults. Only gentle reminders by other members of the family should be permitted when a young person forgets.

Suggestion: While sitting in the family room, practice standing every time a parent (or other adult) walks into the room. Discuss what honor and respect mean, especially in today's culture.

*Teach a youth about the way he should go;
even when he is old he will not depart from it.*

Proverbs 22:6

All Rise

Men should stand up when a lady enters (or when ladies enter) a room. Socially, a gentleman defers (shows honor and respect) to a woman. A long, time-honored custom in our country says men should stand for adult females.

A similar custom comes from the Middle Ages, when knights wore metal shields over their heads. They lifted the head covering to expose their eyes, showing they were friendly, thus the tradition behind a man tipping his hat or touching the brim when he sees a lady.

Suggestion: Let Dad practice standing when a female member of the family enters the room. (Only a gentle reminder is permitted when Dad forgets). Name as many people or categories of people you can who deserve your honor and respect.

Honor everyone.


1 Peter 2:17

Table Legs

Gentlemen should stand when a lady gets up from a dining table, and stand again when she returns. Upon her return, the man nearest her should help her with the chair as she is reseated.

Chairs are not as difficult to maneuver these days as they once were when this act became common courtesy, but still, as a time-honored tradition, gentlemen should help to seat ladies at the table.

Suggestion: Let Dad and the young men of the family practice pulling out a chair and seating each lady in the family. Also, look up the word "humility." What is its meaning? Give examples of ways to show humility (not being prideful, boastful, or self-asserting).



*The fear of the Lord is wisdom's instruction,
and humility comes before honor.*

Proverbs 15:33

Age Preference

Men aren't the only ones with a responsibility to stand in certain social situations. Adult women and young ladies should also stand for any person who is much older than they. In our society, younger individuals honor older ones, whether male or female.

Suggestion: This time, it is the ladies' turn. Let the daughters in the family practice standing when Mom or Dad enter the room. If Grandmother is there, all the ladies in the family (as well as the men and boys) should rise when she enters the room. Discuss how humility and conceit are different in meaning, with conceit meaning self-importance.

*Good manners alone won't guarantee
your entrance to today's boardrooms,
but without
good manners the doors to many chambers
will be closed to you forever.*

Anonymous