

Let's talk about...

MANNERS and ETIQUETTE



A. Free-Talking/Pronunciation



B. Target Vocabulary

Ways to offer help to someone

1. I'll (do something).	Casual way to offer to help someone. Use this phrase when you're pretty sure that the other person will be happy to receive your help. Example: I'll hold the door open for you.
2. Let me (do something).	If you want to be a little more polite, but still very friendly. Example: Here – let me adjust the seat for you.
3. Do you want me to (do something)?	If you're even less sure about your offer, then you should ask and wait for an answer. The phrase "Do you want...?" is a good choice. Example: Do you want me to do the shopping?
4. Can I (do something)?	In formal situations, you can offer help by asking "Can I...?" It makes it seem like you're happy to help. This is a good choice for social situations like having guests in your home. Example: Can I get you something to drink?
5. I'd be happy to (do something).	This is another formal phrase. You can use it in business and professional situations. Example: I'd be happy to answer your concerns.

Expressions

1. mind one's P's and Q's	To be polite and display good manners; to behave properly.	Be sure to mind your P's and Q's when you visit your aunt this weekend.
2. the done thing	The socially correct way to behave	Don't forget to always greet your teachers – it's the done thing , you know.
3. eat humble pie	To say and show you are sorry for a mistake that you made	Shawn was forced to eat humble pie and publicly apologize to her.
4. bite one's tongue	To stop oneself from saying something	I wanted to tell him he was annoying, but I chose to bite my tongue .
5. company manners	Rules of politeness that people (especially children), are supposed to observe in the presence of other people	She put on her good clothes and company manners during the family reunion.