

Name \_\_\_\_\_

## Manners Matter: The Art of Good Etiquette

### Short Answer Key

1. Manners are a set of behaviors and actions reflecting politeness, respect, and consideration for others, such as using "please" and "thank you." Etiquette involves understanding social rules and expectations in various situations, such as dressing appropriately for different occasions.
2. Occasions where dressing appropriately is important include job interviews (professional attire), weddings (formal or semi-formal attire), and sports events (casual attire).
3. Good listening skills contribute to polite communication by showing respect for the speaker, maintaining eye contact, and demonstrating interest in the conversation. Listening attentively helps avoid interruptions and promotes effective communication.
4. (Answers may vary but should describe a personal experience where good manners and etiquette were used to make a positive impression on someone, such as meeting a new friend's parents.)
5. Showing respect for elders is important because it acknowledges their wisdom and experience. Using titles like "Mr." and "Mrs." when addressing them shows politeness and respect for their age and status.

