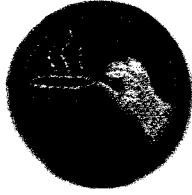


Girl Scouts of Tres Condados Manners Matter Badge



Purpose: As you get older you are going to new places and doing new things. You have more independence and more responsibility, too. Suddenly everybody expects you to act more like an adult and less like your little sister.

Manners can help. Manners are a common-sense guide to getting along with other people. They prevent you from being selfish or annoying. They remind you to be kind, make you better company and a better person.

By earning this badge you will learn many basic manners all girls need. Every girl has what it takes to impress the world. Manners can help you do just that!

Juniors: Finish seven of the eleven activities listed.

GUEST and HOST MANNERS:

1. ***Develop a skit with your troop/group that illustrates how to host a guest at your home.*** Greet the guest at the door, show the guest around your home, introduce them to other family members and offer them food and a drink. How would you feel if you were a guest at someone's home and they did NOT do these things to help you feel welcome? For more information go to <http://www.westernsilver.com/guestetiquette.html>
2. ***Invite a friend over to your home to spend the afternoon or to stay overnight. Practice being a good host.*** Show them around, allow them to choose the activities, offer them food and a drink, etc.

DINING MANNERS:

3. ***At a group meal ask an adult to observe your table manners. At the end of the meal ask them to provide you with feedback on things you could have done better.*** Remember that you should always say "please" and "thank you" when requesting something to be passed, use your utensils (fork, knife, spoon, and napkin) properly, take small bites and chew with your mouth shut, lead polite conversation, and always ask to be excused. For more information go to <http://www.parentleadership.com/tablemanners.html>
4. ***Using take-out menus, role-play with a partner giving an order to a waiter/waitress.*** Remember to be prepared before you begin giving your order (ex.: what kind of salad dressing do you want, do you want rice or baked potatoes.) Have good eye-contact with the service person, use phrases like "May I please order the..." instead of saying "I want the...", and speak clearly and slowly. For more information go to <http://www.californiarestaurantsearch.com/etiquette.asp>

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5. ***Go to a restaurant that serves their menu buffet style or enjoy a meal with your troop/group or family served family style (when you serve yourself). Practice good service skills.*** Remember to use a fresh plate each time you get another portion, do not sample the food while at the buffet line, take appropriate portions, always use the provided serving utensil to serve yourself and replace the utensil carefully so that it does not fall into the food. For more information go to <http://www.etiquetteave.com/buffetdilemmas.htm>

THANK YOU MANNERS:

6. ***Find a reason to write a thank you note, write one, and mail it.*** You should always write a thank you note to someone who has given you a gift for a special occasion (birthday, Christmas, etc.) Thank you notes should be sincere and specific. Do not just write “thank you for the gift”. Instead, write “thank you for the pretty _____. I love the pink color it is and it goes perfect with my new _____.” Your note will be more personal and sincere when it is specific. You can also write a thank you note to someone who has done something special for you. For more information go to <http://www.etiquetteave.com/thankyou.htm>

TELEPHONE MANNERS:

7. ***Be your family’s telephone service for several days.*** Answer the phone promptly and be friendly, use a clear, slow voice and an appropriate greeting. Inform the caller if the person that they wish to speak to is available. If they are not available, take a message that includes the caller’s full name, phone number, the purpose of the call, and if the call needs to be returned. Be sure to deliver any messages to the appropriate member of your family. For more information go to <http://www.etiquetteave.com/telephone.htm>

MEET and GREET MANNERS:

8. ***With your group/troop practice introducing and meeting each other.*** When being introduced to someone you should always stand up if you are sitting, make eye contact, smile, and shake their hand (use your right hand and a firm grip.) While shaking hands you should say hello, using the other person’s name. When introducing someone it is always helpful if you provide their name as well as how you know them (ex.: “This is Mrs. Smith, my math teacher”). For more information go to <http://www.etiquetteave.com/greeting.htm>

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ACCEPTING and GIVING COMPLIMENTS:

9. ***Sincerely give compliments to your friends and family for one day. Keep a written record of what compliments you gave and how they were received.*** If a person denies your compliment (i.e.: You say "What a beautiful dress." and they say "Oh, I look terrible in it.") this is usually an indication of a low self-esteem. This comes from not receiving enough compliments. A compliment is a gift. The fact that it is verbal rather than material doesn't matter. If someone gives you a compliment, accept it gladly and say thank you.

CONVERSATION MANNERS:

10. ***Pretend there is a new girl at your school. Make a list of topics that you could use to start a conversation with her. Come up with at least five conversation starters.*** A conversation should be like a tennis match; you say something; the other person takes your thought, and bops back one of her own. It goes back and forth. Always be a good listener. Do not interrupt. Asking questions or asking for the person's opinion shows that you are listening and interested.

CULTURAL MANNERS:

11. ***Invite two adults from different cultural backgrounds to share with your troop/group cultural differences in body language and manners.*** Manners can vary from culture to culture. In Japan you remove your shoes before entering someone's home. If you did this in America, people would give you strange looks and hold their noses. It is important to know the manners of the culture in which you are visiting or of the friends that you have made. Most people are happy to teach you, if you just ask. For more information go to <http://fic.ic.org/cmag/90/4490.html> or <http://www.etiquetteave.com/world.htm>

Reference Books:

Holyoke, Nancy. ***Oops! The Manners Guide For Girls.*** Pleasant Company Publications. 1997

Packer, Alex J. ***How Rude, The Teenagers' Guide To Good Manners, Proper Behavior, and Not Grossing People Out.*** Free Spirit Publishing Inc. 1997