



TOP 10 TIPS FOR TEENS

TOP 10 TIPS

1 YOUR VOCABULARY

Remember to say please, thank you, excuse me, sorry, and pardon. This applies to everyone (friend, stranger, teacher, parent, and children who look up to you).

2 YOUR GREETING

Remember to make eye contact, smile, attempt a firm, confident handshake, and greet people by name. Make everyone feel welcome. This is your chance to make a good first impression.

3 HAVE IMPECCABLE TABLE MANNERS

Remember to come when called for, come with clean hands and face, and to wait until everyone is seated before serving or eating. Being conscious of your table manners at home will ensure you are at the top of your game at a friend's house or out on a date

4 LEARN TO COMMUNICATE WELL

Take the time to write personal sentiments to family and friends and persuasive letters for committees and school groups. Learn to speak eloquently. Learning to present a point and defend your opinion will make you a natural when it really counts.

Teens are expected to act in a certain way at home, at school and socially. As they will practice for a test, a recital or a competition, teens should be encouraged to practice good manners daily, too. When a "performance" is expected, they will be confident and able to make a great first impression.



5 LEARN PATIENCE

Make an effort not to interrupt a conversation, a phone call, the teacher or anyone who is speaking. People are attracted to active listeners who nod, ask relevant questions and make direct eye contact.

6 SHOW RESPECT FOR PEOPLES' TIME

Never be late for anything!

7 BE A GOOD SPORT

Show respect for others by taking turns, sharing and playing fair. Taking turns is difficult for the Star Athlete, but when you allow younger players to attempt key plays you can mentor and become a better leader.

8 HAVE PROFESSIONAL TELEPHONE MANNERS

Practice speaking clearly, asking appropriate questions and taking messages. Even on the phone, you are making a first impression.

9 DO YOUR PART

Doing chores or identifying gaps without being told shows you are responsible at home and at school. It shows you can manage your time and set priorities.

10 VOLUNTEER

Giving your time, energy and talents can be rewarding and shows that you care for your community or the cause you are supporting.

Original Source: Paula Wihelm, www.goodmanners.ca