

GRADE 9

GLOBAL ETIQUETTE HANDBOOK

By Dr. Shweta Singh & Lloyd D'Souza

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By

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PREFACE

With the world growing smaller each day, it is imperative that every child be aware and practice good etiquette that is internationally acceptable. Etiquette is a very important aspect of society life and reflects upbringing and culture. We can even go to the extent of saying that the practice of good etiquette by everyone eventually renders law redundant.

When we started writing this book, we had but one intention in mind; to make the world a better place with the use of good etiquette. The book is written in a very easy to understand manner to make sure everyone reading this book learns easily.

We hope you enjoy this book and learn from it, as much as we have enjoyed bringing it to you.

Dr. Shweta Singh & Lloyd D'Souza

Another year as a teenager! Life is so full of colours at this stage, so many dreams, ambitions, experiences and changes. Although everyone goes through teenage; not everyone is educated on how to handle the turmoil or misunderstandings associated with it. The attempt of us writing this book is to help you ease your way through your teens.

So, let's begin.

TABLE OF CONTENTS

Preface	i
CHAPTER 1 – Tattoos & Piercings	1
CHAPTER 2 – Topics to Avoid	4
CHAPTER 3 – Being Assertive.....	6
CHAPTER 4 – Visiting someone’s home	8
CHAPTER 5 – Teamwork	10
CHAPTER 6 – Goal Setting	12
CHAPTER 7 – Aptitude Tests	15
CHAPTER 8 – Group Discussions	17
CHAPTER 9 – Debates.....	19
CHAPTER 10 – Airport etiquette.....	21
Summary	23

CHAPTER 1

TATTOOS & PIERCINGS

To be honest, at some point of time in our lives; everyone feels like getting a tattoo or a piercing, especially when we are young and there is so much to explore in life.

While a tattoo or a piercing in itself is not a bad idea; it is worthwhile spending some time before making the decision to get inked or pierced.

As far as possible 'Do Not' get a tattoo till you complete your schooling.

If you must, and your parents agree then here are the pros and cons of getting a tattoo or a piercing done.

Below are some points to ponder on when you think you want to get inked or pierced:

- ✓ A tattoo is permanent, so make sure it is something you don't mind living with.
- ✓ Ensure it is legal. Most countries have a minimum age requirement for getting a tattoo. This is because a child's skin is very sensitive and delicate.

- ✓ Tattoos can cause severe allergic reactions, keloids, infections, including HIV too if the needles are not sterilised properly and the tattoo artist is not careful.
- ✓ There are also chances that the tattoo may not turn out to be the way you wanted it to be, and that will stay forever.
- ✓ A factor also to be considered is the expense. A tattoo is an expensive affair.
- ✓ Removing a tattoo is also an expensive affair and may require surgery too.
- ✓ Talk to your parents about getting a tattoo or a piercing done. They will be there to back you up in case anything goes wrong. You may even learn from their experiences if they have tattoos and they can help you make better decisions.
- ✓ Remember that since a tattoo is permanent it may come in the way of employment in future. Tattoos should not be outrageous, offensive, rebellious and most importantly, they should be concealed so that your employer does not see them as an impediment to hiring you.
- ✓ As far as piercing is concerned it also entails similar complications as those in getting a tattoo. So, there is a risk of allergies, keloids, infections, HIV etc. Moreover, some piercings may not heal properly.
- ✓ Absolute care should be taken after a tattoo or a piercing. Cleaning, disinfecting, taking medicines if any.

- ✓ Keep visible piercings at socially acceptable places on your body. It keeps people and also your future employers from getting intimidated.

A tattoo or a piercing is a personal statement and reflects our outlook towards life and many other things. However, remember that our outlooks, points of view, thoughts, keep changing as we go through life and grow in life.

So, think, do I really want this to remain with me all my life?

CHAPTER 2

TOPICS TO AVOID

As growing adults we are encouraged to converse with people. Reading books and keeping abreast of current affairs can help us not only in our knowledge but also in our conversational skills.

Though it is a skill to speak well and be appreciated for it, as young children we should keep in mind a few things about the subject of our talks. In short, be mindful of what you talk.

Let us see what topics you should try to avoid in your conversations.

- ✓ Religion – This tops the list and is probably the only topic which should be avoided even as an adult (though adults can speak on religion using their discretion). Religion is a highly sensitive topic and can lead to a lot of discord even with good friends. Religion is closely associated with our birth and our upbringing. Our faith and beliefs revolve strongly around religion. People may get

easily offended if views regarding religion differ with others. Speaking on religion may unintentionally get you into trouble. Therefore, it is considered wise to stay away from this topic.

- ✓ Politics – Politics as a topic of discussion is the natural successor to religion. Stay away from politics as much as you would from religion. It is often seen that if political views of two people differ; it leads to heated arguments and even fights. Most people view their political stand as right so it is best especially as children, to keep politics out of your talks.
- ✓ Financial Status – While you might see adults talking about money with others, for you as children it is best to stay away from discussing financial status. Talking about learning how to make money and handle it is great. However, if you feel like flaunting your wealth, please refrain. You may end up offending someone who's not as wealthy as you. Respect people irrespective of how much money they have. You will have more true friends for life.

CHAPTER 3

BEING ASSERTIVE

If there ever was a skill which was meant to be mastered by humans, it would have been Assertiveness. An assertive person knows the right way to be able to stand up for himself or others without being offensive. Being assertive means one is neither passive nor aggressive.

Let us see how we can be assertive in our lives.

- ✓ Understand that we can agree to disagree
- ✓ Talk about your views with confidence (neither with aggression nor meekly)
- ✓ Use 'I' statements. For example, "I feel this would be a better way to do the project". In this way you are making your point without putting anyone down.
- ✓ One of the keys to be assertive is to Listen. Listen to what people want to say. In this way you are lending your ears to people and may also learn new things.
- ✓ Respect. Speak respectfully to people irrespective

of their Caste, Creed, Profession, Race etc. An assertive person does not disrespect anyone, and in turn is respected too.

- ✓ When you speak, be firm but not rude.
- ✓ Do not talk in anger, or at a high volume.
- ✓ Make eye contact with the people you are speaking to.
- ✓ Make your boundaries clear with people, firmly and confidently.
- ✓ And lastly, be calm and patient.

CHAPTER 4

VISITING SOMEONE'S HOME

As children we have always been expected to be well behaved when we visit someone's house. Our parents are always worried about our behaviour outside.

Although all parents have their own set of rules which children need to follow while visiting people, you can use the following fool proof pointers to make sure you are always appreciated as guests and by your own parents.

- ✓ Greet everyone when you arrive.
- ✓ Avoid using your mobile phone when people are talking to you.
- ✓ If you are visiting adults with your parents, do not make it apparent on your face if you are bored. The visit maybe only a few hours.
- ✓ Say thank you to the host when food is served. Alternatively, you can even offer to serve food.
- ✓ Do not stuff your plate. Take little at a time. This

not only ensures no food wastage but also gives an impression of you being a responsible teenager.

- ✓ If you're at a friend's house for a party, offer to clean up after the party's over.
- ✓ Do not make fun of the host. It is disrespectful.
- ✓ Do not interrupt when someone is speaking. Wait for them to be done.
- ✓ Lastly, while leaving, thank the hosts for their hospitality and also appreciate the food if cooked by the host.

CHAPTER 5

TEAMWORK

A team is generally defined as a group of individuals working towards a common goal or a purpose. In other words, a team is a beautiful collaboration of various skills, ideas and mind sets.

A team can achieve a lot if they understand that every member of the team brings something unique, all we need is to be able to harness the ability of each individual to achieve extra ordinary results.

Being a team player is as important as it is to achieve the team goal. It is considered as an essential social skill.

Let us see how we can be a team player and nurture harmonious relationships.

- ✓ In a team, all are equal, irrespective of whether you are the team leader or a team member.
- ✓ As mentioned earlier, understand and acknowledge that every member is unique and has an important contribution to make.

- ✓ As a team member, do the duties assigned to you. Do not shirk work thinking that someone else will do it. It will only label you as a shirker.
- ✓ Be friendly with all the team members. Do not try to impose your ideas but put them forward assertively.
- ✓ If you see a team member struggling with their work, offer to help them.
- ✓ Do not be jealous if you feel someone is better than you. Instead, appreciate them for their skill and try to learn from them.
- ✓ Give due credit to every member for their work. Do not try to take credit for someone else's work or effort.
- ✓ Stay committed and accountable to the goal till it is achieved.

CHAPTER 6

GOAL SETTING

A goal in simple terms is an outcome or a result desired by an individual or a team. A goal is something very dear to us and we all look forward to achieving our goals.

Although we may be very excited to achieve our goals, we may not be able to achieve them if we do not have a plan in place to achieve them. Therefore, charting out a plan is the most important part of achieving any goal.

Some tips for efficient goal setting are given below.

- ✓ First and foremost, know what exactly your goal is. A goal should be S.M.A.R.T. That is,
 1. **Specific** – Exact desired outcome E.g. I want to score 80% marks in Maths
 2. **Measurable** – You should be able to measure progress. E.g. If your marks in Maths were 45% before, and you want it to go to 80%. The % score is the measure.
 3. **Achievable** – The goal should be such that it

can be achieved. Do not set goals that are too easy to achieve, you will not be delighted on achieving such a goal. Neither should you set your goal too difficult to achieve, you will not be happy if you don't achieve it.

4. **Realistic** – Goals should be honest. Know your capability and the amount of work you will be able to put in to achieve your goal. Do not set an unrealistic goal only to feel good.
5. **Time-bound** – A goal should always be time-bound, or you will never get serious about achieving it. It should have a definite finish line.

A good example of a goal is: I will score 75% and above marks in all subjects in my final exam.

- ✓ Write down your goal and keep it in such a place where you can see it first thing in the morning and last thing before you sleep.
- ✓ Check whether there are skills that you need to learn or improve in order to achieve your goal.
- ✓ Be prepared to work hard.
- ✓ Ask for help as and when needed.
- ✓ Keep a track of your progress. This can be done by maintaining a journal.
- ✓ Create a daily to do list. This will enable you to do something daily with regards to your goal.
- ✓ Most important, reward yourself for every little progress that you make. Do not wait for others to appreciate you. This will give you a boost to work

further on achieving your goal.

- ✓ Lastly, be firm on the result but flexible on the methods. Try new ways to achieve your goals but never give up on your goal!

CHAPTER 7

APTITUDE TESTS

Aptitude tests are certain tests conducted by schools in order to understand the best career options for children.

The tests are designed to assess the capability or the inclination of a child. It can tell what a child can do best if given the right education and guidance in that field.

These tests may appear to be judging a child's academic prowess, but they don't. Aptitude tests help to gauge a child's learning style and to know what careers he or she would excel in.

Participate in aptitude tests that your school conducts. Alternatively, you can also take online aptitude tests, many of which are available for free on the internet.

Share your results with your parents and teachers to get further guidance.

Some points to bear in mind:

- ✓ Prepare for your aptitude test.

- ✓ You can find practice material & resources online.
- ✓ Do not rush through the test, check each answer.
- ✓ Do your research about the type of aptitude test you are going to be attending.
- ✓ Make sure you read all the instructions before starting the test.

An aptitude test is not just a test, it is a guiding light to your future!

CHAPTER 8

GROUP DISCUSSIONS

A group discussion is a group of individuals coming together to discuss a topic, share ideas, points of view, solve a problem or share information etc. The desired outcome of a Group Discussion is generally more light on the topic, or a problem being solved with group intelligence. It is not a debate where a team would win or lose. A group discussion has no teams. It is an individual play.

Group Discussions are used by educational institutions and organisations aplenty as a methodology or tool to assess certain personality traits or skills like Leadership, Communication, Interpersonal Skills etc.

With this information, let us see how we can ace each Group Discussion.

- ✓ First and foremost, be well-read. Read books, magazines, newspapers to keep yourself abreast of Current Affairs, Sports, Movies, Fashion, Science, Technology, Spirituality etc. We suggest explore

as many genres as you can so that when you go for a Group Discussion, you are in a position to speak on any topic thrown at you.

- ✓ Initiate the discussion if you are confident of the subject.
- ✓ As mentioned earlier, it is not a debate or an argument, so do not try to prove a point by getting aggressive. Rather put your point strongly and logically so that it is accepted. Alternatively, you can use your point as an addition to someone else's point.
- ✓ Do not interrupt when someone else is speaking. Raise your hand if you have something to say.
- ✓ Be confident of whatever you are saying or putting forth.
- ✓ Usage of numerical data or recent statistics give you an edge above the rest.
- ✓ Respect all participants irrespective of gender, financial status, caste, creed, religion etc.
- ✓ Do not gorge on other people's airtime. Be short but crisp.
- ✓ Lastly, speak with authority but do not try to intimidate other participants.

CHAPTER 9

DEBATES

By definition, a Debate is a structured argument. It generally has two different groups putting forth opposing views on a subject of discussion.

A debate is also used by educational institutions and corporations alike to assess certain traits or skills like Leadership, Communication, Interpersonal Skills etc.

Some points to Remember to Be a good Debater:-

- ✓ As for a Group Discussion, the one habit that goes a long way in winning a debate is READING. Be a voracious reader and read various genres.
- ✓ A debate allows aggression to a certain level but by no means being rude. The goal of a debate; unlike that of a Group Discussion, is to win the argument. Therefore, being confident is a must.
- ✓ One of the teams speaks FOR the topic (called the Affirmative Side) and the other AGAINST it (called the Negative Side). Generally, the Affirmative side goes first.

- ✓ In school, a debate maybe timed, so make sure you put the strong arguments you have first.
- ✓ Introduction and Conclusion are the most important parts of Debate. Make sure to make a strong Introduction and Conclusion.
- ✓ The winner of a Debate is the team which has put the most STRONG or CONVINCING points. It can be decided by a judge or an audience.
- ✓ Participating in Debates can develop you into a strong orator as an adult. It removes stage fear to a big extent and builds confidence.

CHAPTER 10

AIRPORT ETIQUETTE

In today's world air travel is no longer limited to the elite. It is now accessible to most strata of society due to which air travel is now preferred by many.

Below is a list of certain mannerisms to be followed during air travel.

- ✓ Reach the airport at least 90 minutes before time especially if you are flying alone. This will help you to board your flight without stress and may also prevent you from missing your flight altogether.
- ✓ As children we may be tempted to carry a lot of stuff that may not be really important. Remember to travel light always. Saves time and also a lot of money in case your luggage is over the allowed baggage limit.
- ✓ Carry appropriate identification documents depending on whether your travel is National or International.

- ✓ Carry enough money or foreign currency as required.
- ✓ Do not accept any packet/parcel by strangers, even if they ask you to hold it for a minute. It can land you in trouble with the legal system.
- ✓ If you have air sickness carry the required medicines along.
- ✓ Respect airline rules and switch off electrical gadgets as specified inflight.
- ✓ Respect the cabin crew and do not call them just for fun. However, if you need help do not hesitate to call them.
- ✓ Armrests are shared so let go of one armrest if you think your neighbour requires it more.
- ✓ If you are using headphones, be aware not to raise your voice or sing etc. You may not hear your own voice but it can cause inconvenience to fellow passengers.
- ✓ Do not be in a hurry to leave the aircraft. Have patience and be seated till you think you can easily move out. Remember, the aircraft will not leave if you are still inside.
- ✓ Lastly, thank the cabin crew for their services on your way out of the aircraft.

SUMMARY

Amazing! You read the whole book. We hope this book has helped you learn more about good manners and we sure hope you start using what you learned.

You might have already known and be practising some of the things mentioned in this book. That is great.

Bye for now and hope you enjoyed reading this book as much as we loved writing it for you.