

COURTESY CAMP



Instructor's Guide

(This guide accompanied by the Courtesy for Kids Series and a Masters Booklet for Participants)

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Courtesy Camp Agenda

Day 1 **“On Your Best Behavior”**

What are Manners?
What is respect?
Introductions
Handshakes
Smiles and First Impressions
Making Conversation
Interruptions
The basics- Please and Thank you

Day 2 **“Uncommon Courtesies”**

What is self-respect?
Being polite to yourself
Grooming and Deportment
 -Hair
 -Teeth
 -Hands and Nails
 -Posture (sitting, standing, walking)
Clothes Minded
Good Habits

Day 3 **“Eat, Drink and be Wary”**

Coming to the table
Table Talk
Use of Napkins and Utensils
Cutting and Eating
Informal versus Formal
Basic table manners
Order of service
Top Ten Dining Mistakes

Day 4 **“Family Life, Strife and Social Rules”**

Moving around in the world
Behavior in public places
Relationships
Dealing with people who are different
Social behavior for special occasions
Telephone etiquette

Day 5 **“Let’s Party”**

What are good party manners?
Hostess Etiquette
Invitations and RSVP’s
The Last Sleepover
Course review
The Etiquette Quiz
Graduation Ceremony