

HOSTING & GATHERING

Teaching manners to your children gives them the tools to function and succeed as adults. Ann Marie Sabath, author of Business Etiquette: 101 Ways to Conduct Business with Charm and Savvy, says that children should know these ten rules of etiquette:

1. HOW TO DINE

When invited to a pre-arranged meal, always use your utensils from the "outside in." After all, utensils are set in the order that food will be served.

2. TELEPHONE MANNERS

When calling a friend, identify yourself to the person who answers the phone before asking to speak your friend. By doing so, the parents or other family member who answer the phone will appreciate your courtesy and friendliness.

3. ON CORRESPONDENCE

Anytime it takes someone more than 15 minutes to do something for you, send the person a thank-you note. By doing so, the person will know you really appreciated it.

4. BE GRACIOUS

When you are sent an invitation that requires an RSVP, be sure to let the person know if you will be able to go to the gathering. After all, "RSVP" means "respond if you please."

5. SHOES ARE IMPORTANT

When getting dressed each day, be sure that your shoes are well-maintained. People associate the way you take care of your shoes with the way you handle detail in your life.

6. BE OPEN TO NEW FOODS

When you are invited out to eat and are served a food that is not your favorite, try a piece of it anyway. You may be surprised and find that you end up liking it.

7. ASK QUESTIONS

When talking with friends and family, always make a point of asking them questions about themselves. People will see you as interesting if you are interested in them.

8. AT THE TABLE

When eating a roll, be sure to break off a bite-sized piece at a time. No bread-and-butter sandwiches, please.

9. BE FRIENDLY

When you are in school, be cool by making a point to talk with that new kid in your class. If the tables were turned, wouldn't that make you feel good?

10. THE RULE OF TWELVE

When talking with others, always use a form of thanks and the person's name in the first 12 words you speak ("It's good to see you, Mary," or "Thanks for picking me up from soccer, Dad.") By following this rule of 12, people will want to continue to do nice things for you.