Beed 4-b

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Good Manners and Decorum

PERSONALITY DEVELOPEMENT

**Manners in Public Place**

**In the street.**

The street is a public place. Hence, when we are there we are expected to behave.

1. Don`t attract attention if your in the street or else where in public; be careful not to talk loudly. Shun speaking in a loud voice, starting at people, bumping into them, calling a name in public unless it is absolutely unavoidable, or making personal remarks that attract passing attention.
2. Exposing your private affairs, feeling, or innermost thoughts in public is not proper.
3. A gentleman, whether walking with two ladies or with one, walks on the curb side of pavement on the lady`s or the ladies` left as he chooses. He should never sandwich himself between them.
4. When friends approach each other, the one who recognizes the other first is the first who nods, smiles, or speaks, whether he be a man or woman.
5. Walk with your friends not more than two abreast. No one has monopoly of the side walk(Dacanay & Manalo, rev. ed 1993).
6. Avoid eating while walking in the street.
7. Behave properly when passing or meeting a funeral.

**At Mass or Inside the Church.**

The church is a place of worship. It is a formal, quiet place. It is not a place for socializing or meeting one`s friends. Boisterous behavior and unnecessary chatting are not proper in the church. Focus your attention on the altar.

Being a formal place, appropriate dressing is a must. Definitely out are improper clothes such as backless dresses, bare midriff, low necked attire or micro-mini skirts. Nowadays, the formal pantsuits can be worn to church. There are parishes that are broadminded when it comes to what they would call proper attire ( Santos, 1974). Shorts, however, should never be worm in church.

Punctuality is a must as much as participation is activities. Do not unduly attract attention when you enter. Walk quietly to a convenient seat. Choose one in front when early and one at the back, it late. Avoid greeting friends in a loud voice. Quietly acknowledge greeting with a slight bow of your head and smile. If you have something to say, whisper to the person that you would like to talk to him after the service. Laughing conspicuously is definitely out place in church.

Participate actively, but do not attract attention by praying too loudly or singing at the top of your voice. You are not trying out for opera.

Do not allow the children to play while inside the church.

Finish the ceremony before leaving the church.

**In Assemblies.**

An assembly is a gathering of intellectual where learning is acquired from resource persons who share their expertise, training and experiences. Some important points to observe are:

1. Observe silence and be a good listener in order to understand what the speaker is saying.
2. Share ideas if needed.
3. Don`t move about in the hall while the talk is going on because it is very disturbing on part of speaker.
4. Don’t leave the hall while the discussion or speech is going on.
5. Clap your hands to signify appreciation or approval of the speaker’s ideas.

**Hotel and Restaurants.**

People who take their meals in restaurant are decent people. Your behavior and actuations will speak for the kind of breeding you have.

1. Call the waiter properly by waiting for waiter to notice your table and ask him what you want.
2. Don’t engage in loud conversion.
3. While waiting for someone, order a drink to keep you busy on the table.
4. Make inquiries politely at the information desk.

**Fiestas.**

Fiestas are commonly celebrated in provinces. This is one cultural celebration being preserved by Filipinos. Fiestas ate occasion for family celebrations and family members who live far to come home to join their families.

1. Be friendly with the hostess and other guest.
2. Extend a helping hand with the hostess if necessary.
3. Wear appropriate clothes for the occasion.
4. Don’t take food to your home unless the hostess offers you some.
5. Bring a gift for the hostess when your are invited to the fiesta.

**Formal Concerts.**

Concerts are popular nowadays. It may be formal or informal concerts. Nevertheless, there are rules that should be observed by the people attending concerts.

1. Dress properly.
2. Clap your hands moderately.
3. Avoid unnecessary noise.
4. Conversation should be carried on softly.
5. Don’t smoke in a “no-smoking” area.

**Formal Reunions.**

This occasion is held to renew relationships among old friends and to how each one is progressing in life.

1. Traditionally, younger members show respect to the elders by kissing their hands.
2. Younger people should make sure that the elders feel comfortable.
3. Participate in the program if there is any by doing your number.
4. He hospitable to everyone.
5. Share in expenses and bring a gift for the hostess.
6. Send invitations way in advance. Be cooperative by extending a helping hand since it is a family reunion.
7. Accidents are to expected.
8. Be punctual in attendance. If you cannot make it send a note in advance.
9. A “thank you” note should follow after the occasion.

**In a Debut.**

This is a formal affair where every detail of the celebration is planned and well-prepared. The attires of the guest are also formal. One flaw in term of manners will spoil the entire affair.

1. Be sure you receive an invitation.
2. Greet the celebrant upon entering the place.
3. Feel at ease and relaxed.
4. Bring a gift for the debutant.
5. Extend your best wishes and thanks to the celebrator.

**In a Wedding Ceremony.**

Just like a debut, this is also a formal affair. Guest should observe etiquette strictly.

1. A gift is a must for the newly-weds.
2. Consider the ceremony as a solemn affair.
3. Punctuality in a wedding ceremony is important.
4. Sit at the proper place and wait until you are served.
5. Converse in a soft voice.

**Vacationing with a Family.**

When one is vacationing with another family, he should behave more politely as when with his own family. One represent his own family. So proper manners are called for.

1. Notify the family of your intention to spend some time in their place.
2. Bring your personal things like towels, toothbrush, toothpaste, soap, pillow case, and blanket.
3. Bring enough money.
4. Set your goals or objectives in vacationing with a family.
5. Plan your itinerary of activities.
6. Send a card of thanks after the vacation.