



PROUD TO BE POLITE

Etiquette for Youth ages 8-12

INSTRUCTOR GUIDE



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HOW TO USE THIS GUIDE

Preparation:

In order to rationalize rules and respect for young people ages 8-12, it is important to put rules and respect concepts in contexts that young people can relate to. If you plan to teach this age group on a regular basis, and you don't have children this age that you can talk to before hand, we suggest doing the following as a way of preparing yourself to teach the lessons in this workbook:

1. Visit your local library or bookstore and browse through the sections of books for ages 8-12. Note the tone and type of language used in those books and then consider the approach used by writers and teachers for this genre.
2. Visit a local school and see if you can interview a couple of teachers (and maybe even students) for Grade 3-6. Find out what the hip clothes are, what kids are reading, watching on television, seeing at the movies, what phrases are popular and what societal issues are most pressing. (Any/all of the above could be different depending on what city you're in, what part of the city even, what's going on in the world or community at the time and even the gender and cultural mix of the children.)
3. Read all the manners and etiquette books you can get your hands on. Etiquette is situational and in many cases suggestions for how to handle situations are subjective and based on personal experience.

Notations for reference materials found in "How Rude- The Teenager's Guide to Good Manners, Proper Behaviour, and Not Grossing People Out" by Alex J. Packer are listed throughout this workbook. Other good reference books include:

- The In Good Company Business Etiquette Series (3)
 - Etiquette for Dummies by Sue Fox
 - Emily Post's Guide to Manners
4. Join a local parents' council group or get together a group of your adult friends and family, and get a feel for how parents are generally dealing with issues related to etiquette and manners. Ask if the solutions you would suggest for common problems are practical and ensure that parents would support the lessons you are passing on to their children.
 5. Read through the entire Instructor's guide and familiarize yourself with all the content. This way you can insert your own anecdotes and stories, make the content more personal and interesting to participants (and easier to remember for you), and insert content from other lessons if necessary. We also recommend that you review the "Confidence is Cool," "Mad About Manners," and "Backpack to Briefcase" instructor guides. They contain overlapping and related content to what is covered in this workbook. You may be able to adapt some of those materials to youth groups ages 8-12.
 6. If you will be presenting for, or working with, a child or group of children on an ongoing basis it might be wise to start a profile about that child. It might also be useful to ask parents and children to complete topical surveys or questionnaires and feedback forms and to use that input to improve and adjust your sessions or to develop new materials. You can always use the contact information for future marketing and promotional purposes as well.

See pages 5, 6 and 7 for sample profiles and sample surveys.