

GOOD MANNERS

A. PRE-READING

ACTIVITY - 1

Your class teacher calls your roll numbers in the first period. The students of your class respond to the roll-call in a number of ways, such as 'Yes, sir', 'Yes please', 'Present, sir', 'Present', 'Present please'.

Discuss with your friends which responses are not proper and why you think so. The responses which you think are not good in manners should be given up.

We should always exhibit good manners. Let's read the lesson 'Good Manners' to know more about these.



ACTIVITY - 2

The teacher reads out the lesson and the pupils listen to the teacher following the book.

READING - 1

Who are good boys or girls? Good boys or girls are those who have good manners. Boys or girls who speak kindly and gently are liked by all. Good manners make the man.

We should never use bad words. We should not call others bad names. Bad words should never come out of our mouths. Bad words are like dirt; they make one a bad boy or girl.

We should never speak in a rude way. When we are speaking to our teachers and elders, we must say "Sir". We should always say "Sir" When we speak to a gentleman and "Madam" when we speak to a lady.



When we ask for anything we should not say "Give me this" but "If you please" or "Please give me this". When we get anything from someone, we must always be ready to say, "Thank you" or "Thank you, very much". And when we do not want anything we must say, "No, thank you."

When you are at home, never be angry with your younger brothers and sisters. Try to please them in every way you can. Be always ready to help your parents. Be gentle to everyone. Do not make a noise when your father is talking to someone.

ACTIVITY - 3

The students read the lesson silently. In groups, they may discuss it. The teacher, if required, can extend help to the groups/individual students whenever there is any difficulty.

ACTIVITY - 4

Let's read and understand

1. When is a boy or a girl considered good?

2. Why do we need to be good in manners?

3. What bad words do we use?

4. How can one call others bad names?

5. How do people think one who uses bad words?

6. What should one say, when one receives something from someone?



7. How should you behave with the younger ones at home?

8. What help can you offer to your parents?

ACTIVITY-5

Match the expressions in column 'B' with the sentence in column A by drawing a line. The first one has been done for you.

A

The teacher enters the class.

The friend wished you on your birthday.

You want your friend's pencil.

An old man can't walk properly.

Mrs. Naik, your class teacher praised you for

your answer.

B

Thank you, very much.

Thank you, madam.

If you please.

May I help you?

Good morning, Sir.

ACTIVITY - 6

Let's use words

Choose the words from the brackets and write in the blank space in each sentence.

[dirty, angry, gently, mouths, noise, faces]

- (1) One who speaks _____ is liked by all.
- (2) Nobody should ever use _____ words.
- (3) Bad words should never come out of our _____.
- (4) We should not be _____ with the younger ones.
- (5) When somebody is talking to someone, one should not make a _____.



B. READING-II

When you are in the street, do not be rude to anyone. If anyone wants to know the way, help him if you can. If a beggar asks for food, give him some money if you have. But if you have nothing to give, tell him gently to go away. But you should never be rude to him. If you go to a shop to buy something and find quite a number of people there, do not push others aside, but wait your turn.

While walking along the street, if you run into someone or push him aside, while passing him, you should always be ready to say, "I am sorry".

If at school, your teacher tells you something which you do not hear, you must not say, "what ?" or "What do you say?" You must always say, "I beg your pardon, sir".

And when the teacher asks you any question, you should always stand up and then answer it. Or, when you ask your teacher something, you should always stand up. It is very rude to keep sitting when your teacher, or somebody older than you, comes into your room. You should always stand up to show him respect.

ACTIVITY -7

Given below are some statements. State whether they are True or False.

1. You should not be rude to anyone. _____
2. You can help someone who even doesn't want to know the way. _____
3. If a beggar asks you money you can give him food. _____
4. You should wait your turn in a crowded shop. _____
5. You are busy in walking and you can push people just saying, 'I am sorry'. _____



6. One can sit and answer to an older person without getting up from seat.

ACTIVITY - 8

Let's read and understand

Answer the questions.

- (1) How can you help one who wants to know the way?
- (2) If you have nothing to offer a beggar, how should you behave?
- (3) How should you behave in a busy shop?
- (4) What should you say if you push someone in a busy street?
- (5) What shouldn't you say if you can't hear your teacher?
- (6) What should you say if you want your teacher to repeat something?
- (7) Why shouldn't you keep on sitting while answering your teacher or elder?

ACTIVITY - 9

Let's think and write

Given below are some expressions indicating manners. Some are good and some are bad. Put a tick mark (✓) in right place.

| | Good | Bad |
|----------------------|-------|-------|
| Nonsense. | _____ | _____ |
| Would you please? | _____ | _____ |
| What do you say? | _____ | _____ |
| Stand up and answer. | _____ | _____ |
| No, I don't want. | _____ | _____ |
| No, thank you. | _____ | _____ |
| Thank you, sir. | _____ | _____ |
| I'm sorry. | _____ | _____ |



ACTIVITY - 10

Let's speak.

There are some blanks. Fill in the blanks with correct words/expressions given in brackets. Practise them with your friends.

glad, can, thank, request, very much, kindly, thanks, could, gladly

Ramesh : Would you _____ lend me your book?

Seema : Of course you _____ take it.

Ramesh : _____ you Seema.

Seema : I would like to make you a _____.

Ramesh : Of course, I would be _____.

Seema : _____ you give me your note book?

Ramesh : I would _____.

Seema : _____ to you.

ACTIVITY - 11

Let's learn language

Boys or girls who speak kindly and gently are liked by all. Mark the underlined words. The word 'kind' has been made 'kindly' (Kind + ly). Similarly, the word 'gentle' has been made 'gently' (gentle + ly).

Now add 'ly' to the words in the brackets and write in the blank space.

- (1) He behaved me very _____ (rude).
- (2) The teacher looked at the boy _____ (angry).
- (3) The girl walked past the teacher _____ (slow).
- (4) The boy answer his elder brother _____ (respectful).

ACTIVITY 12

Let's think and decide

You are occupying a seat in a bus. An old man is standing beside your seat. Also a young woman with a child is standing beside you.

- (1) What would you do?
- (2) Would you offer your seat?
- (3) Who would you offer to?
- (4) Why do you decide so?
- (5) Discuss with your friends what the right decision should be.

