

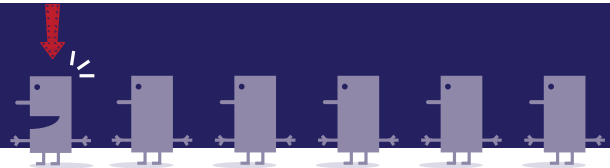
AMERICAN ACADEMY  
**MANNERS** 10

**1** MAKE EYE CONTACT WHEN COMMUNICATING.



**2** LISTEN WITHOUT INTERRUPTING.

**3** WAIT YOUR TURN.



**4** GREET PEOPLE IN A FRIENDLY MANNER.



**5** SAY "PLEASE" AND "THANK YOU."



**6** USE "MA'AM" AND "SIR" WHEN RESPONDING.

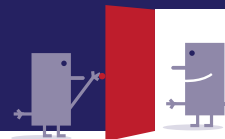
**7** TAKE A BREAK WHEN YOU ARE ANGRY.



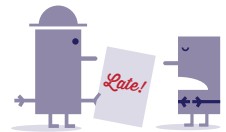
**8** USE BUN-BURGER-BUN TO COMMUNICATE.

*"I hope you are having a lovely evening. When you have a moment, could you please... Thank you for your help!"*

**9** HOLD THE DOOR FOR OTHERS.



**10** TAKE RESPONSIBILITY FOR YOUR ACTIONS.



**MANNERS** are a sensitive awareness of the feelings of others.  
If you have that awareness, you have good  
manners, no matter which fork you use.

→ EMILY POST