

Etiquette and Manners

Manners are how one behaves towards other people. Etiquette is what one does under various circumstances. One can show good manners but poor etiquette or good etiquette with poor manners and so there is a clear difference.

Etiquette is defined as the ceremonial manners and rules that are followed in social or professional world. The tradition of writing a thank you note is an example of etiquette.

Ways of behaving toward people, esp. ways that are socially correct and show respect for their comfort and their feelings - **Cambridge Dictionary**

“Good manners are just a way of showing other people that we have respect for them.”

-Bill Kelly

“Rudeness is the weak person’s imitation of strength.”

-Eric Hoffer

“Manners easily and rapidly mature into morals.”

-Horace Mann

“Good manners are ageless, priceless and classless.”

- Diana Mather

“Who cares for your beauty if your manners are ugly.”

- Anonymous

“Your wealth is your good manners.”

-Anonymous

Importance /Advantage of Good Manners and Etiquettes

Having appropriate etiquette is essential in all facets of life; if we want others to respect us, we must follow the path of Good Manners and Etiquettes.

Importance/advantages of having good manners:

1. Well begin is Half done-Being nice at home put the base for better behaviour.

Our children watch how we react to various situations, so we need to set examples and have good manners. If we are polite to them and regular in following proper manners guidelines, they are much more possibly to do the same.

2. Professional manners acquire constructive attention.

Skills on the job are imperative, getting things done efficiently is not the only thing expected of us. Follow the etiquette rules at job will help us earn respect and may even contribute to promotions and increment.

3. Being kind to customers increases Turnover.

Sales can be increased by making customers happy. Our manners and etiquettes bind our customers for long time. Good manners include speaking politely with customers and giving them an opportunity to express their needs and thus we may likely to earn their future visits.

4. Behaving other people with respect makes them want to be nice back to us.

Whether we need help at the General store or we have a complaint about a product, exhibiting good manners will make the store employees want to work with us. By opening a door for a woman or for an old person can make their day successful. Smile with people, and that just might be the bright spot for them in their day.

4. Allow others to Speak

There is great importance in being a good listener plus being a good conversationalist includes more than knowing the right words or speaking all the time. The person you are communicating to will feel that you care if you patiently listen him.

5. To Know and to use proper etiquette regularly wins the life race .

If we are in the habit of using good manners all the time, we will not have to worry about whether or not we are doing or saying the right thing. It will come naturally to us, and others will respect us more for it.

Basic Examples of Good Manners and Etiquettes

- **Choosing words carefully:**

we must choose our words carefully before speaking and we must not jump to conclusion without knowing the full facts. Being a good listener is always better than speaking. We do not need to have an opinion on everything.

- **Avoid speaking loudly.**

We must not speak loudly. We will quickly lose respect if we do that. It can also make the environment unpleasant plus other people get angry and upset with us before we even establish some kind of relationship with them. So must practice turning our volume low if we tend to have a loud voice.

- **Speaking with respect to and of others.**

We can do this by avoiding negative comments that may insult someone else. The Golden rule is- if we do not want someone to speak bad about us than we must not speak bad about them to others.

- We must not ever speak of bodily functions even if it is a informal conversation, we must not throw crude jokes as this shows sign of immaturity and often creates a bad impression of us with our friends, family, and co-workers.

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- We must always respect old age people and listen to them properly and learn. This is applicable towards all elders and not just parents and grandparents.
- We must use courteous words like ‘Thank You’, and ‘You are Welcome’. This shows that we have good manners. Individual who lack manners do not use these terms.
- We must Speak highly about our parents, we must respect them, even if there are things about them that we do not like. If we cannot do that, we must stay away from speaking about them at all. It feels bad to insult or speak badly of the people who brought us into this world or raised you. We must not wash dirty family cloth in public. It is negative and rude.

Good manners are always welcomed and attract respect. Good manners are the oil which lubricates the friction of interpersonal relations and builds a happy and successful humanity. So, Give Respect and Take Respect!

=====Unit 2 Part 4 Ends=====

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