



Etiquette

Ethics & Manners

SAMPLER



★★★ INTERNATIONAL ★★★
Etiquette
 Ethics & Manners

Series 1: five levels
Age Appropriate: (4-14+)
Available in: English, French, Spanish, Arabic



While parents start instilling morals in their children from infancy, the lack of an organized etiquette and manners curriculum in most schools leaves a lot to be desired from educational institutions. International Etiquette and Manners series cater for this need. Being the first of its kind, International Etiquette and Manners series follows a unique, carefully laid-down approach that draws on various disciplines, themes, and subjects. This unprecedented, revolutionary series seamlessly synthesizes essential life skills in addition to classical and modern etiquette rules, while promoting values of self-discipline, awareness, respect and compassion.

Always starting with the personal, moving to the social and ending with cyber technology, International Etiquette and Manners series progression is logical and coherent.

What **NLIGHT** is putting in your hands is not simply a textbook but a lifestyle that will prepare our kids to be the future leaders that our society needs.



Book	ISBN
International Etiquette Ethics & Manners A	978-1-915521-03-3
International Etiquette Ethics & Manners B	978-1-915521-04-0
International Etiquette Ethics & Manners C	978-1-915521-05-7
International Etiquette Ethics & Manners D	978-1-915521-06-4
International Etiquette Ethics & Manners E	978-1-915521-07-1

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 full series!



Etiquette

Ethics & Manners

Series 2: 6 levels

Age Appropriate: (4-12)

Available in: English, French, Spanish, Arabic



Every day, we meet dozens of people, including friends, colleagues, relatives, acquaintances, and neighbors. Common sense requires observing public morals in dealing with the society in which we live and interacting with its members. While the rules of etiquette change from one nation to another, and from one culture to another, the prevailing custom must be adhered to. Also, adherence to global rules or etiquette is not from a mandatory standpoint, although it is indeed a social necessity, but it gives you a charisma as well as a charming presence.

“Etiquette, Ethics & Manners” is the first international, unique and unprecedented, project-based series of tactful rules and behaviors that show the way to act in relation to the various situations we encounter in our daily lives. The series offers the manners and ethics learners must possess to express accuracy, taste, appreciation, respect for others, and simplicity of behavior.



Book	ISBN
Etiquette, Ethics & Manners 1	978-1-915521-00-2
Etiquette, Ethics & Manners 2	978-1-915521-01-9
Etiquette, Ethics & Manners 3	978-1-915521-02-6
Etiquette, Ethics & Manners 4	978-1-915521-80-4
Etiquette, Ethics & Manners 5	978-1-915521-81-1
Etiquette, Ethics & Manners 6	978-1-915521-82-8

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Components for Both Series



Components For Learners



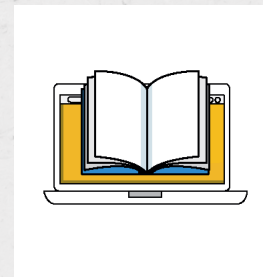
Learner's Book



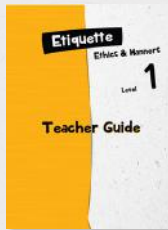
Interactive Digital Platform



Worksheets



Components For Teachers



Teacher's Guide



Resources



Interactive Whiteboard Software



Etiquette is all human social behavior. If you're a hermit on a mountain, you don't have to worry about etiquette; if somebody comes up the mountain, then you've got a problem. It matters because we want to live in reasonably harmonious communities.

Judith Martin



Nothing is less important than which fork you use. Etiquette is the science of living. It embraces everything. It is ethics. It is honor.

Emily Post



An elaborate system of etiquette and social standards flowered around the home phone: how long a child might be allowed to stay on the phone, how late one could call without being impolite, and of course, the dread implications of a late night call which violated that norm.

John Battelle



Let's not confuse traditional behaviours with good manners. The definition of etiquette is gender neutral - it simply means we strive at all times to ensure a person in our company feels at ease.

Lynn Coady



It's easy to laugh at etiquette, but in a hundred years, our children's grandchildren will almost certainly be laughing at us.

Sara Sheridan

**New Realistic Content That Embodies
the Life Situations of All of Us!**

Facebook Etiquette



Cyberbullying

**Burping and Removing
Items from Your Mouth**



Remote Learning

Cheating Avoidance

Boys & Girls

Courtesy

Guest Go First!

Gossip

E-Safety

Peer Pressure

**When a Friend
Loses a Loved One!**

Disabilities

**Taking Care
of My Skin**



Reality VS. the Online World



Dealing with Cliques

At the Library

Handling Friendship Mishaps

I'm a Responsible Citizen

Leadership Etiquette

Saying Please, Thank You and Excuse Me!

Resolving Conflicts

Eye Contact and Respectful Body Language



Cybercrime



Dealing with Impolite Adults

Learning the Value of Money

Restaurant Etiquette

The Art of Conversation

How to Apologize

Textiquette

A

INTERNATIONAL ETIQUETTE

Ethics & Manners

Begin a delightful voyage of etiquette exploration by exploring the table of contents and lesson titles for the first series (A_E).

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Explore the table of contents and lesson titles for the second etiquette book series (1-6), which will assist your students in mastering modern-day manners.

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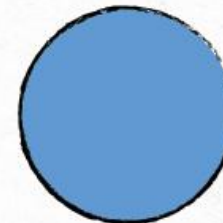
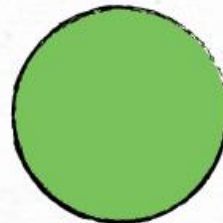
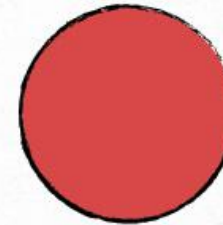
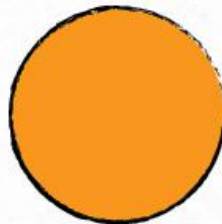
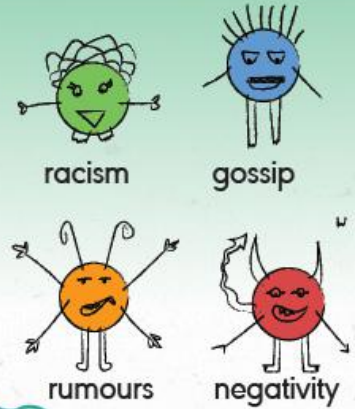


CLIL

A craft and drawing activity at the end of each unit ensures students have mastered the unit topics and reinforces concepts through learning by doing.



Complete the circle monsters using a black sketch pen as shown.



Revision

Pages for revision after three lessons within a unit, it is important to use a wide variety of question forms such as multiple-choice, short answer, critical thinking and scenario-based questions. These questions are used to assess students' knowledge and retention of the content taught in previous classes.

1 Circle the correct answer.

- 1 Sandra uses fresh _____
 a. toothpaste b. toothbrush c. dental floss
- 2 Try to avoid _____ food before going to the dentist.
 a. spicy and smelly b. sweet and salty c. sour
- 3 Use the _____ to spit the toothpaste out.
 a. sink b. light c. floor
- 4 How much time do you need to brush your teeth?
 a. 2 seconds b. 2 minutes c. 2 hours

2 Write down two tips for people wearing braces.

1.

2.

3 Fill in the blanks with the suitable answer.

mirror spoon/fork hard candy fresh teeth regularly dental floss

1. Sally uses _____ to avoid food sticking to her braces.
2. I use a _____ to check my braces after eating _____ twice a day.
3. Amy brushes her _____ since they may stick to her braces.
4. Luna avoids _____ since they may stick to her braces.
5. To have healthy teeth, you should brush them _____.
6. Susan uses _____ to remove food that may get stuck in her braces.
7. Mouthwash keeps my breath _____.

4 In your own words, explain why dentists are important.

.....
















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Evaluating My New Skills

Circle the emotion that matches the level of your skill.

A self-assessment form at the end of each unit in line with modern curricula and modern assessment methods to give students the opportunity for self-assessment and to personally ensure their mastery of skills and content in an optimal manner.

1	Now I know the right way to use my gadgets.			
2	I know what to do if I call a wrong phone number.			
3	I know how to make a phone call.			
4	I know how to prepare myself for video call lessons.			
5	I know what not to do on a video call lesson.			

 Excellent

 Very good

 I need more work

Drama
 Unit 2

Title: It is important to be polite!
Characters: Rihanna, Harris, Mum, Dad.
Setting: A tidy living room with a dining table nearby. The room is filled with excitement for the preparations before the guests arrive.
Tools: Several household items (scattered around), such as plates, cups, and cutlery.

Rihanna and Harris are setting the table under the supervision of their mum and dad.

Mum (explaining): Okay, Rihanna, you can put the plates and cups on the table. Harris, please make sure to fold the napkins neatly. We need to keep everything in order before the guests arrive.

Rihanna and Harris agree and start working hard.

Mum (apologising): I'm going to go clean the kitchen and put everything away, especially the dangerous utensils. We need to keep them out of reach of the children because there are young children with the guests. Remember, safety first.

Rihanna: Don't worry, Mum. We'll make sure everything is in tip-top shape.

Mum leaves the room and Rihanna and Harris continue with their tasks.

Dad (smiling): Okay, kids, quick meeting. We need to discuss table etiquette before the guests arrive.

Rihanna and Harris gather around their dad, eager to learn.

Evaluating students through a play or drama exercise, in collaboration with educators, serves as a unique and imaginative conclusion to each unit. This method allows students to actively replicate the lesson's subject matter in the classroom.

Dad: Remember, when we're sitting at the table, we should always use our napkins to keep ourselves clean. We should also keep our elbows off the table.

Harris (excitedly): Can we start eating as soon as the food is served?

Dad (smiling): That's a good question, Harris. We should wait until everyone is seated, and then I'll give the signal to start eating. We should also use polite words like "please" and "thank you."

Rihanna: What if we don't like something that's been prepared?

Dad: It's important to be polite, even if we don't like a particular dish. We can say "no, thank you," or we can try a small portion and appreciate the effort that went into preparing the meal.

Harris (smiling): Can I have dessert first?

Dad (laughing): No, Harris, we should eat the main course first before having dessert. That's part of good table etiquette.

Rihanna and Harris agree on their dad's instructions.

Dad: Great! Now, let's finish setting the table. Remember, we want our guests to feel comfortable and welcome.

Rihanna and Harris finish their tasks, excitedly setting the table, while their dad watches them with pride.

The scene ends with the children completing their tasks, eagerly waiting for the guests to arrive.

World-band songs reflecting the content of the lesson, allowing students to learn while having fun at the same time.

Song Activity

3 Listen to the song and sing together.

It's time to eat,
so grab a seat!
Bring your appetite,
and take small bites!

It's not time to play,
or to watch, I say.
We should obey,
and put our phones away.

It's time to eat,
so grab a seat!
Bring your appetite,
and take small bites!

I can play my game,
or watch broad-way,
another time of day.
At the table, respect I pay.

It's time to eat,
so grab a seat!
Bring your appetite,
and take small bites!



Song Activity

Interrupting Is Very Disrupting!

4 Listen to the song and sing together.

If it's not your turn,
you should listen and learn.
It's not very nice,
to speak twice.
You should lend an ear;
listen to your peer.
Don't interrupt
or ever disrupt!

Be polite,
and smile bright.
Listening close,
is what I propose.
You should lend an ear;
listen to your peer.
Don't interrupt
or ever disrupt!



Lesson Theme:

When it's time to eat, put your
game away.

Lesson Theme:

It is inappropriate to interrupt people when
they are talking.



Drama Activity



Etiquette

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3 Action Scene:

Participants: All the students in the class

- 1 The teacher tells the students that in this breakfast gathering each person is going to apply the right eating manners. So they should be alert and watch each other's behaviour as well.
- 2 Ask the students to prepare themselves for a breakfast gathering.
- 3 The students should bring different kinds of meals or snacks.
- 4 All students should eat their meal appropriately without blowing, having big bites of food or eating with their mouths open.
- 5 Some students may ask their friends to hand them certain kinds of food appropriately.



Assessment through a play or drama activity in cooperation with the teacher and parents so that the content of the lesson is simulated by students inside or outside the school.

Lesson Theme:

Blowing on your food and chewing with your mouth open are inappropriate table manners.

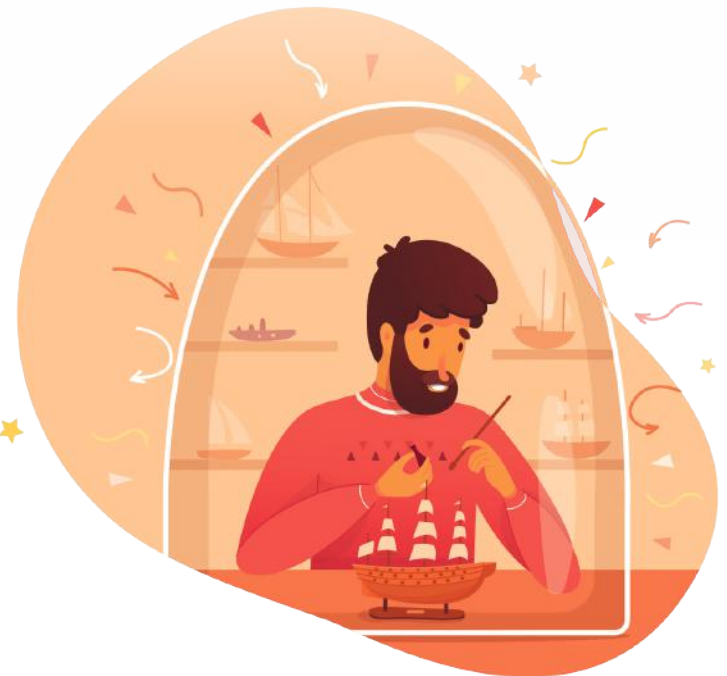


Accepting Our Differences (Introverts, Extroverts and Ambiverts)

In our community, there are different people, each of whom has their own character and inclinations. Sometimes, we tend to treat others as if we are all the same, but we are not.

In terms of our sociability, there are 3 major types that our personalities fall under:

- 1- Introverts
- 2- Extroverts
- 3- Ambiverts



Introverted people are more on the quiet side. They focus on their internal thoughts and feelings rather than external stimulation. Introverted people tend to have a small group of close friends rather than many casual ones.

Also, they are independent and don't prefer large social gatherings.



On the other hand, extroverts are sociable. They like to spend their time with other people. They are good speakers and they tend to do well in group activities. In general, extroverts are good at making friendships.

Ambiverts fall on the spectrum somewhere between introverts and extroverts. This means that they possess characteristics that belong to both types.

For example:

An ambivert might:

- **Be a good team player, but more drawn to working independently.**
- **Enjoy spending time with others, but doesn't like being the centre of attention.**



Introverts

- Recharge by spending time alone
- Think a lot before making decisions
- Good listeners



- Reserved
- Highly self-aware



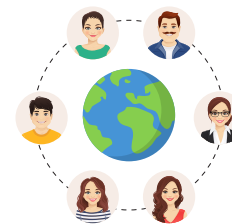
- Good observers
- Prefer one-on-one conversations

Extroverts

- Recharge by socializing
- More impulsive
- Good speakers



- Outgoing
- Action-oriented



- Great communicators
- Enjoy being the centre of attention

As for ambiverts, they occur somewhere in between. It's important to remember that each personality type is not simply a fixed group of characteristics that you can easily spot in others and then categorise them into clean-cut groups.

Ambiverts can:



Enjoy socializing but also need some alone-time



Be outgoing when they feel like it



Be team players and work independently



Be reflective or impulsive in the right context.

What we need to accept is that all people are not the same. There is no “best” personality type. Each type has its own strong and weak points. Therefore, we need to be careful how we approach people who are different from us.



If you ever invite an introvert to a party and they don't come, don't feel upset. That doesn't necessarily mean that they dislike you. Maybe they don't feel comfortable in large crowds.

If you're an introvert and you want to decline an invitation, don't feel bad about it. Just be cordial.

Don't feel intimidated by extroverts. Most probably they will really appreciate your unique character once they get to know you.



UNIT

8

Lesson 2

Don't Waste Your Time on Your Handheld Device!

Learning goal: We are learning to use our handheld devices wisely.

1 Listen and read.

Come on, Billy. It's time for lunch.

I'm coming, Mum. Just let me finish this game.

Come on, Billy. It's time to go to your bed.

I'm coming, Mum. Just let me finish this game.

You are late for school! You spend most of your time playing your handheld games and that's unhealthy! There's a time for everything.

All right, Mum!

You can't spend a long time playing with your tablet. It's a waste of time and that can harm you.



Always Play at the Right Time!

2 Tick the correct behaviour ✓ and put ✗ next to the bad one.

I play games all the time.



I play video games on the weekends or when my mum says it is okay to play.



I play games during class time.



I sleep late to finish a game.



At home we search:

Search for the effects of misusing personal devices.

Week Activity

3 My Game Hours.

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

Lesson Theme:

Don't spend a lot of time playing your handheld game device.

Unit 3
Lesson 3

Handling Friendship Mishaps

No friendship is completely perfect. It's only natural that friends will sometimes disagree, fight or even go their separate ways eventually. But how can you handle friendship mishaps with grace?

**1- Backbiting:**

If it comes to your attention that one of your close friends has been saying terrible things about you behind your back, what would you do? The only right way to go about this is by facing your friend. There's a good chance that your friend could be innocent and other people are the ones who have created a rumour and lied about it. On the other hand, you might discover that the news is true and your friend did actually speak ill of you. At that point, it's up to you to decide if you can patch things up with them or break the friendship completely.

I couldn't believe that you said I was fat and ugly. So I thought I should ask you about it.

Of course not! I was talking about the dinosaur costume!



2- Shunning:

One day, you notice that your friends are giving you the cold shoulder for no apparent reason. If it's only one friend who's acting this way, then maybe he or she is just rude. However, if your entire group follows his or her lead, then maybe there's a bigger issue. If this happens, take a moment to reflect on your behaviour. Perhaps you've said or done something that upset them. Perhaps they've heard a rumour about you and believed it. The best course of action here would be to approach your closest friend from the group when they are by themselves. Talk to them frankly and ask them what happened. There still might be a chance to fix your friendship.



3- Taking sides:

If you have more than one close friend, two of them may at some point turn against each other and want you to take sides. This kind of situation can be very stressful and destructive to friendships. If one of your friends asks you to cut ties with the other or to participate in anything that you deem unfair, simply say:

I love both of you too much to get caught in the middle of your fight. Please keep me out of it and try to work it out between the two of you.



4- Disclosing secrets:

This is the most common friendship problem. You confide in your friend and tell them to keep a secret and the next day you learn that the entire school knows. Disclosing secrets can be a serious problem because it's a form of disrespect and can break the trust between friends. To avoid finding yourself in such a situation you can choose one of these options:

- Keep your secrets to yourself.
 - Never confide in someone unless you're absolutely sure that they are trustworthy.
- Also, take note of whether or not they tell you their secrets as well!

Have you heard what Sam did?

**Toxic friendships:**

Some forms of friendship can bring more harm than good. They may start out as innocent and enjoyable but then turn sour. In order to stay away from them, you need to learn how to identify the most common toxic friendship patterns.

Toxic friendships**Healthy friendships**

Yo-yo friendships:

Yo-yo friends are moody people who will be your friends only when it's convenient to them. They are selfish and their sentiments are insincere. They will approach you only when they need your support and help, but when you need them, they won't be there for you.



Hello, Mark! Can you help me with the English assignment?

I don't think so!

2- Possessive friendships:

In this kind of friendship, friends can be decent, compassionate and sincere, but they disapprove of you meeting or befriending other people. Such behaviour indicates that the possessive friend is insecure and afraid that they will fall out of favour if you meet someone else. If you find yourself caught in one of these friendships, either try to comfort your friend and reassure them that they are dear to you, or end the friendship if it turns exhausting.



Best friends forever!

3- Judgmental friends:

This kind of friend will always find fault in everything you do, so instead of supporting you, they will keep making you feel inadequate. Their behaviour may be motivated by jealousy or insecurity. At all costs, if your friends are constantly judgemental, you have to learn to stand your ground and establish boundaries.

**A final word of advice:**

Remember that you can always turn to your parents when you face problems with your friends. They will probably give you the best advice especially when you are stuck in toxic or destructive friendships. So don't be afraid to talk to them and ask for their opinion.



Questions

Write: True or False?

1. It's a good idea to gossip and spread rumours about a friend who made a mistake to teach them a lesson. (.....)
2. Apologising and taking responsibility for your actions is important when you've done something to hurt a friend's feelings. (.....)
3. If a friend is upset with you, it's better to ignore them until they calm down, rather than talking and resolving the issue. (.....)
4. Giving someone the silent treatment is a healthy way to communicate when you're upset with them. (.....)

Tick the correct answer.

If you and your friend have had an argument, what's a helpful way to resolve the issue?

- Apologise and talk calmly about the situation
- Ignore them and avoid talking about it
- Spread rumours about them to get back at them
- Hold a grudge and avoid them forever

Fill in the Gaps.

Apology

Attention

Position

Communicate

1. When there's a misunderstanding between friends, it's important to and listen to each other's perspectives.
2. If you've made a mistake that hurt your friend's feelings, a sincere is a way to show that you regret your actions.
3. It's helpful to put yourself in your friend's to understand how they might be feeling in a difficult situation.
4. Giving someone your full during a conversation shows that you value their thoughts and feelings.

How do you handle these situations?

1. Your friend tells you a secret and you accidentally tell someone else.
How do you fix the situation?

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2. Your friend is always cancelling plans with you at the last minute.
How do you deal with it?

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3. Your friend is always talking about themselves and never asks about you.
How do you deal with it?

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4. Your friend is starting to hang out with a new group of people and you feel like you're being left out. How do you handle the situation?

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Digital Platform

Both series come with a complete interactive platform that contains books in electronic format and contains all the songs and activities needed to make the process of learning and acquiring skills a fun, interesting and creative process.

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