

Conversation DO'S



- Look at the person or people you are talking to
- If you haven't met before, introduce yourself and ask their name
- Use a person's name when talking to them
- Ask questions when you don't understand something
- Stick to the subject
- Say nice things about people and praise those who deserve it
- It's fine to disagree, but disagree politely

Conversation DONT'S



- Don't fidget, look elsewhere, or wander off while someone else is talking
- Don't listen in on conversations you aren't part of
- Don't interrupt when someone else is talking
- Don't whisper in front of another person
- Don't whine, tattletale, brag, or say mean things about others
- Don't ask personal questions such as how much things cost or why someone looks or dresses the way they do
- Don't point or stare
- Don't argue about things that aren't important

Some Magic Words to Being Polite



"Thank You"

"Please"

"May I?"

"Excuse Me"