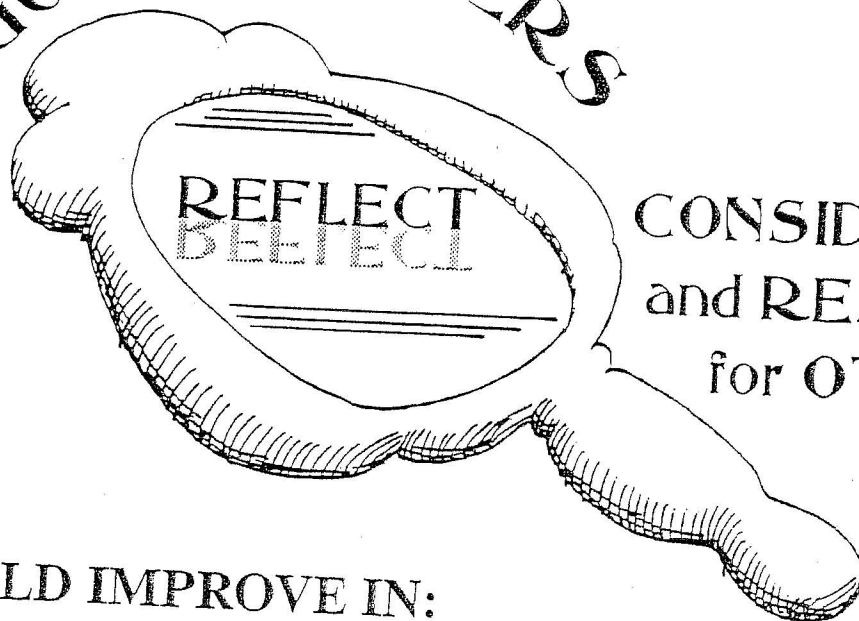


GOOD MANNERS



CONSIDERATION
and RESPECT
for OTHERS

I COULD IMPROVE IN:

- ___ 1. Making introductions
- ___ 2. Respecting individual differences
- ___ 3. Using tactful conversation
- ___ 4. Routinely thanking others
- ___ 5. Using table manners
- ___ 6. Entertaining others
- ___ 7. Being a considerate guest
- ___ 8. Making an apology
- ___ 9. Conversing and listening to others
- ___ 10. Using good manners at work
- ___ 11. Dressing appropriately
- ___ 12. Repaying past favors
- ___ 13. Showing respect for authority figures
- ___ 14. Using good manners with family members
- ___ 15. Meeting new people
- ___ 16. Writing social and/or business letters
- ___ 17. Planning special occasions
- ___ 18. Other _____

GOOD MANNERS

I. PURPOSE:

To increase socialization by reviewing good manners in daily life and the individuals' needs for improvement.

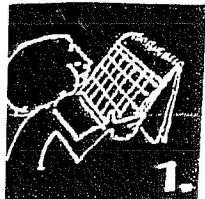
II. GENERAL COMMENTS:

Good manners are based on consideration and respect for others in a variety of situations.

III. POSSIBLE ACTIVITIES:

- A. 1. Pass a hand mirror to participants asking each to reflect on one way in which each sees themselves as mannerly. Encourage responses which reflect individuality and creativity. Examples can also be given.
2. Distribute handouts and ask participants to check areas for needed improvement. These may be verbally shared with the group.
3. Facilitate a discussion of handout. Questions might include:
 - Why introduce people?
 - Why make an apology?
 - Why use tactful speech?
 - Why be mannerly to your family?
 - What is a considerate guest?
 - How does one meet new people and encourage friendships?
 - What would be good manners at work?
 - What entertaining or future event would you like to plan?
4. Ask group participants with the same needs to brainstorm in an effort to problem solve.
5. Regroup and share responses and conclusions.
6. Compile a list of other good manners:
7. Process by asking group members what might be a positive outcome of good manners.
- B. 1. Distribute handouts and ask group members to complete.
2. Determine group needs based on their responses and your observations.
3. Focus on specific topic(s), e.g., 16. *Writing social and/or business letters*, asking them to write a business letter for a group critique - or - 12. *Repaying past favors*, asking pairs to role-play repaying a favor or past kindness.
4. If additional time, ask the group for suggested situations to role-play.
5. Process by asking group members to set realistic goals to improve manners.

Social Skills 4 LIFE



1.

How do you plan your social life?

How do you make and keep friends?



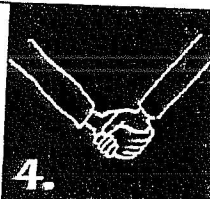
2.



3.

What good manners do you routinely use?

Name some guidelines you use in making introductions.



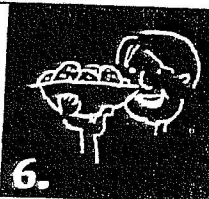
4.



5.

How do you initiate a conversation?

Describe the entertaining you like, and do best.



6.



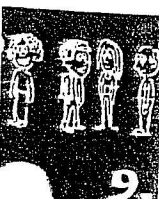
7.

How do you groom and dress for success?

How do you broaden your interests, knowledge, and current awareness?



8.



9.

How do you socialize in a group?

How do you show respect to your authority figures?



10.

Social Skills 4 LIFE

I. PURPOSE:

To assess individual social skills and to expand social awareness and growth.

II. GENERAL COMMENTS:

Social skills can be refined throughout a lifetime to bring a greater satisfaction to all human interactions.

III. POSSIBLE ACTIVITIES:

- A.
 - 1. Distribute handouts and extra paper as needed. Instruct group members to complete.
 - 2. Encourage participants to verbally share written responses.
 - 3. Introduce related topics such as the relationship of social skills to self-confidence, career success, success in entertaining, popularity, joining groups or organizations, etc.
 - 4. Compile a group list of "the top ten" desirable manners.
 - 5. Have resource material available for the various aspects of social skills. Some material may be assigned for presentations to the group.
 - 6. Encourage participants to describe someone they know with good social skills.
- B.
 - 1. Distribute handouts and ask group members to complete. Discuss as a group.
 - 2. Plan role-plays of social situations, such as making introductions, initiating a conversation, going to a group function alone, making a complaint, etc. Briefly described, they could be assigned or randomly drawn. If available, videotape for feedback, if all group members agree.
 - 3. Explore information on community resources, activities, organizations, special events and sites of interest to increase social experiences.
 - 4. Suggest that participants initiate thoughtful acts for each other. In the next session, ask those receiving the kindnesses, to share their experiences with the group.

S O C I A L

B

1-10

I

11-20

N

21-30

G

31-40

O

41-50

Say something positive about yourself.

Give a compliment to the person on your left.

Share something you would like to do but haven't.

Share a happy event in your life.

If you were given \$10,000, what would you do with it?

Stand up and let someone give you a thumbs up.

If you could change places with one person for a day, who would it be and why?

If you could meet one famous person in history, who would it be and why?

Share what you consider to be a personal accomplishment.

Give someone in the group a hug.

Talk about someone special in your life.

I feel best when people _____

_____.

FREE

Describe your most prized possession.

Share what the greatest compliment is that you've received.

Give a compliment to the 2nd person on your left.

Describe something someone could do to help you feel happy.

Say something positive about yourself.

I am best at _____

_____.

What is your favorite childhood memory?

What positive advice do you like to give to the class?

Describe what you consider a "perfect vacation".

Are you more like a gentle rain or a thunderstorm? Why?

Share what makes you a unique and special person.

Talk about 3 things you are grateful for.

SOCIAL BINGO

I. PURPOSE:

To increase social skills by playing a fun, easy and familiar game.

II. GENERAL COMMENTS:

Simple and familiar games can be used with individuals who are not acquainted, or with individuals who know each other very well. Sharing in a group setting is often easier in a structured manner, and games provide for a fun atmosphere. Questioning, listening and sharing are all important social skills experienced in this game.

III. POSSIBLE ACTIVITIES:

- A.
 1. Distribute one handout and 25 markers (paper clips, pennies, torn paper, etc.) per group member.
 2. Instruct the individuals to write a number between 1 and 10 in each empty box below the "B" column, 11 and 20 in the "I" column, and so on.
 3. Call random number/letter combinations, e.g., B-4, G-37, etc.
 4. When a player has a square, he/she needs to do what that space asks.
 5. When a player has a BINGO, he/she "wins" that round and can be given some token of achievement.
 6. Play several times using typical BINGO variations: the "T" game, 4 corners, postage stamp, etc.
 7. Process benefits of this activity.
- B.
 1. Cut Social Bingo sheet into 24 squares (deleting the FREE square) to make a social card game. Shuffle.
 2. Distribute an even number of cards to each member.
 3. Taking turns, instruct group members to turn to the person on their left and ask one of the questions on their cards.
 4. Continue until all cards have been addressed, emphasizing appropriate question-asking, listening, and sharing throughout.
 5. Process benefits of this structured social activity.