Common Courtesies

- Say, ‘Please’ whenever you ask for something.
- Say, ‘Thank you’ when someone gives you something or does something for you.
- Say, ‘I beg your pardon’ if you didn’t hear what someone said.
- Say, ‘Excuse me’ when you walk or lean in front of people.
- When people speak to you, look at their face and listen to what they say.
- Greet people when you see them, e.g. ‘Good Morning, Miss Carlile’.
- Use the person’s name when speaking with them, e.g. ‘Yes, Miss Carlile.’
- Say, ‘Please may I…’ followed by your request, e.g. ‘Please may I leave the room?’
- Knock before entering a room, walk in and stand where the teacher can see you. Wait quietly to be asked your business.
- Be on time for the beginning of lessons and excuse yourself if you are late.