

# Kids 'R' Kids Mini Camp



**Etiquette Club**



# Week 1 - Greetings!

## Introduction

Welcome to Etiquette Club! Manners make the world go round. In this club, campers will learn many different skills, such as how to set the table, how to write a thank you note, and how to properly greet someone. Teaching manners to your campers gives them the tools to function and succeed as adults.



## Week 1 - Greetings!

Share with your campers that there are many different ways to greet someone. Explain that this week, they will learn four different techniques to greeting people.

### Informal Greeting

Informal greetings can be verbal, gestured, or both. The most common classic greetings are "hello" and "hi" while "hey" is popular in some regions and with some areas of society. The person's name generally accompanies the "hello" along with a pleasant smile. In some regions, "good morning", "good afternoon", and "good evening" are still common.

Courtesy says you greet people in general, so don't forget to greet those who provide services to you, such as cashiers, salespeople, receptionists, food service workers, and hotel/motel employees. When you show good manners, you often receive them in return.

### Formal Greeting

Some situations call for a more formal greeting. The verbal greeting is generally the same, "Hello, Mr. Johnson" or "How do you do, Ms. Lockhart?" The formality of the situation is generally marked by the nonverbal cues accompanying the verbal greeting.

Formal greetings are characterized by what is said – use "hello" rather than "hi" and certainly not "hey". Tone of voice and posture should also be considered. These greetings tend to be rather brief but should always be pleasant and genuine

### First 12 Word Greeting

When talking with others, always use a form of thanks and the person's name in the first 12 words you speak "It's good to see you, Mary" or "Thanks for coming over, Joseph." By following this rule of 12, people will want to continue to do nice things for you.

### The S.H.E Greeting

- Shoulders - shoulders back and spine upright
- Handshake - firm, full handshake with two or three pumps of the elbow and release
- Eye contact - engage with eye contact throughout the introduction and exchange of names and pleasantries

Now, let's practice. Have campers take turns practicing greeting each other. For safety reasons, please have children bump elbows instead of shaking hands.

### Discussion

After everyone has practiced the different greetings, lead your campers in a short discussion about greetings by asking the following questions:

- Why is it important to properly greet someone?
- Which method is their favorite greeting? Why?

# Week 2 - How to Set the Table

## Materials

table, plastic tablecloth, plastic utensils, place mats, plates, cups

Explain to your campers that this week, we will learn how to properly set the dinner table. To this day, the rules of dining etiquette – which include placing the forks, knives, and spoons in the same place – are designed to eliminate confusion and make meals as easy and enjoyable as possible for everyone at the table.

Putting dishes, glasses, napkins, and flatware in the same place each time keeps down the confusion at mealtime. Putting forks, spoons, and knives in the same place each time makes it easy to see if someone is missing his/her fork before the meal begins. The table looks nicer, which makes the meal more pleasant since people enjoy food with their eyes as well as their tummies.

## Steps to Setting the Table

- Place the tablecloth on the table.
- Place the place mats on the table.
- Place the napkins on the left on top of the place mat.
- Place forks on the left on top of the napkin.
- Place the plate in the middle.
- Place the knife (blade in) and spoon to the right of the plate on top of the place mat.

Now, let's practice. Have each camper take turns setting the table.



## Homework

Encourage your campers to practice what they have learned in camp at home.

# Week 3 - Table Manners

## Materials

table, plastic tablecloth, plastic utensils, place mats, plates, cups

This activity should be done at lunch time or snack time.

Explain to your campers that this week, they will learn proper table manners. Using the skills learned in last week's lesson, have your campers set the table. Share with them the list of manners below:

- Come to the table with clean hands and face.
- Put your napkin on your lap.
- Start eating when everyone else does or when given the okay to start.
- Stay seated and sit up straight.
- Keep elbows (and other body parts!) off the table while eating.
- Chew with your mouth closed and don't talk until you've swallowed.
- Don't make bad comments about the food.
- Say "Please pass the..." instead of reaching.
- Chat with everyone at the table.
- Don't make rude noises like burping or slurping.
- Ask to be excused when finished.
- Thank your host or whoever prepared the meal.
- Offer to help clear the table.

Let's practice! Encourage campers to use the manners they have just learned.

Have the campers join you in a short discussion by asking them the following questions:

- Do you know any other good table manners that are not listed above?
- How do you plan to use what you have learned at home?
- Does anyone have any bad manners that they would like to correct?



# Week 4 - Thank You Note



## Materials

paper, pencil

Share with your campers that this week, they will learn how to write a thank you note.

Explain that receiving thank you notes makes people feel good. And it lets them know that their gift arrived safely and is appreciated or that their act of kindness was appreciated.

Anytime it takes someone more than 15 minutes to do something for you, send the person a thank you note. By doing so, the person will know you really appreciate what was done for you. The sooner the better! Get those notes written as soon as possible. But don't be embarrassed by a note sent a bit late, even a month after the gift was received. It's far better to send a late note than no note at all.

Spend a few minutes talking about the gift and what made it special: It's a book you love reading; you've already made three projects with the art kit; the toy is so much fun to play with you haven't wanted to do anything else; you had a great time shopping with your friends and found the perfect sweater with the gift card. In short, writing thank you notes is just good manners.

Share with your campers these tips before we practice writing the thank you notes:

- **Keep it short.** Thank you notes don't have to be long (that's why they're called "notes" and not "letters"). Contrary to what some may believe, more words do not equate to more gratitude. Unless the gift or favor is extraordinary, **three or four sentences** should suffice.
- **Be specific.** The problem with many thank you notes is that they come across as generic. The best way to avoid this is to address the person by name, mention the specific gift or favor you're thanking them for, and leave out those generic statements that tend to creep in when you're writing a bunch of notes.
- **Be sincere.** Another way to avoid *Generic Thank You Note Syndrome* is to make sure the words actually reflect your feelings.

Let's practice! Encourage your campers to choose a person to write a thank you note to. Have them use the tips mentioned above as a guide.