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## Top Ten Everyday Manners for Children

1. Please and thank you are magic words. Use them every day!
2. When you meet people, look them in the eye, say, “Hello”, and smile.
3. Oops! You’ve bumped into someone. Do say, “Excuse me!”
4. Oops! You’ve just burped. Do say, “Excuse me!”
5. If you see someone who needs help, help!
6. When someone does something nice for you, say, “Thank you.”
7. When someone sends you a gift, send a thank you note.
8. Chew with your mouth closed.
9. Take turns at home, at school, at the park, everywhere.
10. Be kind to the people who help you every day—the policeman, the lunch lady, the grocery clerk, everyone.



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## The Best “THANK-YOU” Note

When someone sends you a gift, the most polite thing you can do is send a thank-you note. It’s so easy if you:

1. Greet the person you are thanking.
2. Say, “Thank you.”
3. Mention the gift.
4. Say something you really like about it.
5. Sign off and write your name.
6. You could also color the card, draw a picture, or put in a photo of you with the gift.

Dear Grandmother,

Thank you for the sweater you sent for my birthday. How did you know that blue is my favorite color? I’m wearing it today!

Love,  
Max

P.S. This is a picture of me wearing  
my new sweater.