

Basic Table Manners:

- It is impolite to _____ with your mouth open. (a)
- It is impolite to make sounds with your mouth when you eat food. (b)
- If you are at a restaurant, it is impolite to talk very loudly. (c)
- It is polite to have a conversation with your friends while you eat. (c1)
- When sitting at the table, there is no "_____." Sometimes the host will tell you where to sit; most times he or she just tells you to find a seat. Often the host or hostess will sit at the head of the table, though even this is flexible. (d)
- Immediately place your _____ on your lap when you sit at the table. (e)

Manners for Visiting Someone's Home:

- It is polite to bring a gift *or* to not bring a gift. We often do not, but if we do, some choices include: a small plant, candy, or a bottle of _____. (f)
- It is impolite to say that the home is small or dirty. (g)
- It is impolite to _____ in somebody's home, as well as in public places. Many public places and homes do not allow smoking. In some areas laws have been passed to prevent smoking in public places. (h)
- It is impolite to come late. Some general guidelines for arriving: For a dinner at a friend's house, arrive within _____ minutes of the given time, and for a party, arrive within 30 minutes of the given time. Just don't arrive _____—the hosts may still be busy preparing. (i)
- Guests are often told to "_____." The host truly means it, and you are welcome to look around the house a little or help yourself to food you see. This is as great an honor as being waited on. (j)

Manners for interacting with other people:

- It is impolite to ask somebody how much money they make or how _____ they are. (k)
- It is impolite to tell somebody that they are fat or need to lose weight, or to make any _____ comment about their physical appearance. (l)
- It is impolite to compare two people openly, though we often compare in our own minds or even when the person is not present. (m)
- It is impolite to call a woman "_____." (n)
- We commonly use phrases, "_____, " or "_____." It's normal to say we're sorry even for things that are not in any way our fault. (o)
- It is generally considered rude to give someone _____ that they have not asked for. (p)

Other Social Manners:

- It is impolite to _____ in front of other people. (q)
- It is impolite to point at somebody or discuss somebody who is different or point out someone's _____, _____, or _____ in most cases. (r)
- If somebody gives you a gift, it is polite to open it, or to not open it. It is impolite to not say thank you. We do not feel obligated to send a gift in return, but we do sometimes write a letter to thank them. (s)
- It is totally polite to accept a dinner or party invitation, or to accept food the _____ time it is offered. (t)
- If you are someplace with a line, go to the _____ and wait your turn. When waiting to use the W.C., everyone waits in one line at the entrance of the room, then go to the toilets as they become free. (u)
- Do not use or chew on a _____ in public or at a dinner. (v)

Regarding Manners and Silence: Part of the American value of privacy is prizing the right to quiet. Thus:

- When outside, if someone wants to listen to music, he or she uses _____. (w)
- If someone must take a phone call, it is polite to talk _____ or leave the room in order to maintain quiet for other people. (x)
- If someone wants to listen to music or have a party in his or her home, it is okay, but it is polite to make sure _____ cannot hear. (y)
- When we drive in our car, we do not use the car _____ unless we are warning someone of danger. (z)
- Finally, loud noises like firecrackers are generally considered _____ and _____ to our personal right to silence. (aa)