

THE [netiquette] EDGE

Name _____

Hour _____

VIDEO WORKSHEET

Technology keeps us racing at a fast pace. We now have the greatest options to keep in touch anywhere, anytime. Computers, cell phones and other communication devices come with instructions, guarantees and special calling plans. And they also come with a new code of etiquette. The teens in the “Netiquette Edge” find out about technology manners when they set up a ballroom dance club. They learn the steps to the swing, tango and salsa. In the process they also learn the steps of the new netiquette. They realize they can keep in touch without losing the personal touch.

*We depend on technology to exchange information and build our social contacts.
But we never want these conveniences to replace our face-to-face relationships.*

REVIEW

Directions: After watching “The Netiquette Edge,” answer the following questions.

1. How did the term “netiquette” come about?
2. What technology steps did the ballroom dancers use to set up their dance club?
S. _____
T. _____
E. _____
P. _____
S. _____
3. Why is it rude to forward large files through email?



4. Name several situations where you should not use your text message option?

5. How can you keep your friends' email addresses private when you forward messages?

6. Why shouldn't you write "Hello" or "Hi" on the subject line of your email?

7. Why is using all capital letters in your email messages rude?

8. Name two etiquette rules for instant messaging.

9. What is the most important etiquette tip when using a cell phone?

10. Is it okay to keep your iPod ear buds in when you talk to people?



REVIEW

Directions: After watching “The Netiquette Edge,” answer the following questions.

1. How did the term “netiquette” come about?

It’s a combination of the words “network” and “etiquette” and refers to manners and technology.

2. What steps technology did the ballroom dancers use to set up their dance club?

S. Surf the Internet

T. Text message

E. Email and instant message

P. Phone and take photos

S. Socialize on networking sites

3. Why is it rude to forward large files through email?

Filling someone’s in-box with large attachments can clog up their email. Ask before you send.

4. Name several situations where you should not use your text message option?

When you’re having a face-to-face conversation, are in class and when you’re driving.

5. How can you keep your friends’ email addresses private when you forward messages?

Create a list of “undisclosed recipients” in the blind carbon copy – BCC - field.

6. Why shouldn’t you write “Hello” or “Hi” on the subject line of your email?

The topic of your message should be specific such as “Dance lesson times”. “Hello” and “Hi” aren’t specific topics.

7. Why is using all capital letters in your email messages rude?

Writing in all caps is considered shouting in cyberspace.

8. Name two etiquette rules for instant messaging.

Ask before you IM and don’t spread gossip.

9. What is the most important etiquette tip when using a cell phone?

Don’t interrupt a face-to-face conversation to take or make a phone call.

10. Is it okay to keep your iPod ear buds in when you talk to people?

No. Pop them out. Always focus on people first.

REWIND THE RUDE

Divide students into small groups. Each group will come up with five pet peeves about technology users. They will trade their list with another group. The groups will come up with ways to rewind the rude behaviors into good netiquette.

RATE YOUR NETIQUETTE

Student will evaluate their personal technology manners based on the information presented in the video. Where are they on track? Where could they make some changes?



THE SCHOOL MANNERS ADVENTURE

Name _____

Hour _____

VIDEO WORKSHEET

A lot goes on in school classrooms and clubs these days. In fact there are many small and large adventures going on everywhere in school. Learn good manners to guide you and other students through the maze of classroom expectations, hallway behavior, lunchroom etiquette, bully prevention and peer interaction.

REVIEW

Directions: After watching “The School Manners Adventure,” answer the following questions.

1. How can school manners “*Improve with Improv*”?

I _____

M _____

P _____

R _____

O _____

V _____

2. In the video, what were some suggestions for using manners in the classroom?

3. Why did Alyssa perform 15 seconds of silence?

4. The crowd booed two girls who were caught _____ when they didn’t realize the microphone was turned on.

5. When Kaitlyn stood up for her friend Kendall, she didn’t go along with the _____.

6. What are a few manners you can practice in the cafeteria?

THE SCHOOL MANNERS ADVENTURE

TEACHERS KEY

REVIEW

Directions: After watching “The School Manners Adventure,” answer the following questions.

1. How can school manners “*Improve with Improv*”?

I intend to get along

M master classroom manners

P pledge to be patient

R respect the rules

O own your behavior

V vow to keep up your manners

2. In the video, what were some suggestions for using manners in the classroom?

Bring your supplies, raise your hand, respect the teacher, don't interrupt others, stay away from cheaters.

3. Why did Alyssa perform 15 seconds of silence?

To remind students to avoid body noises, swearing and hurtful words.

4. The crowd booed two girls who were caught gossiping when they didn't realize the microphone was turned on.

5. When Kaitlyn stood up for her friend Kendall, she didn't go along with the clique.

6. What are a few manners you can practice in the cafeteria?

Wait your turn in line, use table manners and include others at your table.

THE **SCHOOL MANNERS** *ADVENTURE*

ACTIVITIES

YOU'RE THE DIRECTOR

If you were asked to add some scenes to this video about improving manners at your school, what would you include?

CLICK THE CLIQUE

Search the Internet for information on how to keep cliques from causing problems at school.



Take Your **MANNERS PUBLIC**

Name _____

Hour _____

VIDEO WORKSHEET

To be prepared to make a good impression in public, teens hop aboard a bus and visit all types of public places. They learn how to practice a variety of community courtesies. How do you act on transportation, in a movie theater, in a restaurant, in a gym or shopping? The teens discover small courtesies can add up to big impressions anywhere.

REVIEW

Directions: After watching “Take Your Manners Public,” answer the following questions.

1. How can you take your manners public

P _____

U _____

B _____

L _____

I _____

C _____

2. What are two things you can do to be a good passenger on a bus, train or airplane?

3. Where would you use “sweatiquette”?

4. In a gym, what can you do with your towel besides dry off?



5. What are some manner tips for when you are at the movies?

6. When you move down a row in a movie theater or sporting event, which way should you face?

7. What should you do with your cell phone in most public places?

8. What's wrong with tablehopping at a restaurant?

9. What is a standard tip for a restaurant meal?

10. Is counting exact change a good way to pay for goods and services?



Take Your **MANNERS PUBLIC**

TEACHERS KEY

REVIEW

Directions: After watching “The School Manners Adventure,” answer the following questions.

1. How can you take your manners public

P Pack your manners

U Use the basics

B Be considerate

L Leave better

I Invite politeness

C Continue courtesies

2. What are two things you can do to be a good passenger on a bus, train or airplane?

Keep your belongings within your seat space. Don't bring easy-to-spill food and drinks onboard.

3. Where would you use “sweatiquette”?

In a gym.

4. In a gym, what can you do with your towel besides dry off?

Be sure to wipe off your equipment after you've used it.

5. What are some manner tips for when you are at the movies?

Get to the show on time

Don't save seats

Don't sit in front of others if other seats are available

Turn off cell phones and pagers

Find and stay in your seats

Purchase drinks and snacks before the movie starts

Use the restroom before the movie starts

Don't put your feet on the seat in front of you

Don't talk during the movie

6. When you move down a row in a movie theater or sporting event, which way should you face?

Face the back of the space. It's always awkward but it's more polite to face other moviegoers than give them a "back" view

7. What should you do with your cell phone in most public places?

Turn it off.

8. What's wrong with tablehopping at a restaurant?

It interrupts others' plans.

9. What is a standard tip for a restaurant meal?

15 to 20 percent

10. Is counting exact change a good way to pay for goods and services?

It's fine unless there is a line behind you.

Take Your **MANNERS PUBLIC**

ACTIVITIES

YOU'RE THE DIRECTOR

If you were asked to add some scenes to this video about improving manners in public, what would you include?

YOU'RE INVITED TO BE A GOOD GUEST

Do you know how to be a good guest at someone's home or party? What is a host gift? Is it okay to bring a friend to a party? What do you do if you spill something?

Look for answers on the Internet, at the library and through personal interviews.

What did you uncover? Compare your research with others in your class.





Name _____

Hour _____

Video Worksheet

Using good manners in every area of your life will pay off in better relationships, school experiences and career opportunities. The place to start is with the basics. The rock climbing team in *The Courtesy Challenge* does just that and climbs as high on the etiquette know-how ladder as they do on the rock wall. They use practical strategies to show respect to others. Respect is the cornerstone of etiquette. Climb along with the team and polish your manners.

Review

Directions: After watching “The Courtesy Challenge”, answer the following questions.

1. What strategy did the rock climbers use to improve their manners?

2. What are the steps in the strategy?

C _____

L _____

I _____

M _____

B _____

3. What is the quickest way to signal that you’re a friendly person?



4. How far away from a person should you stand to give them personal space?
5. What does hygiene have to do with manners?
6. How can your words be rude?
7. If you forget someone's name during an introduction, what should you do?
8. How is a handshake like holding a soda can?
9. Where should you put your napkin?
10. What should you do if you're served a food you don't like?
11. If you don't know how to eat a certain food, what should you do?



Using good manners in every area of your life will pay off in better relationships, school experiences and career opportunities. The place to start is with the basics. The rock climbing team in *The Courtesy Challenge* does just that and climbs as high on the etiquette know-how ladder as they do on the rock wall. They use practical strategies to show respect to others. Respect is the cornerstone of etiquette. Climb along with the team and polish your manners.

Review

Directions: After watching “The Courtesy Challenge”, answer the following questions.

1. What strategy did the rock climbers use to improve their manners?

Climb

2. What are the steps in the strategy?

C Use common courtesies

L Watch your language

I Make smooth introductions

M Know mealtime manners

B Go beyond the basics

3. What is the quickest way to signal that you’re a friendly person?

Smile whenever you can

4. How far away from a person should you stand to give them personal space?

18 inches

5. What does hygiene have to do with manners?

*People who are clean and put together make a good impression.
However, it is also polite to keep grooming habits private.*

6. How can your words be rude?

*People have a reaction to what you say. Swearing, using slang or gossiping
can create a negative impression.*

7. If you forget someone's name during an introduction, what should you do?

Admit that you can't remember and move on with the introduction.

8. How is a handshake like holding a soda can?

*Hold too tight and you crush. Hold too lightly and you lose contact.
Hold firm for comfort.*

9. Where should you put your napkin?

On your lap.

10. What should you do if you're served a food you don't like?

Taste a few bites of it to be polite.

11. If you don't know how to eat a certain food, what should you do?

Watch the host or other diners for guidance.