

# Young Man Life Skills Course

Week 2

## Manners and social skills

### How to shake hands properly

This is going to be an important thing that you learn to do. First impressions are very big in our world and you ALWAYS want to make a good one. You never know who will be watching you to get a recommendation for a job, maybe a new friendship, or perhaps a girl interest.

#### Steps for doing a proper handshake:

1. Stand and look the other person in the eye before shaking hands. If you are being introduced to someone, stand up and look them in the eye and shake hands. This shows respect and puts you at the same level as the other person. Making eye contact and offering a sincere smile shows you are happy to be where you are. Be still and face the other person to prevent giving the impression that you are in a hurry to get away.
2. Offer a greeting while shaking hands with the other person. "It is so nice to meet you, Mr. Smith." You should include the person's name and offer your name if they don't know it.
3. If your hands are sweaty, wipe them on your pants before offering your hand.
4. Your handshake should be firm not crushing to the person. Be firm but not overpowering that shows confidence.
5. Shake in an up and down motion. It should last from 2-5 seconds. If longer, you can gently pull away politely while maintaining a pleasant expression.
6. To help you remember the person's name easier, say it in the greeting and another time in the conversation to help remember it. In your mind place it with an image to help you remember.

### Eye contact and what it says about you

An important thing to remember in social situations is to have good eye contact. If you aren't looking at the person who is talking to you or who you are talking with, it shows that you are not interested. People like to think that you are generally interested in what they have to say. It is important to give eye contact when speaking to someone.

This is also true in a business situation or a social gathering. It makes you look confident and sure of yourself. Show that you care about the person to whom you are talking with by showing eye contact.

## **How to introduce yourself in various situations**

1. Make eye contact. This shows that you are open to attention from someone else. If you are in a group setting, make periodic eye contact with those who are in the group.
2. Smile It is important to be genuine and happy when you meet someone. This will help share in the positive experience.
3. Use appropriate good body language. Mirror the body language of people around you. Stand with your head high and your back straight. Don't slouch.
4. Say in a pleasant tone, "Hello or Hi my name is Evan. What's your name?" Then repeat their name by saying, "It's nice to meet you, Sarah."
5. Offer a handshake if appropriate.
6. Ask questions. You may tell a little bit of your background and what you enjoy doing is appropriate and may lead to further discussion. Don't take opportunity to only talk about yourself. You will only come across as selfish and uninteresting.
7. Close the conversation. Say something like, "Sarah, it was very nice to meet you and hope to see you around."

## **How to introduce other people**

1. First, state the name of the person being introduced to. This would be the "higher ranking" person.
2. Say, "I would like to introduce Michael"
3. State the name of the person being introduced "Michael, let me introduce you to Paul.
4. Finally offer some details about each as appropriate.

### **Typically this is the rank in how to introduce:**

- An older person to a younger person
- A business professional to a worker
- A customer to a sales team
- A guest to a host

## **How to properly order food and what to avoid**

If you are indecisive about eating at a restaurant, most offer online menus. Browse beforehand to help choose what you will eat for your meal. If you aren't ready to order when your server is standing there, simply tell them you need more time. Holding them there as you change your mind is not good manners.

The signal that shows you are ready is a closed menu.

It is fine to tell the server that you would like to share an appetizer or dessert or possibly a main course if you know the servings to be huge. Just remember to give an extra tip, as the order would have been more if two plates were ordered.

Some foods to avoid: Lobster, crab in the shell, unboned fish, and pastas that may be messy or difficult to eat could make more demands on your time and concentration than you would like. Think twice about ordering an unfamiliar plate.

## **How to leave a tip**

The standard amount of a food bill is 15% of your total. You can always leave more if the service was above and beyond that. Never leave less, it is tacky. Waitresses do not get paid normal per hour pay, they earn off tips.

### **Tip more:**

- if you have a large group of people
- your order required several trips to the kitchen or was complicated
- you stayed for a considerable amount of time
- your waitress service exceeded your expectations

## How to think of something to say in a conversation

When talking to someone one-on-one this may lead to an awkward silences. Here are some tips to help avoid this:

- Don't think any question is too generic. If the conversation is awkward, get the ball rolling with any question. "Seen any good movies lately?" "What do you do for fun?"
- Elaborate on the things you have to say. If it is your turn to talk, instead of saying "fine" or "It was good." Give more opinions to your answer. Stretch out your time to speak to keep the conversation rolling.
- Pay attention and keep up with the conversation going on around you. It is much easier to come up with things to talk about when you really follow along with what everyone else is saying. Usually something relevant you can add will pop into your mind, sparked by a statement made by someone.

Let's say you are in a conversation that you know nothing about. There are some things you can do. Instead of saying "Uhhhhh....." and scrambling for something to say, just say "Ha, ha, sorry. I don't know much about that stuff."

### Conversation approaches

- Be curious about other people and make it your goal to find out what's interesting and unique about them. This is important for you to be a listener in the conversation. Let them talk and you discover new things about them.
- Talk in terms of their interests. Keep the conversation rolling by asking questions based on the things they are discussing.
- Try and hit a topic that you both naturally want to talk about. This will help you be more involved with your conversation.

## How to make friends

This is hard for some, especially those who have moved to a new place. To make friends here are some tips.

- Being friendly. Waving, smiling, cracking jokes with them. These are all beginning ways to have contact with others. Be interested in your potential new friend. Ask him questions about his likes and dislikes, how things are going for them, or what kinds of things he likes to do.
- One way of growing a friendship is to do things together. Activities that don't really interact can't help you to get to know them well. Try going to the park, on an outing, or building something together.
- If you want to change crowds, try getting involved in some other activities. Attending some library programs or a youth activity at church are other ways of meeting friends.

## Meal manners

It takes much time and effort to have an attractive table and a tasty meal. When a cook prepares a meal, you should respect the time and effort by coming to the meal with a decent appearance, a grateful attitude, and careful consideration for the others dining. Slouching in your chair, displaying a grumpy, negative spirit, and being thoughtless or selfish can ruin an otherwise wonderful meal.

No one enjoys eating with someone who wolfs his food down, slurps his soup, talks with his mouth full, and burps loudly. Manners are common courtesy shown to others so that everyone can enjoy delicious food in a pleasant atmosphere. If you practice using good manners at every meal, you won't be embarrassed on special occasions by not knowing what to do. You won't be caught off guard when someone suggests that you are being rude from a daily habit that you should not be doing.

Our family mealtime should be one of the most pleasant times of our day. We should engage in good conversation instead of monotone answers. Here are some things to remember when eating a meal with family

- sit up and remember to bring the food to your mouth
- wait for a lull in the conversation to ask politely for food
- answer questions pleasantly
- be alert to requests from other family members
- use your napkin
- if you are missing something, like a fork, get up and get it yourself

Using appropriate humor is also good at the table, it creates a happy mood. Avoid teasing and jokes at this time. Don't use it to beg for requests of your parents. It is a good time to discuss current events, things that are important at your church, and maybe some interesting things that happened during the day.

Whoever is responsible for making the meal, be sure to THANK THEM. Even if you did not enjoy something, thank them for taking the time to make the food for you to eat. Always help CLEAN UP AFTERWARDS. Ask what it is you can do before they have to tell you what you can do.

### **Rules for when you are a guest in someone else's home(many will apply to home life as well):**

- Leave your personal problems at home, don't use this time to discuss negative things going on in your life.
- Stand behind your chair and wait to sit down until the hostess sits down.
- If you are a boy, you should help the girl sit in her chair.
- Keep your hand in your lap when not using it instead of on the table.
- When food is passed take a moderate helping, keeping in mind there are others eating.
- Lay your utensils on your plate when taking a drink.
- Cut your food into small pieces. Place your knife across the top of your plate in between cutting.
- Use your napkin frequently, which should be in your lap.
- Chew slowly and quietly with your mouth closed. Swallow your food before you begin to talk.
- Wait to begin eating until the hostess begins passing the food. Pass it to your left. Pass all the food before you begin eating.
- Bread or rolls should be torn apart and butter should be placed on it as you eat it.

- When eating soup, spoon should be brought up away from you then into your mouth.
- When you are finished eating you should place your knife and fork across the middle of your plate. Place your napkin to the left of your plate.
- If an accidental spill occurs, instantly offer to help clean it up.
- Engage in lively conversations with your hostess, try and get others to talk about things, not much about yourself. Avoid topics of confrontation. Make things pleasant.
- Do not leave the table before your hostess does. Always ask to be excused before leaving the table.
- Sit up straight, both feet on the ground or have your legs crossed.
- If all else fails and you are not sure what to do during a meal, follow your hostesses lead.
- You can follow up with a thank you card or a quick phone call of thanks.

## **Some miscellaneous social skills and manners**

It is GOOD manners to open a door for another person. If you open it for a girl, make sure to hold the door open for anyone else who may go through. Pay attention to elderly, moms with strollers, or anyone else needing assistance.

You can open the door for a girl when they enter your vehicle. Make sure to check that they are completely in the car before you shut the door.

It is proper to wait to sit down until all the girls or hostess is sitting down at the table when eating.

It is NOT proper to spit, hack, or snort mucous around other people, especially young ladies. It may be a “guy” thing, but keep it that way. Nothing is worse then seeing a young man “spit” out his window when walking by. yuck!!!

Burping, farting, and any other body noise is also prohibited if you want any kind of positive attention on yourself.

Your conversation should be proper when speaking with others as well. If you are careless with your words it will say a lot about who you are. The bible states that out of the abundance of the heart the mouth speaks. Be careful what you are filling your heart with.

Pay attention to elderly people when you are at shopping centers, see if they need assistance taking their shopping carts or riders back up to the store. Being aware of someone besides yourself is a good thing.

I won't go into the obvious things to avoid—smoking, vaping, drugs, drinking. Are all “traps” that will only lead to a life long bondage. Even if it looks cool, I guarantee that to “potential prospects” it DOES NOT look good.

### **Some things to look up on your own:**

- Know at least one good clean and funny joke to share
- Know how to give a compliment: Be sincere, be specific
- Make a brief speech in public without having an anxiety attack
- Pray aloud in a large group—practice praying for your family at meal times
- Recite the 10 commandments from memory. If you remember these and follow them, you will save much self-inflicted damage that will mess up your life.
- Recognize when you are boring someone with your conversation
- Endure an insult with grace
- Learn to not be offended or to take offense. If you are secure in your position in life and know where God has you, then you have no reason to take offense at someone inquiring about what you do.
- Admit being wrong in a situation
- Learn to say “I'm sorry, and Please forgive me.” This will save you much heartache in marriage.
- Take harsh criticism without being defensive—this goes along with offenses
- Recognize wisdom and how to get it
- Recognize the difference between love and lust—avoid the latter