

### **Etiquette lessons for students**

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Lyn Jones, Llandovery College's Director of Marketing and Admissions: "Although some forms of etiquette are sexist and outdated, much of the thinking behind most rules are motivated by basic good manners." Mrs Jones attended the world famous former Lucie Clayton Finishing School that opened back in 1928. Mrs Jones: "Even though there is a tongue in cheek approach to some of the messages in the lessons, the pupils are learning about the motivation behind some of the formal social rules." The etiquette lessons will include activities on sports behaviour, deployment and table manners. There are even plans for a 'finishing school' complete with butler for the lower sixth class. "Learning how to get out of a car with your legs together is something you learn in finishing school and probably something that many celebrities would benefit from today." Mrs Jones added, "I think that thanking people for doing things is quite underrated, and regardless of how letter writing may not be the common form of communication, taking the time to send someone thanks is still very important." The lessons at Llandovery College will integrate all forms of etiquette into the curriculum. Heidi Hunt who is co-ordinating the lessons at the college: "We'll have some fun, but there is a serious message here as well - that manners matter."

**Category: Teaching / Etiquette / Wales**

**Level: Intermediate / Upper Intermediate**

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## Etiquette lessons for students – 15<sup>th</sup> July 2010

The pupils at the Welsh college will learn about the Victorian era, a time largely perceived to have emphasised good manners. "Etiquette is all about making other people feel comfortable and valued," said Mrs Jones who added, "People think about the Victorian era as a time when people had impeccable manners, but in fact much of the etiquette at that time was about humiliating pupils and that doesn't fit with good manners at all." She continued, "The lessons are about modernising etiquette and how it can find its place in a modern world. Obviously, you don't find often that men stand up when a woman enters the room anymore. Things like that are outdated, but the basic premise that you show respect to others is still a desirable concept and much of what modern etiquette is about. Not talking over people, not dominating conversations and allowing others to go first are all about showing respect for other people. In modern context, you could say that when people are at lunch and their mobile phones ring they shouldn't sit there chatting and ignoring other diners. It's all about being respectful."

Etiquette expert Penny Edge runs the international finishing school Etiquette Business: "Good manners can help define a person's social life and career." She added, "There is no doubt that when it comes to etiquette those who observe basic rules will generally be more successful, both socially and in business. Modern etiquette is essentially about good manners and putting someone else before yourself. In a fast-paced, busy world this often gets forgotten." She continued, "The big no-no at the moment is using a mobile phone when you're having lunch or dinner. Behaving as if you constantly need to be in touch with people makes you look a bit desperate. Other things like allowing someone to get on and off a train before you is a concept that is often forgotten but all of these things contribute to a civilised and functional society."

Of course, putting all this into practice in the modern world, for example, like using a knife and fork at a KFC or McDonalds is another thing...

**LINKS** (see also p8)

<http://www.llandoverycollege.com/>

<http://en.wikipedia.org/wiki/Llandoverycollege>

[http://www.google.sk/images?client=firefox-a&rls=org.mozilla:en-](http://www.google.sk/images?client=firefox-a&rls=org.mozilla:en-us:official&channel=s&hl=sk&q=llandoverycollege&um=1&ie=UTF-8&source=univ&ei=kOUoTMDrLaCfOO_A9bgC&sa=X&oi=image_result_group&ct=title&resnum=4&ved=0CEIQsAQwAw)

[US:official&channel=s&hl=sk&q=llandoverycollege&um=1&ie=UTF-](http://www.google.sk/images?client=firefox-a&rls=org.mozilla:en-us:official&channel=s&hl=sk&q=llandoverycollege&um=1&ie=UTF-8&source=univ&ei=kOUoTMDrLaCfOO_A9bgC&sa=X&oi=image_result_group&ct=title&resnum=4&ved=0CEIQsAQwAw)

[8&source=univ&ei=kOUoTMDrLaCfOO\\_A9bgC&sa=X&oi=image\\_result\\_group&ct=title&resnum=4&ved=0CEIQsAQwAw](http://www.google.sk/images?client=firefox-a&rls=org.mozilla:en-us:official&channel=s&hl=sk&q=llandoverycollege&um=1&ie=UTF-8&source=univ&ei=kOUoTMDrLaCfOO_A9bgC&sa=X&oi=image_result_group&ct=title&resnum=4&ved=0CEIQsAQwAw)

## EXERCISES

1. **Etiquette:** Briefly, what three things do you know about etiquette? Go round the room swapping details.

2. **Geography: Wales:** Where is Wales? What is its capital? What language do they speak in Wales? What countries surround it? Where is Llandoverly? Draw a map on the board then **look on Google maps** to help you.

3. **Dictation:** The teacher will read four to six lines of the article slowly and clearly. Students will write down what they hear. The teacher will repeat the passage slowly again. Self-correct your work from page one - filling in spaces and correcting mistakes. Be honest with yourself on the number of errors. Advise the teacher of your total number of errors. Less than five is very good. Ten is acceptable. Any more is room for improvement! More than twenty - we need to do some work!

4. **Reading:** The students should now read the article aloud, swapping readers every paragraph.

5. **Vocabulary:** Students should now look through the article and underline any vocabulary they do not know. Look in dictionaries. Discuss and help each other out. The teacher will go through and explain any unknown words or phrases.

6. **The article:** Students should look through the article with the teacher.

- a) What is the article about?
- b) What do you think about the article?

7. **Let's think!** Think of five examples of etiquette. Then add five examples of places you might use etiquette. Write them below. Explain to your partner why you chose these?

Five types of etiquette	Five places you might use etiquette
1	1
2	2
3	3
4	4
5	5

**The teacher** will choose some pairs to discuss their findings in front of the class.

8. **Let's think!** Swap partners. With your new partner on the board write as many words to do with '**etiquette**' as you can. *One-two minutes*. Compare with other teams. Using your words compile a short dialogue together.

9. **Let's talk! In a pub:** *In pairs:* Imagine you are in a pub. The conversation gets onto **etiquette lessons** one of you is taking! Discuss. *5-minutes*.

Etiquette lessons for students – 15<sup>th</sup> July 2010

**10. Pros and Cons:** Think of two advantages and disadvantages of etiquette. Write them below. Explain to your partner why you chose these?

Advantages	Disadvantages
1	1
2	2

**The teacher** will choose some pairs to discuss their findings in front of the class.

**11. Let's do 'The Article Quiz':** Have the students quiz each other in pairs. They score a point for each correct answer and half a point each time they have to look at the article for help. See who can get the highest score!

**Student A**

- 1) Name the college.
- 2) What does RSVP mean?
- 3) What opened in 1928?
- 4) The etiquette lessons will include activities on what?
- 5) Who is Mrs Jones?

**Student B**

- 1) What might the lower sixth get?
- 2) What is the name of the TV reality show?
- 3) What is Ian Hunt's message?
- 4) What did Heidi Hunt say?
- 5) Where is the college?

**12. Presentation:** In pairs, groups or individually: Prepare in class or at home a 2-minute presentation on: **Etiquette today**. Stand at the front of the class to give your presentation. The class can vote on the best presentation. Class – After the presentations go through the strong and weak points on each presentation.

**13. An etiquette lesson:** In pairs/groups. Look at the list below. Each person chooses to be one of the following. Create a short story that person might do in an etiquette lesson **or** in reality! (Imagine!) Tell it to your partner/group. Try to make it interesting, funny, the challenges etc... Students try to interlink student storylines!

1 A lady	3 A diplomat
2 A ladette	4 A butler

**The teacher** will choose some pairs to tell their stories in front of the class.

**14. Let's write! An e-mail:** Write and send a 200 word e-mail to your teacher about: **The importance of etiquette?** Your e-mail can be read out in class.

**15. Sentence starters:** Finish these sentence starters. Correct your mistakes. Compare what other people have written.

- a) Etiquette \_\_\_\_\_
- b) Good manners \_\_\_\_\_
- c) Ladies \_\_\_\_\_

## DISCUSSION

### Student A questions

- 1) Did the headline make you want to read the article?
- 2) How often do you write a letter by hand?
- 3) What etiquette lessons did you learn at school?
- 4) How important is etiquette today?
- 5) Give three examples of etiquette that is used in business and diplomacy.
- 6) How has etiquette changed in your country over the last 50-100 years?
- 7) How important is etiquette in sport?
- 8) Does teaching ladette's etiquette really turn them into young ladies?
- 9) What do you think of the reality TV shows about etiquette?
- 10) How are your table manners?

### Student B questions

- 1) How good is your etiquette?
- 2) How often do you write a thank you letter?
- 3) What three bits of advice would you give the teachers at Llandovery College?
- 4) Give three examples of etiquette learnt in school.
- 5) Isn't etiquette old fashioned and sexist?
- 6) What is the point of etiquette?
- 7) Do you think etiquette should be taught in schools today?
- 8) Do you open doors for your colleagues?
- 9) How do you hold your cutlery and how do you place your cutlery when you have completed your meal?
- 10) How important is etiquette in your country?

## SPEAKING

### Let's debate! Etiquette

*Allow 10-15 minutes - Small groups / pairs / 1 to 1*

Debate the following together:-

Social etiquette and uninvited guests	Dinner etiquette
The etiquette for greeting royalty	Diplomatic etiquette
Etiquette and social graces in relationships	Etiquette in your country
International business etiquette and manners	E-mail etiquette
Mobile/Cell phone etiquette	Twitter/Face book etiquette
Conversational etiquette	Airplane etiquette

The teacher can moderate the session.

## GAP FILL: READING

Put the words into the gaps in the text.

Students are to be given etiquette lessons from next term at a school in Wales. The reason is that teaching staff are so fed up with the demise of good (1)\_\_\_\_\_ they have decided to place (2)\_\_\_\_\_ on the (3)\_\_\_\_\_ for all children. Thus from next term pupils at Llandovery College in Carmarthenshire, South West Wales will receive etiquette lessons in class. The idea is based upon the TV programme '(4)\_\_\_ to Lady'; a former TV reality show in the UK and Australia that taught (5)\_\_\_\_\_ girls good manners. It is about to be mirrored by the school in Wales. Students will be taught lessons in good (6)\_\_\_\_\_. This includes how to hold cutlery in restaurants and holding doors open for females. Llandovery College warden Ian Hunt wants to drive home the message that 'manners maketh man or woman.' "Teachers at the college will be teaching good manners, which will equip our students for the outside world. From holding doors open for fellow students to understanding the importance of an (7)\_\_\_\_\_, we hope our programme puts old fashioned manners into a modern (8)\_\_\_\_\_,” he said.

Lyn Jones, Llandovery College’s Director of Marketing and Admissions: “Although some forms of etiquette are (1)\_\_\_\_\_ and outdated, much of the thinking behind most rules are motivated by basic good manners.” Mrs Jones attended the world famous former Lucie Clayton Finishing School that opened back in 1928. Mrs Jones: “Even though there is a (2)\_\_\_\_\_ in cheek approach to some of the messages in the lessons, the pupils are learning about the (3)\_\_\_\_\_ behind some of the formal social (4)\_\_\_\_\_.” The etiquette lessons will include activities on sports (5)\_\_\_\_\_, (6)\_\_\_\_\_ and table manners. There are even plans for a ‘finishing school’ complete with butler for the lower sixth class. “Learning how to get out of a car with your legs together is something you learn in finishing school and probably something that many (7)\_\_\_\_\_ would benefit from today.” Mrs Jones added, “I think that thanking people for doing things is quite underrated, and regardless of how letter writing may not be the common form of communication, taking the time to send someone thanks is still very (8)\_\_\_\_\_.” The lessons at Llandovery College will integrate all forms of etiquette into the curriculum.

*ladette*

*wayward*

*manners*

*curriculum*

*politeness*

*RSVP*

*context*

*etiquette*

*rules*

*motivation*

*important*

*deployment*

*celebrities*

*tongue*

*sexist*

*behaviour*

## GRAMMAR

Put the words into the gaps in the text.

Students are to be given etiquette lessons from next term at a school in Wales. The reason is that teaching staff are so fed up with the demise of good etiquette (1)\_\_\_ have decided to place politeness on the curriculum for all children. (2)\_\_\_ from next term pupils at Llandovery College in Carmarthenshire, South West Wales will receive etiquette lessons in class. The idea is based upon the TV programme 'Ladette to Lady'; a former TV reality show in the UK and Australia that taught wayward girls good manners. It is (3)\_\_\_ to be mirrored by the school in Wales. Students will be taught lessons in good manners. This includes (4)\_\_\_ to hold cutlery in restaurants and holding doors open for females. Llandovery College warden Ian Hunt wants to drive home the message that 'manners maketh man or woman.' "Teachers at the college will be teaching good manners, (5)\_\_\_ will equip (6)\_\_\_ students (7)\_\_\_ the outside world. From holding doors open for fellow students to understanding the importance of an RSVP, we hope our programme puts old fashioned manners (8)\_\_\_ a modern context," he said.

**for**  
**our**  
**how**  
**thus**  
**into**  
**they**  
**about**  
**which**

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**in**  
**of**  
**at**  
**a**  
**I**  
**all**  
**how**  
**the**



## SPELLING TEST

The teacher will ask the class individually to spell the following words that are in the article. Afterwards, check your answers with your teacher, using the following ratings:

**Pass = 12, Good = 15, Very good = 18, Excellent = 20**

1	behaviour	11	deployment
2	demise	12	politeness
3	cutlery	13	integrate
4	tongue	14	etiquette
5	motivation	15	Llandovery
6	probably	16	restaurants
7	celebrities	17	programme
8	underrated	18	ladette
9	communication	19	curriculum
10	serious	20	understanding

## LINKS

[http://en.wikipedia.org/wiki/Ladette\\_to\\_Lady](http://en.wikipedia.org/wiki/Ladette_to_Lady)

[http://www.thesun.co.uk/sol/homepage/showbiz/tv/article835699\\_ece](http://www.thesun.co.uk/sol/homepage/showbiz/tv/article835699_ece)

[http://www.youtube.com/watch?v=g5FzuZFM\\_Qc&feature=youtube\\_gdata](http://www.youtube.com/watch?v=g5FzuZFM_Qc&feature=youtube_gdata)

[http://en.wikipedia.org/wiki/Lucie\\_Clayton\\_Charm\\_Academy](http://en.wikipedia.org/wiki/Lucie_Clayton_Charm_Academy)

**NOTE:** - RSVP = French = Répondez s'il vous plaît (please reply)

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