



*Presents*

## **MANNERS MATTER**

### **Ford Elementary Etiquette and Dining Program**

6-Week Course – Mondays, September - October

K-2<sup>nd</sup> grade: 2:30-3:30p.m. 3<sup>rd</sup>-5<sup>th</sup> grade: 3:30 – 4:30 p.m.

\$95 per student including materials

(Classes are taught in an age appropriate manner.)



#### **THE DINING PROGRAMS**

Confidence in party and dining situations frees one from worrying about mistakes. Everyone has experienced awkward moments – dropping a fork on the floor and wondering whether to pick it up or leave it there, or showing up at a party all dressed up while everyone else is wearing jeans. Students learn to feel comfortable and self-assured in social situations. These fun and informative programs include role-playing exercises and worksheets to keep as a reference.

*A sample of the topics featured:*

- Host and Guest Duties
- The ABC's of Table Manners
- Napkins
- Handling Silverware
- The Etiquette of Dining Out
- Difficult to Eat Foods
- Thank-you Notes
- Dos and Don'ts of Dining



#### **THE ETIQUETTE PROGRAMS**

The return to traditional values has brought about an increased appreciation of civility. A foundation of good manners gives young people of all ages and opportunity to learn and practice leadership skills – now and for the rest of their lives. These fun and informative programs include role-playing exercises and worksheets to keep as a reference.

*A sample of the topics featured:*

- Social and Communication Skills
- Self-Esteem and Confidence Building
- Handshaking With All Ages
- Introductions Made Easy
- Self-respect and Respect for Others
- Conversation and Listening Skills
- Telephone Etiquette
- The Etiquette of Public Places