

APPLY

- ◆ Be sure to compliment someone if you think they look nice, don't just think it!
- ◆ Remember that you can compliment actions and feelings also, not just outside appearance.
- ◆ Give out at least three sincere compliments everyday.

Do

ACT II: PLEASE AND THANK-YOU!

Giving and receiving gifts is a nice thing and should be enjoyed by both people involved. In order to make sure that everyone is happy, there are some guidelines that should be followed. When you give someone something, do you appreciate being thanked? How do you feel when they do not thank you? How many of you thought to thank the person giving you a compliment earlier? Let's try a few more situations where your actions count! Giving "thank-yous" in return for compliments or other acts of kindness is just as important as for tangible gifts.

- ◆ Ask two youth volunteers to exchange a present. (The receiving person pretends to like the present.) Have them exchange dialogue as they would if it was their birthday.
- ◆ Instruct two youth volunteers to exchange another present. (The receiving person does not like the outfit.) Have them exchange dialogue as they would if it was their birthday.
- ◆ Have the rest of the group give any suggestions to what either party could have done better.
- ◆ Ask a volunteer what they would do if they received a garment as a present and it did not fit them. How would they handle the situation? If the answer is inappropriate, make a suggested improvement.
- ◆ Make thank you notes using the plain paper and fabric scraps. Fold the paper into fourths. Have the participants cut out designs from the fabric scraps and glue them to the front of the card.

REFLECT

- ◆ Why do people give presents?
because they want to do something nice for someone else; for special occasions

- ◆ What do you do if you receive a gift that you do not like?
always thank the person because they have gone out of their way to do something nice for you; later you might be able to return the gift for something else that you do like
- ◆ What do you do if you receive a gift that is the wrong size?
thank the person, but do not tell them it is the wrong size unless you know the person very well; you might be able to exchange the garment for one in your size without consulting the person who gave you the gift

APPLY

- ◆ How can we show our thanks for a gift?
say thank you, and then write a thank you note within two weeks

Write a thank you note for a gift you received recently. Look at the **SAMPLE THANK YOU NOTE** for guidance. Do not say things you do not mean on the thank you note, but be sincere and polite.

- ◆ What are some things to consider when giving an outfit for a gift?
try to guess the correct size, or find out discreetly; try to find something you think the person would like; keep the receipt so that if necessary, the person can return the gift
- ◆ Always be pleasant and thankful for gifts you receive. Give gifts to make people happy.

Do

ACT III: MIND YOUR TABLE MANNERS!

Dinner is not always eaten in front of the television or with plastic forks and knives. Sometimes eating dinner requires knowledge of which utensil to use and how to use it correctly. Banquets, restaurants and special holiday dinners are all occasions that might require you to use more than one fork, plate or spoon. Let's learn the proper actions to take!

- ◆ Set up a place setting in view of all the participants. Discuss the use of each utensil, plate, glass, napkins etc. Have each participant or small groups of participants set their own place mat.

- ◆ Have the participants practice identifying each utensil by calling out an item and having the participant pick up the item and replace it correctly. Have one participant describe a way to use the item correctly.
- ◆ Using the TABLE MANNER FOLLIES sheet, have youth "draw" and act out the scene.
- ◆ After each scene, have the group identify the "good" and "bad" actions.

REFLECT

- ◆ When do you think these skills will come in handy?
4-H awards banquet, fancy dinner, etc.
- ◆ Why should your napkin be placed on your lap half folded?
so that you can easily wipe hands, but not soil your clothing
- ◆ Why are there so many utensils? Why not use the same for everything?
if you are at a fancy dinner, there will probably be several courses; you use different forks because it is proper to begin each course with a clean fork
- ◆ Describe the proper way to hold a fork.
the fork should rest on the third finger and be held in place by the thumb; the rest of the fingers should aid in steadying the fork
- ◆ What are some topics that are appropriate for table talk?
news of the day, the weather, upcoming events; nothing that is offending or would ruin the appetite

APPLY

- ◆ Why are table manners important for us to learn?
- ◆ How does our table actions affect how others view us?
- ◆ Have a formal dinner at your house, setting the table like you have learned today. Remember to use all of your utensils properly.

Practice with your family the different "ACTIONS" you've learned and why they count. Use the take-home ACTIONS COUNT Poster to share with your family.

SAMPLE THANK YOU NOTE

November 30, 1993

Dear Mrs. Wilson,

I would just like to thank you for remembering me on my 12th birthday. I really like the sweater you gave me. I am sure that I will wear it a lot on cold school days. Again, thank you very much. I hope to see you soon.

Sincerely,

(YOUR NAME)

TABLE MANNER FOLLIES

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1. Shawn always eats with his elbows on the table, and with his mouth open. He often uses his fingers to push food on to his fork. He never touches his knife. He often takes big noisy gulps out of his glass and places his glass close to the edge of the table.
 2. LaKeesha eats correctly with her fork and knife, but she always makes loud noises banging her fork and knife against the plate. She is a noisy eater. She is not careful with her glass and almost spills it by placing it on the edge of her plate.
 3. José puts his napkin on his lap correctly, but after a while it slides off and he just wipes his hands on his jeans. He is a sloppy eater and wipes his mouth with his hand. He drops food off his fork on to the floor and leaves it there.
 4. Katie eats everything with a spoon and often pushes food off her plate while trying to get it on the spoon. She uses her fingers instead of a knife. Katie does use her napkin properly though.
 5. Brad only thinks that it is necessary to use one fork for the entire meal. He plays with the salad fork and the desert spoon making noises for everyone to hear throughout the entire meal. He constructs something with the extra utensils on the table and his napkins which he has found no use for.
 6. Milán eats perfectly using all her utensils properly. She places the napkin on her lap half folded and neatly uses it. She uses the proper fork for salad, dinner and desert. She quietly sips out of her glass, and turns over the coffee cup at the end of the meal to tell the waiter that she does not want coffee. She finishes her meal and compliments the cook. Her manners are a very good example for all of us to follow.
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CLOTHING CAPERS

Actions Count!

★ ★ ★ REMINDERS ★ ★ ★

Act I: Complimentary Actions

- ★ Give sincere compliments
- ★ Express appreciation by saying "thank you"!

Act II: Please and Thank You

- ★ Use PLEASE when asking someone's help
- ★ Express verbal or written thanks for gifts or other acts of kindness

Act III: Mind Your Table Manners!

- ★ Use utensils correctly
- ★ Choose appropriate table talk