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|-----------------------------------------------------------|------------------------------------------------|------------------------------------------------|-------------------------------------------------------|--------------------------------------------|
| <b>B</b>                                                  | <b>I</b>                                       | <b>N</b>                                       | <b>G</b>                                              | <b>O</b>                                   |
| Use manner words like "please" and "thank you"            | Apologize when you're wrong                    | Always put your trash in the trash can         | Cover your mouth when you cough                       | Pay attention to your teacher              |
| If you bump into someone always say "I'm sorry"           | Be quiet in the library                        | Take pride but don't brag when you win         | Listen to your parents with respect                   | Ask permission to borrow something         |
| Never use bad language                                    | Send a thank you letter after an interview     | <b>FREE</b>                                    | Wait for others to get off the bus before getting on  | Ask to be excused before leaving the table |
| Don't talk while chewing your food                        | Be quiet during the movie                      | Have good posture                              | Return something borrowed in good shape               | Help clear the table after eating          |
| Move to your side of the sidewalk when someone else comes | Say "yes" when answering a question not "Yeah" | Do not interrupt someone when they are talking | Do not gossip or talk about other people in a bad way | If you make a mess clean it up             |

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|------------------------------------------------------|-------------------------------------------------------|--------------------------------------------|--------------------------------------------|-------------------------------------------|
| <b>B</b>                                             | <b>I</b>                                              | <b>N</b>                                   | <b>G</b>                                   | <b>O</b>                                  |
| <b>Have good posture</b>                             | Do not gossip or talk about other people in a bad way | Be a good sport about losing a game        | <b>Be on time</b>                          | Introduce yourself with a good handshake  |
| If you bump into someone always say "I'm sorry"      | <b>Hold the door open to help someone</b>             | Ask to be excused before leaving the table | Send a thank you letter after an interview | <b>Pay attention to your teacher</b>      |
| <b>Don't talk while chewing your food</b>            | Give compliments when deserved                        | <b>FREE</b>                                | Take pride but don't brag when you win     | Ask permission to borrow something        |
| Wait for others to get off the bus before getting on | <b>Apologize when you're wrong</b>                    | <b>Be quiet in the library</b>             | Cut your food into bite sized pieces       | Make eye contact when speaking to someone |
| Place your napkin in your lap while eating           | <b>Never use bad language</b>                         | Listen to your parents with respect        | Return something borrowed in good shape    | <b>Be quiet during the movie</b>          |

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| <b>B</b>                                                  | <b>I</b>                                        | <b>N</b>                            | <b>G</b>                                 | <b>O</b>                                             |
| Move to your side of the sidewalk when someone else comes | If you bump into someone always say "I'm sorry" | Be quiet in the library             | If you make a mess clean it up           | Apologize when you're wrong                          |
| Don't talk while chewing your food                        | Always put your trash in the trash can          | Hold the door open to help someone  | Introduce yourself with a good handshake | Use manner words like "please" and "thank you"       |
| Be a good sport about losing a game                       | Wash your hands before you eat                  | <b>FREE</b>                         | Wait patiently for your turn             | Chew food with your mouth closed                     |
| Ask to be excused before leaving the table                | Pay attention to your teacher                   | Listen to your parents with respect | Chew gum with mouth closed               | Wait for others to get off the bus before getting on |
| Be quiet during the movie                                 | Ask permission to borrow something              | Never use bad language              | Give compliments when deserved           | Cover your mouth when you cough                      |