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|----------------------------------------------|------------------------------------------------------------------|--------------------------------------------------------------------------|------------------------------------------------|----------------------------------------------|
| When talking to someone stay off your phone. | Always look for others exiting behind you to hold the door.      | Always help someone with full arms.                                      | Give your seat to adults and pregnant women.   | Try to avoid commenting on someone's weight. |
| Remove hats during meals at the table.       | <b>Don't swear.</b>                                              | When making a phone call introduce yourself then ask for the individual. | Thank friends for coming over.                 | Be polite at performances.                   |
| Try to avoid commenting on someone's age.    | Wait to swallow food before speaking.                            | When you burp say excuse me to no one in particular.                     | <b>Don't be crass.</b>                         | Take pride in your work but don't boast.     |
| Men open car doors for women.                | Don't post anything online you wouldn't want your Granny to see. | <b>Never snap or wave at waitstaff.</b>                                  | <b>Use \"may I?\"</b>                          | Place your napkin in your lap when eating.   |
| Treat waitstaff like friends not servants.   | Wait for riders to get off the elevator before you get on.       | Remove hats during Pledge of Allegiance.                                 | Hold the door for the elderly and handicapped. | <b>Greet guests at the door.</b>             |

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| Say excuse me when leaving the table during a meal.  | Never snap or wave at waitstaff.                       | Give your seat to elderly.               | Don't bring others down; it only shows your lack of confidence. | <b>Don't CUSS.</b>                                                       |
| Say youre sorry when you call the wrong number.      | Reply with \"yes\" rather than \"yeah\"                | Remove hats during Pledge of Allegiance. | Discreetly remove offensive food.                               | Wait to swallow food before speaking.                                    |
| Don't comment on someone's features unless positive. | Try to avoid commenting on someone's weight.           | Men open car doors for women.            | Never comment negatively on gifts.                              | When making a phone call introduce yourself then ask for the individual. |
| When you burp say excuse me to no one in particular. | Wait until everyone is present before starting to eat. | Be polite at performances.               | Take pride in your work but don't boast.                        | <b>Don't be crass.</b>                                                   |
| <b>Don't swear.</b>                                  | Give your seat to adults and pregnant women.           | <b>Thank parents for rides.</b>          | When you come into contact with someone acknowledge them.       | Try to remember people's names.                                          |

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| Try to avoid commenting on someone's age.                 | Thank friends for coming over.                              | Use a firm yet friendly handshake.           | Don't bring others down; it only shows your lack of confidence. | <b>Don't CUSS.</b>                                  |
| Thank your host for inviting you over.                    | Reply with \"yes\" rather than \"yeah\"                     | <b>Don't swear.</b>                          | Treat waitstaff like friends not servants.                      | Say excuse me when leaving the table during a meal. |
| Say youre sorry when you call the wrong number.           | Always look for others exiting behind you to hold the door. | Men hold the door for women.                 | Always help someone with full arms.                             | Remove hats during meals at the table.              |
| When talking to someone stay off your phone.              | Don't comment on someone's features unless positive.        | <b>Write thank-you notes.</b>                | When you see someone you know greet them.                       | Don't talk on the phone at the check-out.           |
| When you come into contact with someone acknowledge them. | <b>Don't be crass.</b>                                      | Try to avoid commenting on someone's weight. | Don't wear anything you wouldn't wear to your Granny's house.   | Be polite at performances.                          |