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|------------------------------------------------|-----------------------------------------------|----------------------------------------------------|------------------------------------------|-------------------------------------------|
| <b>B</b>                                       | <b>I</b>                                      | <b>N</b>                                           | <b>G</b>                                 | <b>O</b>                                  |
| Use good eye contact                           | Ask your guest if they would like more to eat | Give a compliment to your guest                    | Put phones and technology away           | Make sure you talk to each of your guests |
| Do not leave the party until your guests leave | Use an inside voice when talking              | Offer to throw away your guests food when finished | Ask your guests questions                | Tell your guests goodbye                  |
| Use good language                              | Chew with your mouth closed                   | Let your guests get food first                     | Make sure everyone is having a good time | Tell you guest thank you for coming       |
| Make sure you are smiling                      | Place your napkin on your lap                 | Greet your guests by saying hello                  | Offer to get a drink for your guest      | Do not interrupt when a person is talking |
| Start a conversation with your guests          | Do not work on other things during the party  | Use good manners like please and thank you         | Face your body to the speaker            | Help clean up after the party             |

|                                                |                                              |                                                    |                                               |                                           |
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