

# Whole-Body Listening Basics

## Our eyes:



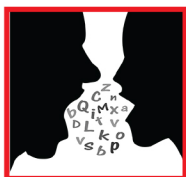
We use our eyes to look directly at the person we are speaking to or the person speaking to us. The direct focus shows respect and draws attention to the message.



## Our ears:

We direct our ears to be ready with attention to the message meant for us. Again, our focus is on the speaker. Just clean, crisp ears—no electronic plug-ins.

## Our mouth:



We use our mouth to respond to ask questions. We show our respect by not interrupting—by waiting our turn.



## Our hands:

We show respect with our hands by keeping them still and to ourselves rather than waving around and disrupting the speaker's and other listeners' concentration. Note-taking if called for.

## Our feet:

We keep our feet still and planted on the floor. No motion. This approach also demonstrates respect for the speaker and ensures complete attention is given to their message.



## Our body:

We also keep our body still and in a comfortable position, directed toward the speaker and ready to listen without interruption.

## Our brain:



We keep our brain poised with full attention on the speaker and what we are to grasp from the information provided. We do not ask our brain to “double task”—just listen.

## Our heart:

We use our heart to show that we care about what the person is saying to us. With our whole being we are paying attention, showing appreciation, and displaying respect.



Google Whole-Body Listening for activities, more information, and books.

# Family Mealtime Manners

Take your Seat at the table. Sit properly in your chair. Remove electronics.



Place your Napkin in your lap.

Be Thankful for your food.



Keep Elbows off the table during the meal.

Don't talk with food in your mouth. Chew with your Mouth Closed.

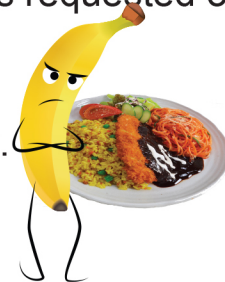


Use the Proper Utensil—Correctly.



Say "Please and Thank You" when food is requested or passed.

Taste one bite of Everything.



When finished Fold Your Napkin Loosely and place it to the left of your dinner plate.

Enjoy Family Conversation—Talk About Your Day.

Express your Thanks for a good meal.

Be Excused.

Help Clean Up.

*Laugh, Smile, and Enjoy Being with Your Family!*

## **Practice Good School Manners**

- Give a hug to your mom and dad when leaving for school.
- Smile and say “hi” to those you meet when arriving at school and introduce yourself.
- Be clean and neat. Use a tissue when sneezing and cover your mouth when coughing.
- Know and follow school rules.
- Be respectful to teachers, staff, students, and yourself.
- Form a habit of using the magic words (please, thank you, excuse me) as part of your daily behavior.
- Have good posture—standing or sitting.
- Speak clearly using positive language.
- Listen: don’t interrupt or talk when others are speaking.
- Enjoy your lunch using proper manners.
- Walk, bike, ride, drive following safety and parking rules.
- Give a hug to your mom and dad when you get home.

## MY GOOD MANNERS CHART

Today's Check-Up

Date \_\_\_\_\_

- ( ) Used "Please" and "Thank You."
- ( ) Shook hands with an adult.
- ( ) Waited my turn to speak.
- ( ) Gave someone a compliment.
- ( ) Shared tools or toys.
- ( ) Was respectful to everyone I met.
- ( ) Held the door open for someone.
- ( ) Listened without interruption.
- ( ) Helped set the table for dinner.
- ( ) Said "Thank You" for dinner.
- ( ) Helped clear the table after dinner.
- ( ) Other: \_\_\_\_\_.
- ( ) Other: \_\_\_\_\_.

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