

12 MODERN ETIQUETTE RULES YOU AND I SHOULD BE FOLLOWING....

BUT ARE WE?

First, Let's Start With a Quiz!

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QUESTION 1:

IF SOMEONE SAYS SOMETHING YOU CAN'T HEAR, YOU SAY....



- A) "Har??"
- B) "What?"
- C) "Sorry, come again?"

Answers at the back



QUESTION 2

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IF YOU HAVE BREAD CRUMBS ON YOUR TABLE, YOU SHOULD :

- A) Sweep them off the table with your hand or napkin
- B) You huff and puff and gently blow them away
- C) Sit quietly and leave them as it is



Answers at the back

QUESTION 3

WHAT MUST NOT BE ON THE TABLE WHEN DINING?



- A) Keys & Wallet
- B) Mobile Phone & Sunglasses
- C) False Teeth & Medicine
- D) All of the above

Answers at the back

12 ETIQUETTE TIPS FOR YOUR EVERYDAY SURVIVAL!



TIP 1:

DON'T TEXT DURING MEETINGS



Bored? I know...but you still have to be nice.
You may be the one chairing the meeting one day.

Try this:

Start asking questions. This will:

- 1) Keep you busy
- 2) Make others listen to you
- 2) Kill your boredom



TIP 2:



DECIDE YOUR DRINK WHEN QUEUEING

Read the menu while waiting, so that you don't 'Uhm' and 'Err', when it's your turn and hold up the line.

Try this:

- Lazy to think? Just ask for their bestsellers.



TIP 3:

NOT EVERYTHING HAS TO GO INTO YOUR INSTAGRAM

Do it once; people will smile.
Do it twice, you will start to get on everyone's nerves.
Do it thrice, and it will end your business deal.

Try this:

- Just pull some pictures off of their website.





TIP 4:



DON'T TEXT DURING BEDTIME!

Some of your friends may already be off to their sweet paradise dreamland. Why interrupt?

Try this:

- Best time to text if it's not official – late afternoon or evening.
- If you can't sleep... count sheep.



TIP 5:

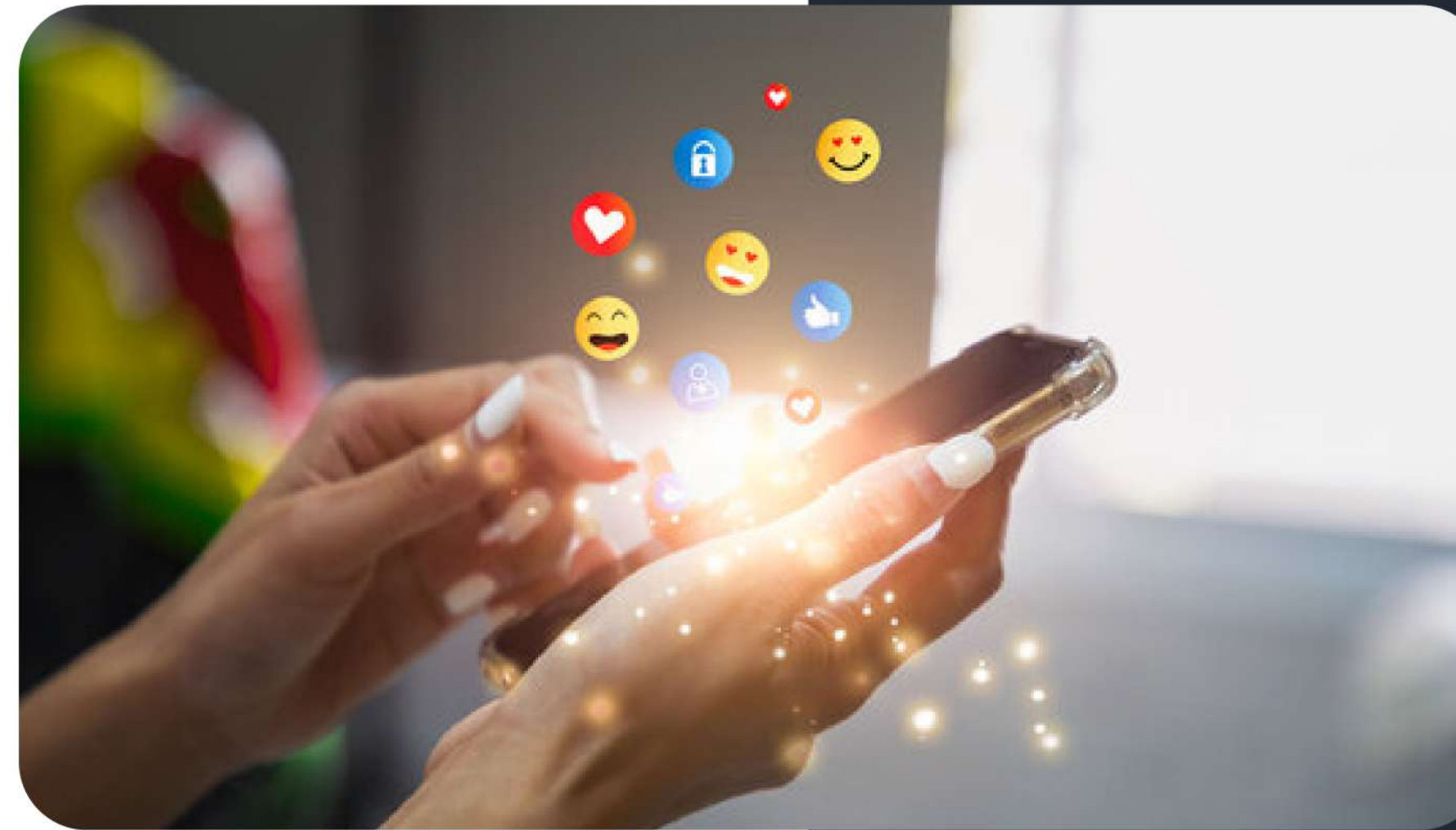
DON'T GO CRAZY WITH EMOJIS



Remember The Joker? It gets creepy because he is constantly smiling, laughing, or sniggering. The same with emojis.

Suggestion:

- Short sentence – 1 emoji
- Long paragraphs – 1-3 emojis.
- Anything more = creepy



TIP 6 : SHARING? ALWAYS ASK FOR AN EXTRA PAIR OF UTENSILS



Still remember Covid?

Our mouth is home to 700 types of bacteria.
Share saliva? Share germs.

Try this:

- Ask the wait staff to divide the portion....or just don't share.

TIP 7 :

DRESS FOR RESPECT!

Whatever Dress Code we are in, respect yourself, respect your bosses, and respect everyone else around you.

Try This:

- Dress up a notch, and you will never go wrong.



TIP 8 :



TELL PEOPLE THEY ARE ON SPEAKER PHONE

Imagine if the person says out loud, “I can’t stand so-and-so,” And that person happens to be beside you.

Try this:

- Go on a video call. You can see everyone. Much safer.

Learn More →



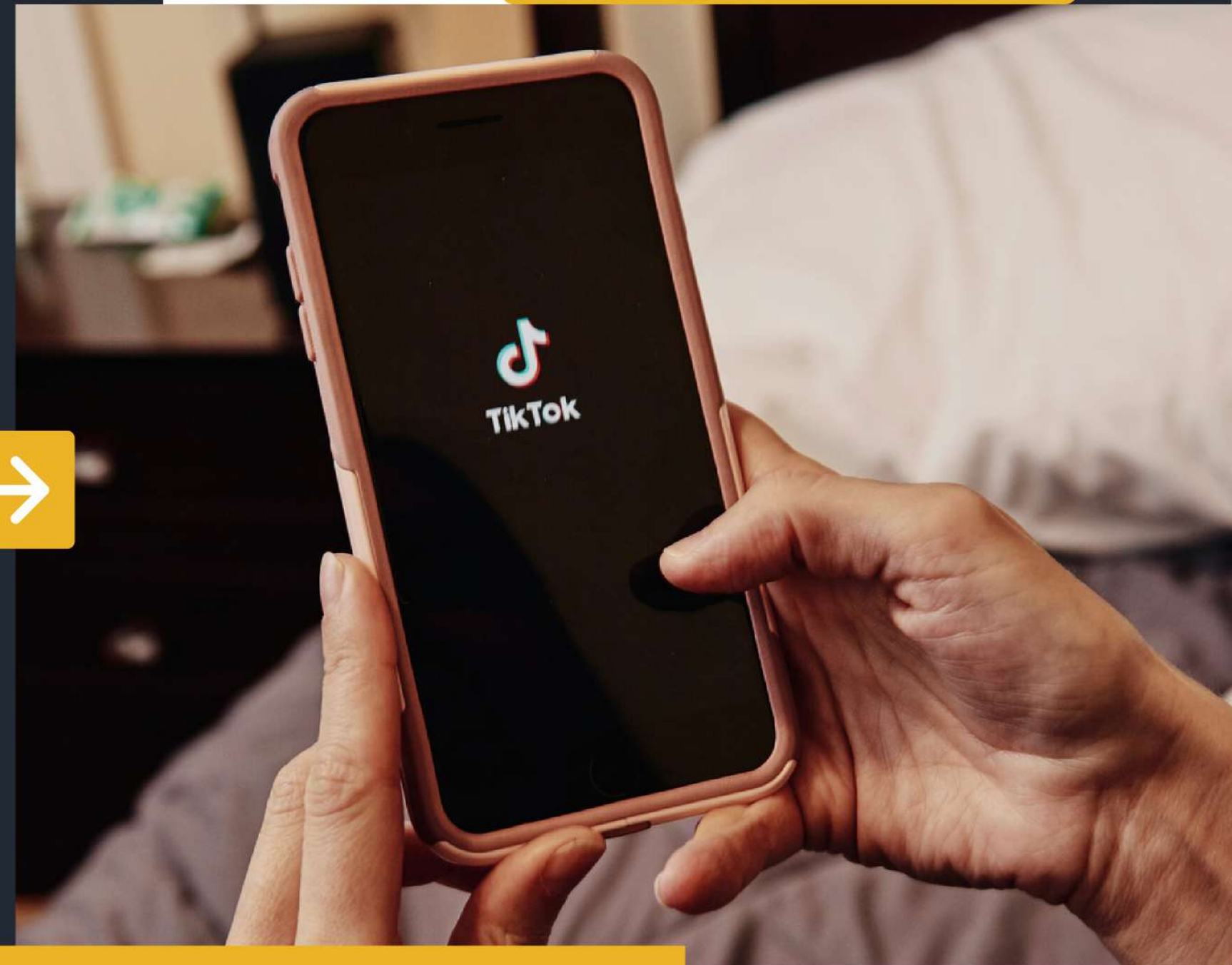
TIP 9 :

DON'T LIKE SOMEONE'S TIK TOK VIDEO? JUST SWIPE!

Be kind. Refrain from spewing
negative comments.
It's his / her Tik Tok Channel.

Try this:

- Instead of trolling others, create your own videos. Aim for 1M followers.



● ● ● TIP 10 :

Where

Are

You

?

Delivered

FINISH YOUR SENTENCE BEFORE HITTING SEND!

This is like gasping for air!!
It's annoying to get a string of notifications, only to find your 25 messages to be only 2 long texts!

Try this:

- If you are the impatient type, just call. Don't text.



TIP 11 :

PARTICIPATE & RESPOND!!

Yooohooo..helloooo...are you there?

You were put into a WhatsApp Group for a reason. We'd like to hear your voice, your opinion, your thoughts....So respond and participate please.

Try this:

- Lazy to type? Use emojis or stickers.
- Say something.



TIP 12 :

ROFL, LMAO, FOMO, YOLO ??? NOOOOOO!!

Your CEO or MD will not text you this way. So don't do it. Write in proper words and sentences. Have standards.

Try this:

No other suggestions. Just don't do it.





ANSWERS TO THE QUIZ

Question 1: C

Question 2: C

Question 3: D



Always aim to be :

POLITE

POLISHED

PROFESSIONAL

Some of our Signature Programs:

HOW TO



- Project A Professional Image
- Communicate With Tact
- Elevate Your Online Presence
- Build Your Personal Brand
- Be A Savvy Dining Host
- Provide An Awesome Customer Experience
- Give Powerful Presentations



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My Specialty?
Bringing Out The Best In YOU!



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