

## **Everyday Etiquette**

FCSH001260

Credits: 0.5 units / 5 hours

### **Course Description**

Everyday Etiquette is designed to help the student deal with the stresses and strains experienced in this technologically advanced, population-dense society. This course provides an introduction to the use of proper etiquette in communications and personal actions at home, in school, in the community, and in the workplace. This course will help the student learn how to respect the viewpoints, cultural styles, and customs of others and behave in ways which promote harmonious relations in all situations.

### **Graded Assessments**

6 Unit Evaluations; No Projects; 3 Proctored Progress Tests

### **Course Objectives**

When you have completed the materials in this course, you should be able to:

1. Explain the importance of etiquette in your everyday life.
2. Define terminology as it relates to etiquette in your personal and social life.
3. Begin to critically assess your habits and behavior, and work to improve your social skills in your family, school, work place, and community.
4. Communicate effectively and sensitively in spoken, and written, and electronic formats.
5. Follow rules of etiquette in dining, entertaining, traveling, and in other social situations.
6. Explain the importance of, and strive for, a high standard of personal grooming.

### **Course Outline**

#### **Unit 1: Prologue—An Introduction to Etiquette**

Lesson 1: What is Etiquette?

Lesson 2: Learning About Etiquette

Unit 1 Evaluation

#### **Unit 2: Who You Are**

Lesson 3: You, As an Individual

Lesson 4 You, As a Family Member

Lesson 5: Etiquette at School

Lesson 6: Etiquette At Work

Unit 2 Evaluation

Review for Progress Test 1

### **Unit 3: Dining Etiquette**

Lesson 7: Mealtime Manners

Lesson 8: Formal Dining

Lesson 9: Dining Out

Unit 3 Evaluation

### **Unit 4: Social Protocol**

Lesson 10: Introductions

Lesson 11: Host, Hostess, and Guest Etiquette

Unit 4 Evaluation

Review for Progress Test 2

### **Unit 5: Communication**

Lesson 12: The Art of Conversation

Lesson 13: Telephone and Cell Phone Etiquette

Lesson 14: Email and Social Networking

Lesson 15: Writing Letters

Unit 5 Evaluation

### **Unit 6: Entertainment**

Lesson 16: Spectator Events

Lesson 17: Celebrations

Lesson 14: Travel

Unit 6 Evaluation

Review for Progress Test 3

### **Required Textbook**

(available through Follett virtual bookstore at <http://highschool.nebraska.bkstr.com>)

Textbook: *Emily Post's Etiquette, 19<sup>th</sup> Edition*. Peggy Post, et al. 2017. ISBN: 9780062439253