

Social Norms Regarding Public Behavior

- Shake hands when you meet someone.
- Make direct eye contact with the person you are speaking with.
- Unless the movie theater is crowded, do not sit right next to someone.
- Do not stand close enough to a stranger to touch arms or hips. Don't invade someone's personal space.
- Be kind to the elderly, like opening a door or giving up your seat.
- If there is a line, go to the back of the line instead of pushing or cutting your way to the front.
- If you hit or bump into someone by accident, say "I'm sorry."
- When at someone else's home, ask permission to do things such as turning on the television or using the bathroom.
- Flush the toilet after use and always wash your hands when finished.
- Say "please" when asking for something and say "thank you" when someone does something for you.
- Call to let someone know you will be late or are not going to show up for an appointment.
- Dress appropriately for the environment you are in.
- Don't interrupt someone while they are talking. Wait for them to finish and then take your turn.

Social Norms While Using the Phone

- Say hello when answering and goodbye before you hang up.
- Don't take a phone call during dinner, either in public or at home.
- Put your phone on silent if you are in a meeting, at church, in a theater or in a public setting where phones are not to be used.
- Don't text while on a date or engaged in a conversation with another person.

Social Norms When Dining Out

- Leave a tip for the waiter or waitress. The tip should be at least 15% of the bill.
- Chew with your mouth closed and avoid making loud sounds while chewing.
- Do not talk with food in your mouth.
- Dress according to the restaurant's dress code.
- Do not belch loudly at the table.
- Do not eat sloppily or quickly or use your hands unless it is finger food.
- Do not eat off another person's plate without asking.
- Always thank your server.
- Do not be loud or vulgar or disturb other diners.

Social Norms on Elevators

- Stand facing the front. Do not turn around and face other passengers.
- Never push extra buttons, only the one for your floor.
- Never stand right by someone if you are the only two people on board. You do not want to make anyone feel as if you are invading their space.
- Do not act obnoxiously on the elevator.
- Do not say "I'll wait for the next one" if only one person is on board.

Social Norms in the Classroom and School

- Do not use a cellphone during class. Texting and making calls are not appropriate in class time.
- Ask the teacher if you can be excused during class to use the restroom. Never just get up and leave.
- Do not listen to music with headphones.
- Do not sit in other people's assigned chairs.
- Come to class prepared with book, paper, pen, etc.
- Never read other material during class.

- Stand up to bullies and do not allow others to be bullied.
- Do not be rude to teachers or your classmates.
- Arrive to class on time.

Social Norms in The Workplace

- Dress neatly and appropriately for the job.
- Be on time and follow the schedule that you are given.
- Keep a positive attitude and do not engage in gossip.
- Be professional and contribute your skills as needed.
- Notify supervisors if you are sick and unable to make work.
- If you need to leave early, notify your boss and make proper arrangements.
- Be respectful of your coworkers.