

Activity 1

Good Manners

Directions: It is important to use good manners when you talk on the telephone. Read the questions carefully and circle the correct word or words for each question. There may be more than one correct answer!

1. Which of these words are polite words to use?
 - a. Thank you
 - b. Please
 - c. Shut up

2. Which of these words are rude words?
 - a. Okay
 - b. Stupid
 - c. Friend

3. A _____ is someone you like to hang out with.
 - a. Stranger
 - b. Friend
 - c. Neighbor

4. Which is the polite way to answer the telephone?
 - a. What do you want?
 - b. Hello.
 - c. Where are you?

5. Which is the polite way to end a conversation?
 - a. Gotta go.
 - b. You're boring. I'm going to go talk to someone else.
 - c. It was nice talking to you, but I have to go now.

ANSWER KEY:

1. a, b 2. b 3. b, c 4. b 5. a, c

Activity 2

Conversation Topics

Directions: Talking to your family and friends is fun. Read each question carefully and circle the correct word or words for each question. There may be more than one correct answer!

1. You can talk with your friend about
 - a. Your vacation
 - b. How work is going
 - c. A secret

2. Which of these do you discuss with your doctor?
 - a. A headache
 - b. A medical problem
 - c. Your new clothes

3. You can ask your teacher about
 - a. Homework
 - b. A movie
 - c. Personal problems

4. Which topics can you discuss with your neighbor?
 - a. Your paycheck
 - b. Weekend plans
 - c. Medical information

5. What can you talk about with your co-worker?
 - a. Vacation plans
 - b. Money problems
 - c. Church activities

ANSWER KEY:

1. a, b, c 2. a, b 3. a, b, c 4. b 5. a, c

Activity 3

Conversation Steps

Directions: You will have fun talking with your family and friends when you know how to have a conversation. Read the sentences below and fill in the blank with the correct word or words.

Word Bank:

greeting	two	voice
pause	end	

1. Maintain the appropriate distance of about _____ feet between you and the person you're talking to.

2. Start the conversation with an appropriate _____.

3. Make one or two comments, then _____ to give the other person a chance to talk.

4. _____ the conversation appropriately.

5. During a conversation you should use a quiet

_____.

ANSWER KEY:

1. two 2. greeting 3. pause 4. end 5. voice

Activity 4

Having a Conversation

Directions: You will have fun talking with your family and friends when you know how to have a conversation. Read the items below and fill in the blank with the correct word or words.

Word Bank:

interrupt	conversation	eyes
listen	turn	

1. When two people are talking together, that is called a

_____.

2. When someone is talking, do not _____.

3. _____ carefully when another person is talking.

4. Look at the person's _____ when he/she is speaking.

5. Pause occasionally to give the person you are having a conversation with a _____ to talk.

ANSWER KEY:

1. conversation 2. interrupt 3. listen 4. eyes 5. turn

Activity 5

Manners

Directions: Find the vocabulary words and circle them.

VOCABULARY:

Please Thank you I'm sorry I'm glad Pardon me
Excuse me Welcome It's OK You're great

J I M S O R R Y C I P
T H A N K Y O U V T L
R M T X P B A D K S E
P A R D O N M E O O A
N I A C D N P E T K I
P E X C U S E M E B M
L I F W E L C O M E G
E S T H I D G O N P L
Y O U R E G R E A T A
S U I P L E A S E R D

Activity 6

Conversations

Directions: Find the vocabulary words and circle them.

VOCABULARY:

Talk	Listen	Speak	Wait	Quiet
Take turns	Look	Manners	Answer	

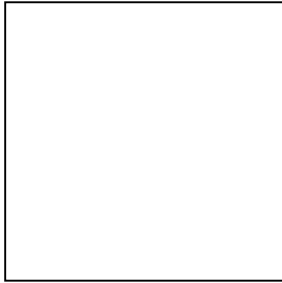
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T L I S T E N O U T U
A T A K L C U R B S I
K W M A N N E R S K E
E A N W E A A Y W L T
T L S T E N N S E Y L
U W A I T Z S L L A T
R S E A T R W E O J E
N I O N E P E H O E N
S P E A K U R B K C A

Activity 7

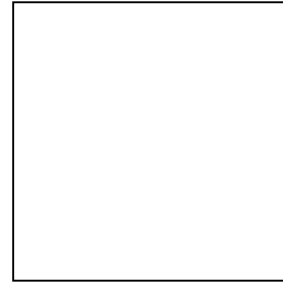
Starting a Conversation

Directions: Here are some ways you can start a conversation with a friend!
Read the sentences below and match the sentence with the correct Picture
Symbol.

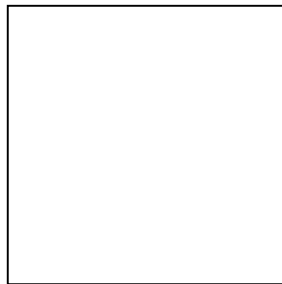
1. Hi!



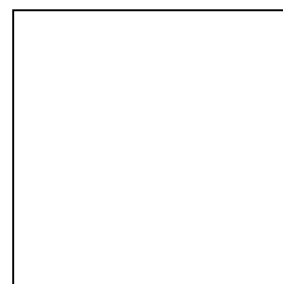
2. What have you been up to?



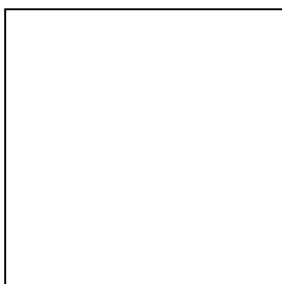
3. How are you?



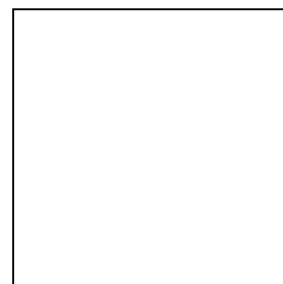
4. Hey, how's it going?



5. Did you get a haircut?



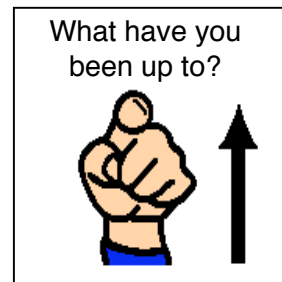
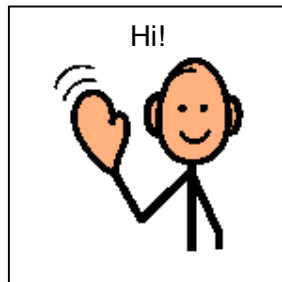
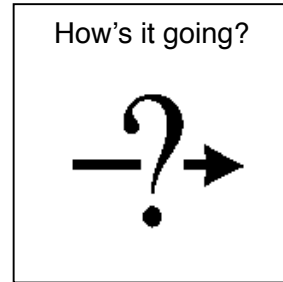
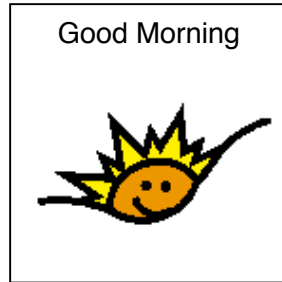
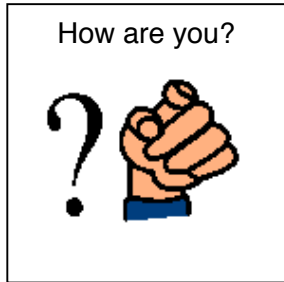
6. Good morning.



Activity 7

Starting a Conversation

Word Bank:

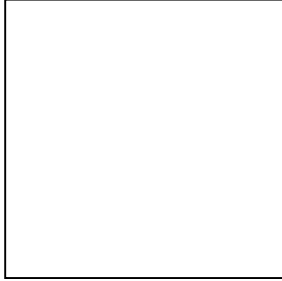


Activity 8

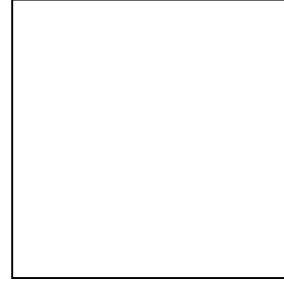
Ending a Conversation

Directions: Here are some ideas of things you can say to end your conversation. Read the sentences below and match each to the correct Picture Symbol.

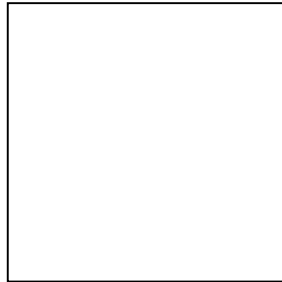
1. Goodbye.



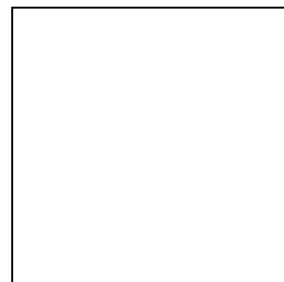
2. I have to go home now.



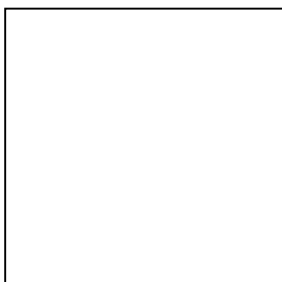
3. Have a nice day.



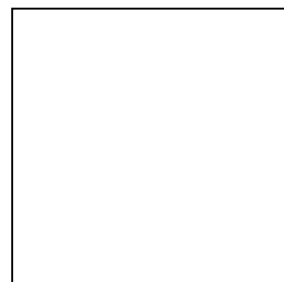
4. I have to run.



5. Goodnight.



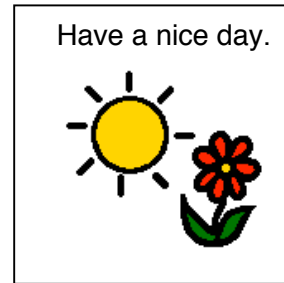
6. See ya' later alligator.



Activity 8

Ending a Conversation





















Word Bank:



Activity 9

Rules for Talking

Directions: Read each statement then circle 'yes' or 'no.'

	YES	NO
1. Should you talk when your mom is talking?		
2. Should you wait and listen when your friend is talking?		
3. Should you answer your friend's questions when you talk together?		
4. Should you walk away when your teacher is talking to you?		
5. Should you wait and listen when your teacher asks you a question?		
6. Should you take turns talking and listening when you are with your family?		
7. Should you say the same thing two or three times without stopping?		
8. Should you use a loud voice when you talk inside?		
9. Should you stand very close to your co-worker when you are talking to him/her?		
10. Should you smile and look at your friend's eyes when he/she is talking?		





















ANSWER KEY:

1. N 2. Y 3. Y 4. N 5. Y 6. Y 7. N 8. N 9. N 10. Y

Activity 10

Time to Talk

Directions: Read each statement then circle 'yes' or 'no.'

	YES	NO
1. Should you have a conversation with your mom during a concert?		
2. Should you have a conversation with your sister while you are taking a walk?		
3. Should you have a conversation with your dad while he is watching TV?		
4. Should you have a conversation with your teacher during math class?		
5. Should you have a conversation with your friend during lunch?		
6. Should you have a conversation with your co-worker during a break?		
7. Should you have a conversation with your brother at the movies?		
8. Should you have a conversation with your mother during a play?		
9. Should you have a conversation with your co-worker while you are working on your job?		
10. Should you have a conversation with your friend while the teacher is giving directions?		

ANSWER KEY:

1. N 2. Y 3. N 4. N 5. Y 6. Y 7. N 8. N 9. N 10. N

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