

## 1. Complete the sentences.

- a) Never point or stare at people .....
- b) If someone greets you or says 'Have a nice day,' .....
- c) You should shake a person's hand if you .....
- d) You should give up your seat to the people .....
- e) ..... before you get into an elevator.

## 2. List some manners that people need to mind while using their phones.

Example: Avoid talking about personal or confidential topics in a public place.

- a) .....
- b) .....
- c) .....
- d) .....
- e) .....