



Any Age

Proper Manners Express Lapbook

Mini Lapbook, Study Guides, Color Sheets, and Activities



A Journey Through Learning
www.ajourneythroughlearning.com

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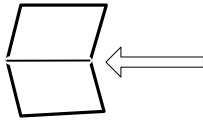
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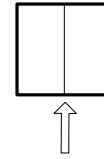
SAMPLE PAGE

Things to Know

Hamburger Fold-Fold horizontally



Hotdog Fold-Fold vertically

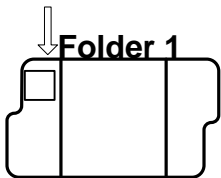


Dotted Lines-These are the cutting lines.

Accordion Fold-This fold is like making a paper fan. Fold on the first line so that title is on top. Turn over and fold on next line so that title is on top again. Turn over again and fold again on the next line so that title is on top. Continue until all folds are done.

Cover Labels-Most of the booklets that are folded look nicer with a label on top instead of just a blank space. They will be referred to as “cover label.”

How do I know where to place each template in the folder?

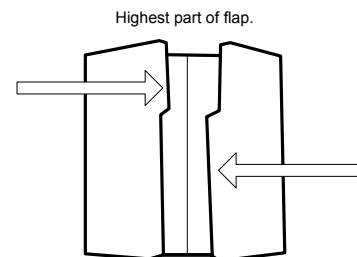
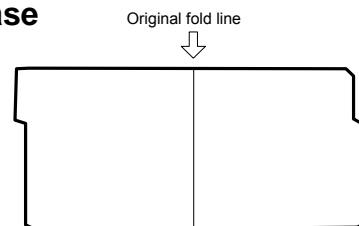


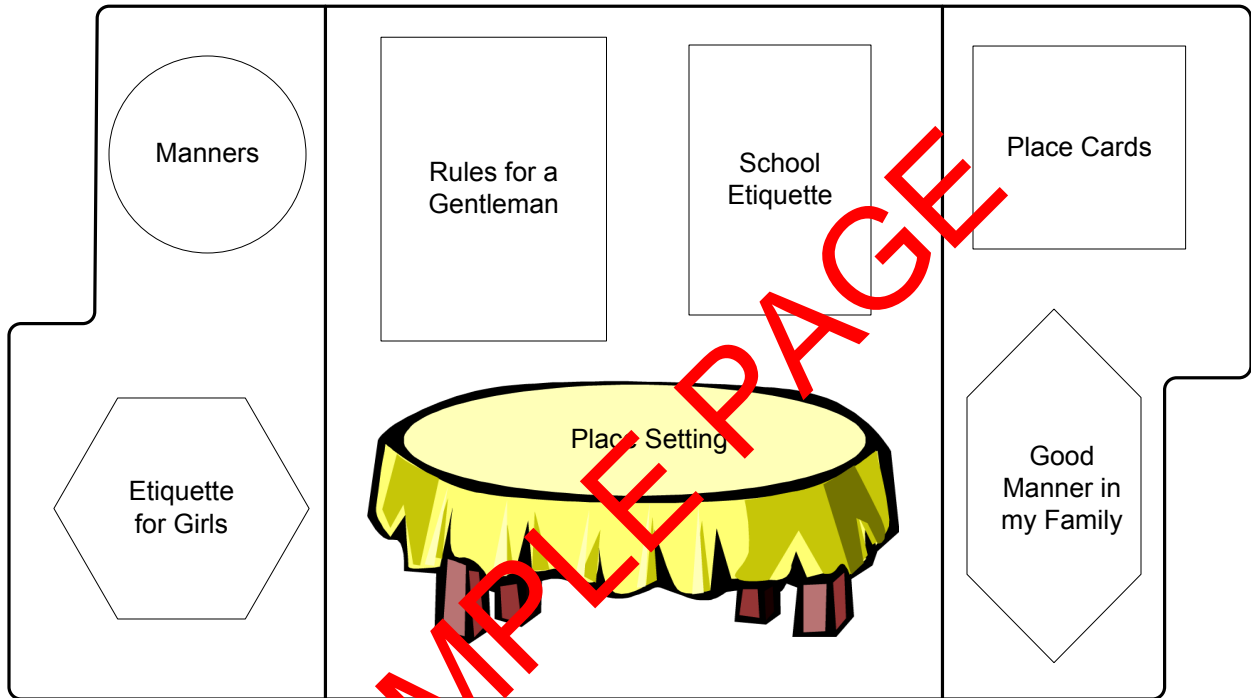
This placement key tells you the template goes in the first folder at the top of the left flap.

Folding a Lapbook Base

Gather the number of folders required for the project. Fold them flat as seen here.

For each folder, fold the left and right sides inward toward the original line to create two flaps. Crease so that the highest part of each flap is touching the original line. It is important not to let the two flaps overlap. *You may want to take a ruler and run it down each crease to make it sharper.*

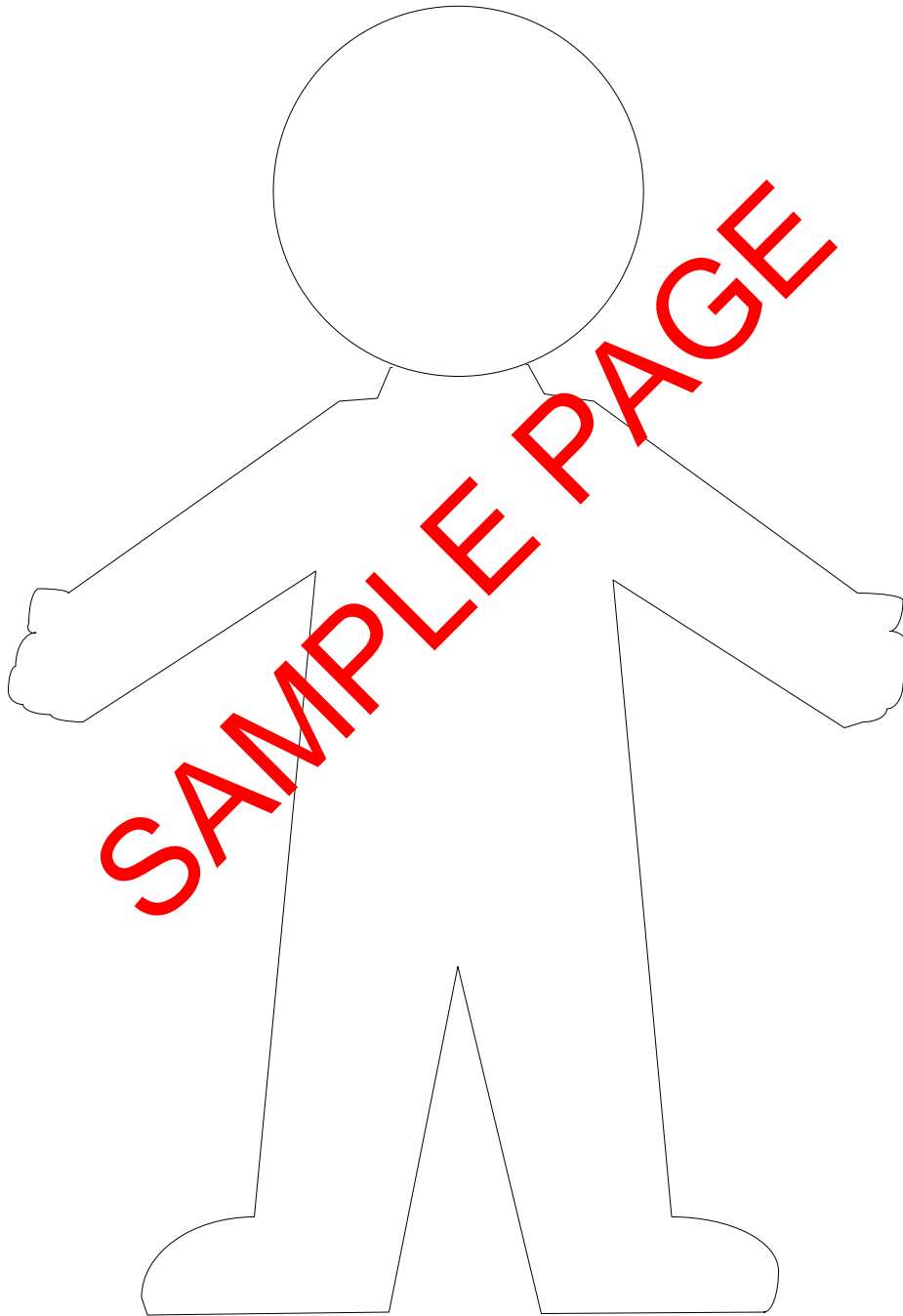




Complete the Scene

Cut on dotted line. Glue to the front of your folder. Pretend that you are about to go to a Formal Dinner Party. Dress your doll. Remember, if you are a girl, to wear a nice dress. If you are a boy, slacks and a tie! Add details like ribbons in your hair and nice shoes!

Manners



Good Manners Then and Now

We know, that boys and girls are very different. They dress differently, play with different toys, and sometimes even chose different jobs as adults. But, there is one thing that both boys and girls have to have! They are expected to have good manners at all times.

“Good manners” is how you behave when you are around others. When you use good manners, you are showing respect for others. When they see good manners in you, others usually show good manners too.

Manners are important today, but back in the 1800s, manners were *very* important and were enforced more strictly than today. Here is a poem called, “The Whole Duty of Children,” by Robert Louis Stevenson, which shows you how children were expected to behave:

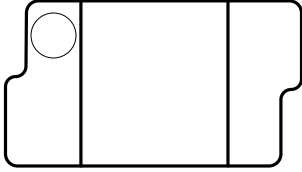
**A child should always say what's true,
And speak when he is spoken to,
And behave mannerly at table.
At least as far as he is able.**

Children had to be quiet and only speak if an adult spoke to them first. Children were not supposed to give their opinion about anything unless asked. Many books were written to help parents teach their children good manners. Here is a short list:

- Never talk back to older people, especially to your mother and father.**
- Never whine or frown when spoken to by your elders.**
- Never argue with your elders. They know best.**
- Never do anything forbidden by your elders.**
- Do as you're told in a pleasant and willing way.**
- Never contradict anyone under any circumstances.**
- Always greet members of your family when entering a room.**
- Always bid goodbye to members of your family when you leave a room.**
- Always rise to a standing position when a visitor enters.**
- Never interrupt a conversation.**

Which of the rules above do you practice? Which ones seem strange? When all is said and done, good manners are a matter of common sense and “thinking of others.”

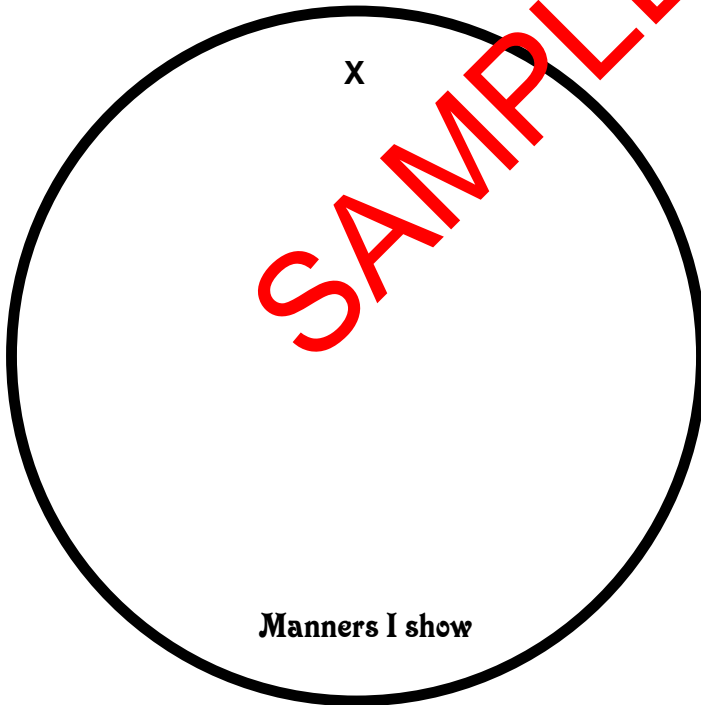
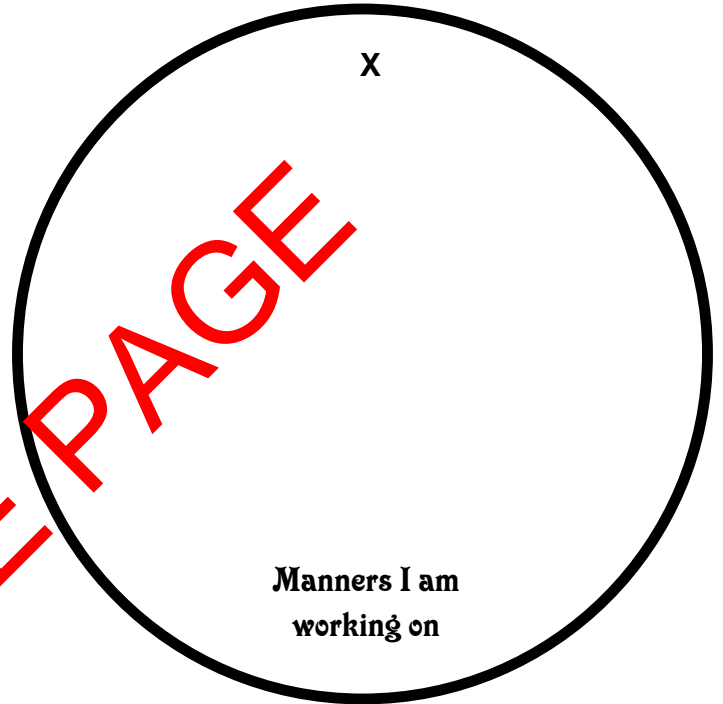
Folder 1



Read Good Manners Then and Now.

Cut out each booklet. Stack on top of each other. Fasten with a brad or staple at the top. Glue into lapbook.

Directions: On each booklet, write manners you have and those you are working on.



SAMPLE PAGE

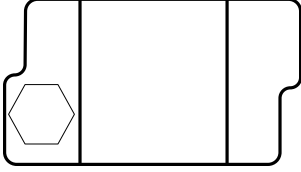
Proper Etiquette For Girls

There were many rules of “Proper Etiquette” that was used during the 1800s. This time in history was called the Victorian Era. Read through the rules and see which ones could still be used today!

1. Young ladies are expected to act weak and helpless. They must always ask a gentleman for help.
2. Young ladies always wear white gloves when out in public.
3. Young ladies never show any skin above the ankles.
4. A young lady’s place is at home, learning from her mother how to “keep” a home. (Even though some women were beginning to take on jobs outside the home, her primary responsibility was her husband and children.)
5. A lady should always be properly dressed.
6. A lady should spend her free time taking care of the sick, entertaining friends, or attending the ballet. All ladies must learn to sew, quilt, cook, and entertain.
8. Children are never to question their parents. They must always do as they are told.

SAMPLE PAGE

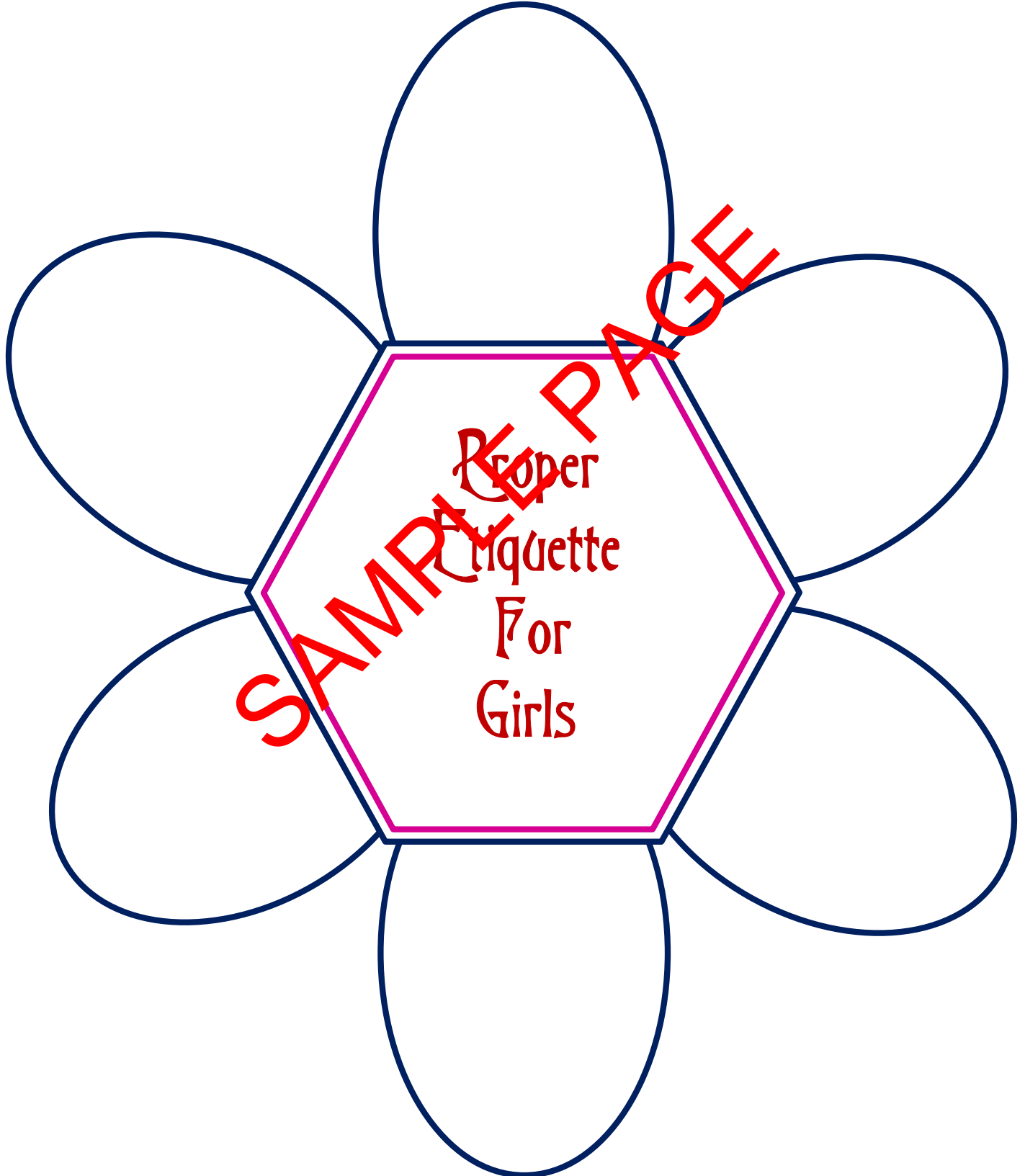
Folder 1



Read Proper Etiquette For Girls.

Cut out the shape. Fold each petal down toward the center. Tuck each petal under the other to keep it together. Glue into lapbook.

Directions: On each petal. List a rule of proper etiquette for girls.



Rules for a Gentleman

Not only were their rules for boys, there were also unspoken” rules that men were expected to follow. A popular book written during this time was called *Hill’s Manual of Social and Business Forms*. It was published in 1880. Below are several of rules for gentlemen. Read through the list and think about why each one would have been important. Then, re-read the rules again and decide which rules are still important today.

1. Never pick the teeth or clean the nails in company.
2. Never present a gift saying that it is of no use to yourself.
3. Never read letters which you may find addressed to others.
4. Never look over the shoulder of another who is reading or writing.
5. Never appear to notice a scar, deformity, or defect of anyone present.
6. Never answer questions in general company that have been put to others.
7. Never exhibit anger, impatience or excitement when an accident happens.
8. Never pass between two persons who are talking together, without an apology.
9. Never enter a room noisily; never fail to close the door after you, and never slam it.
10. Never fail to offer the easiest and best seat in the room to an invalid, an elderly person, or a lady.
11. Never send your guest, who is accustomed to a warm room, off into a cold, damp, spare bed to sleep.
12. Never enter a room filled with people without a slight bow to the general company when first entering.
13. Never cross the leg and put one foot in the street-car, or places where it will trouble others when passing by.
14. Never write to another asking for information, or a favor of any kind, without enclosing a postage stamp for the reply.
15. Never examine the cards in the card-basket. While they may be exposed in the drawing room, you are not expected to turn them over unless invited to do so.
16. Never give all your pleasant words and smile to strangers. The kindest words and the sweetest smiles should be reserved for home. Home should be our heaven.

All rules copied from *Hill’s Manual of Social and Business Forms*