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UNITY AND DISCIPLINE





Etiquette

a code of behaviour that delineates expectations for social behaviour according to contemporary conventional norms within a society, social class, or group.





Types of Etiquettes

- 1) Social Etiquette
- 2) Bathroom Etiquette
- 3) Corporate Etiquette
- 4) Wedding Etiquette
- 5) Telephone Etiquette
- 6) Eating Etiquette
- 7) Business Etiquette
- 8) Meeting Etiquette





Need for Etiquette

- Makes you a cultured individual
- 2) Teaches you the way to talk, walk and behave in the society.
- Essential for an everlasting first impression with your superiors, parents, fellow workers, friends
- Enables the individuals to earn respect and appreciation in the society.
- 5) Inculcates a feeling of trust and loyalty in the individuals.
- 6) Helps individuals to value relationships.





How to Improve Your Social Skills

- (a)Be Yourself
- (b)Be Responsible
- (c)Be Open & Approachable
- (d)Be Attentive
- (e)Be Polite
- (f) Be Aware
- (g)Be Cautious





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