

## "Chatter" Etiquette Sheets

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It is impolite to shout, so talk softly. Whisper. Even if people cannot hear you, do not raise your voice.



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It is impolite to talk to more than one person at the same time. Always talk to a single person standing near you so that you can have a private conversation. Do not address your remarks to the group as a whole.



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It is important to get others' attention before you speak, so hold your hand above your head and snap your fingers before you make a statement or ask a question. That's the polite way to get everyone's attention.



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It is impolite to crowd people, so maintain your distance. Stand away so that there is at least an arm's length between you and the nearest person. If anyone gets too close to you, back off until you have achieved the required distance.



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It is friendly to share your thoughts and feelings without any inhibition, so make several self-disclosure statements. Describe your intimate feelings about different subjects. Ask personal questions of the other members of the group.



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It is impolite to stare at people, so avoid eye contact. Look at the floor or the speaker's shoes. Do not look at the speaker's face.



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It is polite and reassuring to reach out and touch someone. Touch people on the arm or the shoulder when you speak to them.



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It is important to show your enthusiasm, so jump in before other speakers have finished their sentences and add your ideas. Remember, it is rude to hold back your thoughts.



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It is impolite to speak impulsively. Whenever somebody asks you a question, silently count to seven before you give an answer.



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It is impolite to be aloof from others. Stand close to others until you nearly touch them. If someone backs off, keep moving closer.



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Be yourself! Behave as you would normally behave at an informal party.

