Grace and Courtesy Lessons:

**Social Relations**

1. How to greet (special greetings for different times of the day).
2. How to say Namaste.
3. How to bow.
4. How to touch the feet (and what it means).
5. How to perform religious gestures (in temples, churches, mosques).
6. How to greet elders on ceremonial occasions.
7. How to ask for something, waiting quietly until attention can be given.
8. How to thank.
9. How to greet (different occasions, persons).
10. How to ask permission to pass in front of somebody (if it cannot be avoided).
11. How to apologize, excuse oneself.
12. How to knock at doors and wait for permission to enter.
13. How to take leave.
14. How to borrow (what can and what cannot be borrowed).
15. How to cough, sneeze, yawn when in company, blow one’s nose.

**Outdoors, Public Places, Classroom, Home**

1. Demonstrate basic traffic-rules
2. How to cross a road.
3. Where and when to wait.
4. How to overtake.
5. How to walk in procession or files.
6. How to talk on the road and in public places.
7. How to remedy: picking up things thrown on the street, setting up things fallen down (bicycles, etc.), returning objects lost or dropped, etc.
8. How to show the way, how to ask for the way.
9. How to help people in need.
10. How to offer alms.
11. How to avoid waste of public utilities (close taps left open, etc.).
12. To use public services (wastepaper baskets, etc.)
13. How to halt rickshaws, taxis.
14. How to halt buses, how to wait in a queue, how to get in, get out, indicate that one wants to get out, take and accept tickets.
15. How to behave in stations and trains with due regard for fellow passengers. Also in waiting-rooms.
16. How to behave in restaurants, cinemas, theatres, etc.
17. How to pick up things for others.
18. How to receive visitors, offer a seat.
19. How to accompany people (showing the way, adjusting to the pace of those escorted.)
20. How to remedy mistakes (at table, elsewhere).
21. How to watch others working (without speaking, moving, touching anything). The same when watching presentations given to others.
22. Courtesy, while ascending and descending steps or staircases
23. How to introduce persons to each other, oneself to others.
24. How to give way to others.
25. How to prepare oneself before entering anywhere.
26. How to prepare oneself before leaving.
27. How to leave after a meal (washing hands; rinsing mouth).
28. How to use and leave a bathroom (W.C.).
29. Table manners: how to handle cutlery, how to use one’s hand while eating, how to mix food with the fingers, avoiding noise while eating, how to pass things, serve others, how to express refusal of further helpings, how to ask for further helpings, how to apologize when something would disagree with oneself.
30. How to offer and accept things (different ways according to different things).
31. Order of offering things (according to sex, age, rank, guests, family members).
32. How to offer help.
33. How to help others dress themselves.
34. How to help others in washing hands (after and before, offering and pouring the water, soap, towel).
35. How to avoid stepping on others' working and sitting mats.
36. To avoid touching others unnecessarily.
37. How to caress, embrace, when, whom and only when implicitly or explicitly invited.

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Excerpt from chapter “Exercises of Practical Life”