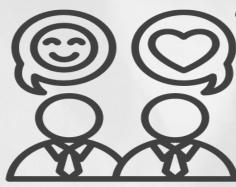# Etiquette

DO'S

DON'TS

RULES

Here's a list of expressions that help you sound more polite while speaking

" Politeness is the flower of humanity." - ** **John Quincy Adams**

Politeness is a fundamental way of showing respect for others. Using polite language like "please," "thank you," and "excuse me" demonstrates that you value the other person and their time. This builds a positive impression and fosters stronger relationships.

Here's a list of expressions, categorized for impact, to elevate your politeness in spoken English:

General Politeness:

1. **Please:** Used to make a request more polite.
   Example: "Could you please pass the salt?"

2. **Excuse me:** Used to get someone's attention politely, apologize for a minor inconvenience, or to leave a conversation.
   Example: "Excuse me, could you please tell me where the nearest restroom is?"

Other examples of general politeness:

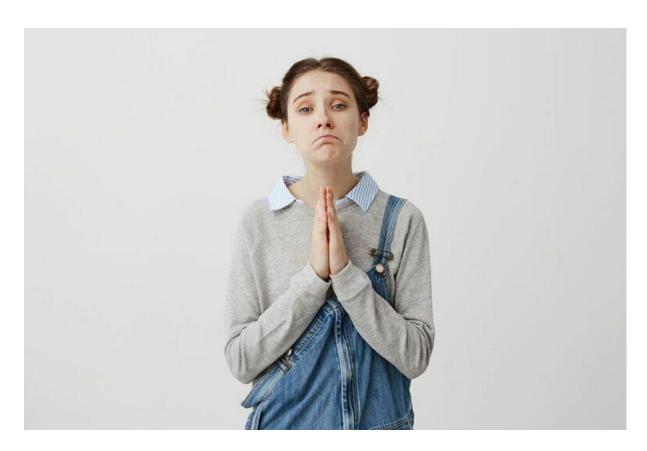| Thank you |
|---|
| You're welcome |
| I'm sorry |

Making Requests:

1. **Would you mind…?**
   Example: "Would you mind opening the window?"

2. **Could you…? (If it's not too much trouble, could you…?/ I would appreciate it if you could…)**
   Example: "Could you tell me the time?"

3. **I was wondering if…**
   Example: "I was wondering if you could help me with this."

Agreeing and Disagreeing:

1. **That's a good point.**

2. **Absolutely, I see where you're coming from.**
   Example: "Absolutely, I see where you're coming from, and I think that could lead to some interesting discussions about our approach."

3. **I see your point, but...** (for disagreeing politely)
   Example: "I see your point, but I believe we need to consider the long-term consequences of our decision."

4. **That's an interesting take; however, I believe...**
   Example: "That's an interesting take; however, I believe we should also consider the potential risks involved in this decision."

5. **I understand your opinion, but I think it's important to consider...**
   Example: "I understand your opinion, but I think it's important to consider the long-term impact of our actions on the community."

Endings and Conclusions

1. **Thank you for considering my viewpoint.**
   Example: "Thank you for considering my viewpoint; I truly appreciate the opportunity to share my thoughts with you."

2. **I hope we can find a common ground.**
   Example: "I hope we can find common ground so that we can work together effectively towards our shared goals."

3. **I look forward to hearing more about your ideas.**
   Example: "I look forward to hearing more about your ideas during the next team meeting, as I believe they could greatly enhance our project."
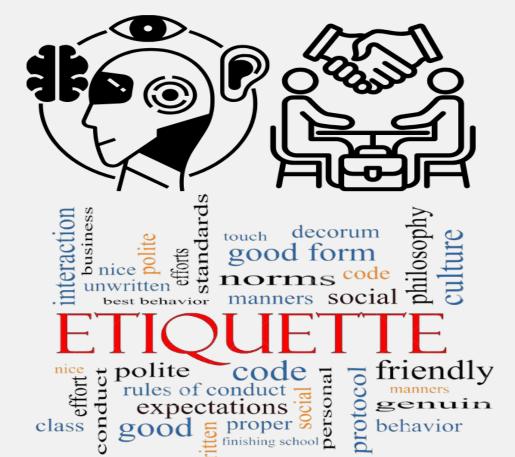
Tips for Politeness

1. **Use "please" and "thank you" regularly.**
2. **Adopt a gentle tone, especially when disagreeing.**
3. **Use "I" statements to express your views without sounding accusatory.**
4. **Be mindful of body language and facial expressions to convey respect.**

Using these expressions can significantly enhance the politeness of your communication, making it more constructive and respectful.

DO & DON'T

ETIQUETTE

Etiquette

Politeness is a fundamental way of showing respect for others. Using polite language like "please," "thank you," and "excuse me" demonstrates that you value the other person and their time. This builds a positive impression and fosters stronger relationships.