



Courtesy Award Worksheet

Adventurer Name: _____

Club: _____

1. Explain what "courtesy" means by writing your answer on the ruled lines.

2. Fill in the blanks correctly. Recite and explain the Golden Rule.

Using the word bank. Fill in the blanks with the correct words

Place you others wish do

"Always _____ to _____ as you would _____
them to do to _____ if you were in their _____."

Golden Rule Explained

I recited the golden rule on _____



3. Be able to demonstrate good table manners.

3a. Draw how to properly set the table (for dinner)

A large empty rectangular box with a black border, intended for drawing a table setting.

3b. Correctly ask for and pass food

A large empty rectangular box with a black border, intended for drawing a child asking for or passing food.

3c. Properly excuse yourself from the table

A large empty rectangular box with a black border, intended for drawing a child excusing themselves from the table.



4. Write what you would say when making a telephone call using good telephone manners:

4a. To an adult

4b. To a friend of your choice

4c. Be able to answer the phone correctly

What simple phrase would you use to answer the telephone?

What do you say to a caller when someone is not available?

How do you use courtesy when taking a telephone message?

How do you use courtesy to find out who is calling?

What do you say when someone is available to answer the phone?



5. Share an experience:

a. When an adult was courteous to you

b. When you were courteous to another person

6. Show acts of courtesy:

a. I asked _____ a drink of _____ on _____

b. Said "thank you", to _____ for _____

c. I apologised on _____ for _____

d. _____ I said. when I greeted my friend _____

e. On _____ I shared _____ and took turns _____

Signed Off By : _____

Date Award Signed Off: _____