

Roll No: \_\_\_\_\_

Grade 4: English

Section: \_\_\_\_\_



Topic: Good Manners



**Task 1:** Fill in each blank with the correct word given in the box.

**help, introduce, Knock, Please, Excuse me, kind, Thank you, Cover**

- i. When asking for something, say “\_\_\_\_\_.”
- ii. When receiving something, say “\_\_\_\_\_.”
- iii. If you need to get somebody’s attention, always say, “\_\_\_\_\_.”
- iv. \_\_\_\_\_ on closed doors and wait to see if there’s a response before entering.
- v. When you make a phone call, \_\_\_\_\_ yourself first and then ask if you can speak with the person you are calling.
- vi. \_\_\_\_\_ your mouth when you cough or sneeze and don’t pick your nose in public.
- vii. Be \_\_\_\_\_ to the disabled people and \_\_\_\_\_ them when necessary.



**Task 2:** Choose the behaviours listed below that you think are polite.

- i. Sneezing on people.
- ii. Throwing garbage in a dustbin.
- iii. Chewing gum and blowing bubbles in meetings.
- iv. Saying ‘yuck’ at dinner table.
- v. Pushing others while waiting in a queue.
- vi. Throwing food.
- vii. Showing respect to everyone.

yes	no

