



### Let's Push The Happy Switch!

Manners
They are a message
That I'm thinking of you

My feelings Your feelings Everyone's feelings If we're always thinking of each other Everyone can be kind Everyone can be happy **Manners** They're your happy switch So, let's push our happy switches Greeting with a Smile is a Bridge between You and Me · · · 2 Let's Listen and Speak with All Our Hearts · · · · · · 4 Your Expressions Mirror Your Feelings · · · · · · · · 6 Table of Contents If We Follow the Rules, We Can All be Happy · · · · · · 10 Hamamatsu, A Wonderful City · · · · · · · · · · · · 12

# Greeting with a Smile is a Bridge between You and Me



### ☆How are your greetings? Let's take a look. Most of Not Greetings the time at all 1 greet other people with a smile from me. 2 greet people with a friendly tone of voice. 3 look people in the eye when greeting them. (4) pleasantly greet all of my family, neighbors, teachers and friends. 5) When people greet me. I return the greeting. Mark your place with a circle.4th years use black, 5th years use red, and 6th years use blue.

### Greet with a Smile from You!



When you say, "Good Morning"
I answer, "Good Morning"
Playing catch with Good Morning
I feel like I'm closer to you,
and it makes my heart warm
I feel like you understand me,
and it makes me so happy
Playing catch with greeting
Connecting our hearts
Connecting people

### Tips for Pleasant Greetings

- OGreet from yourself.
- OMake eye contact.
- OWith a voice people can hear you.
- OSpeak clearly and pleasantly.
- OSmile and open your mouth.
- ○To all of your family, neighbors,
- teachers, friends.



## Let's challenge!

When passing teachers, guests or neighbors, let's try to do "Eshaku" by lightly bowing your heads.

Eshaku is also a form of greeting. It tells other people,

"You are important to me."



## Let's Listen and Speak with All Our Hearts



When someone listen to me,
I feel half as sad,
and twice as happy
When I listen to someone else
I can make them half as sad
and twice as happy
Talking with other people
earnestly
Putting your own feelings into
words

### ☆How are your listening and speaking ways? Let's take a look. Most of Not Way of listening the time at all 1) turn to the other person and make eye contact when I listen. 2 I nod and follow along when I listen. (3) listen to the end. (4) I ask questions when I don't understand. Most of **Always** Way of speaking the time at all 1 make eye contact when I speak. ②I speak slowly and clearly. (3) use a voice other people can hear. (4) earnestly speak until the end. 5When I am happy, I speak with a smile.

Mark your place with a circle.4th years use black, 5th years use red, and 6th years use blue.

 $\mathbf{B}$ 

### **Take Aim! Communication Master!**

People need conversation. To get along with other people, it is important to try to be considerate of the other people's feelings. Let's master the conversation manners to be good friends with everyone.

## Listen

Listening leads to understanding and accepting other people.

Try to think about the other person's feelings, let's listen with your eyes, ears and hearts.

### «Way of listening»

- OTurn to the other person, make eye contact.
- ONod and follow along.
- OListen to the end.
- OAsk questions when you don't understand.
- $\bigcirc$
- $\bigcirc$



## Speak

To communicate with other people, it is important to speak in a way they can understand. Speak clearly in response to other people's understanding.

### **«Way of speaking»**

- OMake eye contact.
- OSpeak slowly and clearly.
- Ouse a voice other people can hear.
- OSpeak clearly until the end.
- $\bigcirc$
- $\bigcirc$
- $\bigcirc$



## Smiles

Your voice and face say as much as your words.

A smile will definitely show people that you are happy.

### Do you know that there is "hearing" and then "listening"?

5

"Listening" is listening with all your heart.
We should try to listen instead of hearing, right!



# Your Expressions Mirror Your Feelings



Even if your words mean the same thing

Depending on how to say, the meaning can change completely. Depending on how to use them, you make people sad Depending on how to use them, you make people happy Even if your words mean the same thing

Depending on how to say, our feelings can change.

### ☆How do you mind your language? Let's take a look.

### Most of Not **Always** Word Choice and Expressions the time at all (1) | use "San" and "Kun" when I call people's names. 2) When somebody asks me a question, I answer it in a complete sentence. (At the end of my words I use "desu" and "masu".) 3When someone talks to me, I reply with "Yes". not "Yeah". 4) When I talk to adults, I speak politely. ⑤ l use "watashi" or "boku" for myself. ®I don't use rough language, I use language that anyone can understand. Try to use ( ) words.

Mark your place with a circle.4th years use black, 5th years use red, and 6th years use blue.

## Considerate Language is a Treasure for your Life

It is said that your language shows your feelings.
The words you choose change how people respond to you.
Let's use the considerate language.

In order to use a considerate language, think of "when", "where" and "who".

For example, at school···

#### In class

When you give your opinion, speak slowly, clearly and in a loud voice. Speak politely to both teachers and friends.

#### Break time

Speak in a small voice in the place like the library.

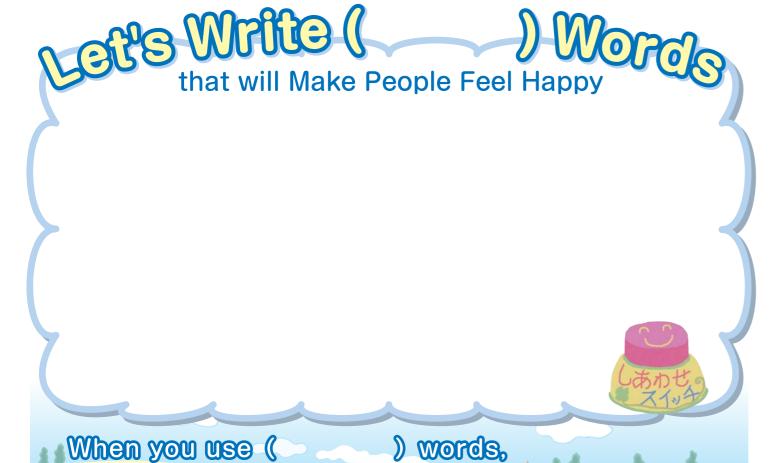
Speak politely to teachers and guests.

Use friendly language when talking with your friends.

what happens to your face?

Don't use words like ( ) that may hurt your friends.





# Brilliant People

~"Thank you" and "I'm sorry" are Magic Words~



Thank you

Thank you for helping me

Thank you for letting me join you

Thank you for being there

I'm sorry

Sorry for making a mistake

Sorry for not noticing

Thank you I'm sorry

Magic words that connect our

hearts

☆Do people say "Thank you" to you?

Can you say "Thank you" or "I'm sorry"?

Let's take a look.



## The Secrets of Brilliant People

Those who can be thankful for other people and things.

Those who can apologize honestly.

Those kind of people care about the feelings of others, and can make great relationships with people around them.



### People who can say "Thank you

We live with the help and support of many people.

Let's try to be thankful for even little things and turn that feeling into a "Thank you". It will make you and the people around you happy.

What do you think of people who are able to say "Thank you"?

- $\bigcirc$
- $\subset$
- $\bigcirc$

## People who can say "I'm sorry"

Everybody bothers other people or hurts their feelings sometimes.

When this happens, the important thing is to apoligize.

We should all be able to say "I'm sorry" honestly.

What do you think of people who are able to say "I'm sorry"?

- $\bigcirc$
- $\bigcirc$
- $\bigcirc$

9

## あわせる

### The Spirit of "Mottainai" (wasteful).

In Japan, we have the wonderful phrase "mottainai".

"Mottainai" conveys the warm feelings of thanks and care for things.

Once mixed, things will be garbage, but if assort, we can use them as resources. Let's take care of our limited resources.

Your pledge



## If We Follow the Rules, We Can All Be Happy



☆How are you doing? Let's take a look.

Always	Most of the time

Not at all

	Be quiet.	
On Trains and Buses	Don't run around.	
	Use one seat.	
	Don't sit in priority seats.	
	Give up your seat to others.	
	Stay away from doorways.	
In Public Buildings	Be quiet.	
	Don't run around.	
	Line up your shoes.	
	Clean up after yourself.	
	Don't touch displays.	
When Lining Up	Line up in order.	
	Don't skip line.	
On the Street	Walk lined up on the right hand side.	
	Follow traffic rules.	
	Don't jump into the street.	
	Follow rules for bicycles. (wear a helmet)	

Mark your place with a circle.4th years use black, 5th years use red, and 6th years use blue.

## You Are a Member of Society, too

There are many people in public places.

Elderly people and pregnant women are also on trains. Some people are tired, too.

In libraries, some people are reading, and some people are looking things up.

So, in these places, a little patience is required. Being patient is also another way of showing consideration for other people around you.

### Behaving in Public Places

- ODon't do something to others if you wouldn't want them to do it to you.
- OThink about what you look to other people.
- OTry offering things to other people with "Here you are!"
- OAct on the proper time and place.



C



### What would you do in these situations?



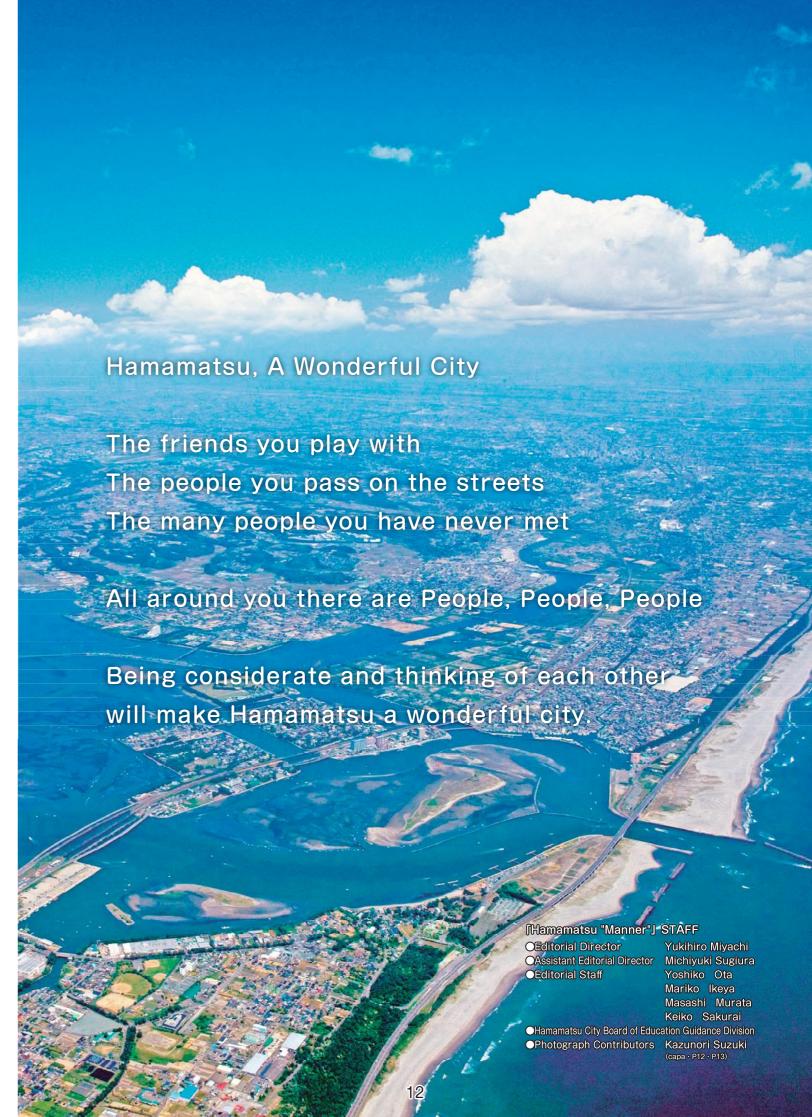






### It's About More Than Your Life

Not jumping into the street and following walking and bicycle manners will help to protect you from traffic accidents. It will keep other people safe, too.



Today… I was…

Tomorrow… I will be…





		Elementary school
4 -	5 —	6 —
Name		



### Hamamatsu Manners Published : February 2011

Editior: Hamamatsu City Board of Education Guidance Division Publisher: Hamamatsu-shi, Naka-ku, Chuo 1-2-1 E-Stage Hamamatsu Office 5F Printing: Sugimori Printing Co.