

Ms. Button's Rules OF Civility, Manners and descent Behavior for Generation Y, Generation Z, and Generations to follow.

Volume I

By JOANNE BUTTON

About My Book

- Gen Z, iGen, or Centennials: Born 1996 – TBD
- Millennials or Gen Y: Born 1977 – 1995

These rules and manners were created for generations Y and Z. I have found that these generations are severely lacking in basic rules and manners. This is a techno world now and the phone is very important to these generations. However, we have lost the ability to communicate without the phone and this effects how we treat each other.

The original rules of civility and decent behavior in company and conversation were from the French Jesuits in 1595. George Washington the nation's first president wrote them out as an assignment when he was just a boy. For a long time they were attributed to him. They were called "Washingtonian Rules of Civility and descent behavior". These rules were originally for "gentlemen" only.

We have come a long way since 1595, but manners and decent behavior should never go out of style. I am bringing these back to remind people that to have manners is to have self-respect and self –esteem. If we respect others before ourselves, we show just how much we respect ourselves. On the other hand, when we forget how to act we show just how ignorant we are.

I first saw the Rules of Civility when I read the book, "Rules of Civility", by Amor Towles. The story takes place in the 1930's. I loved the book. In this book, were the 110 Rules of Civility that George Washington had used and that were named after him. It was because of this book that I decided to write my own list of Rules of Civility and manners for Millennials and the generations to follow. It seems that we have lost the art of being kind to others as time goes on. People do not talk about manners as they did when I was growing up.

I am a baby boomer and when I was young, manners were taught by my parent's every day. Manners and discipline went together back then. You had to address adults as Mr. or Mrs., you had to say please and thank you and you were never to interrupt an adult if they were in conversation. We heard sayings like, "children are to be seen and not heard"," I'll give you something to cry

about”, and my all-time favorites, “I have eyes in the back of my head” and “because I said so”. Today parents are much more liberal and friendly towards their children. However, manners have gone away with the sayings of the past.

I believe that it is still important to have manners, rules of civility and descent behavior. To consider other people with respect is paramount to having self-respect and self-esteem. Some of these rules are second nature, some were never taught and some are very new to us. Whichever the case, the rules should inspire you to have manners when we are in the company of others.

I have made these rules and manners for generation Y, generation Z and the generations after them and I made them to relate to all people, female, male and transgendered or gender neutral. Some of the original rules are outdated or irrelevant; In that case, I have either changed the language or changed the rule all together. I have also added rules. When I use an original rule I’ve noted it.

I am a social worker and work with teens and adults in a mental health setting. I was able to get most of my rules and manners from what I have observed by watching the youth of today. For instance, rule number 119 which states, “Do not speak on you cell phone when you are in a public toilet”. When that first happened, I could not believe that someone would have been speaking to someone while they were on the toilet. There are also youth that come to my agency to get summer jobs. You would not believe how they come in and what they wear to interviews. Therefore, I made the rule 49 just for them which states; “When applying for a job dress appropriately. Do not wear hoodies, do-rags, sneakers, workout clothes, ripped jeans, flip flops, halter tops, tee shirts and sweatshirts with sayings on them, short dresses, sagging pants, do not show cleavage and finally, put your phones away”.

Even though none of us has perfect manners and descent behavior all of the time, it is important to be liked by our friends, our families and our bosses. These rules will help with that. These rules and manners when done will give you a sense of pride in yourself. Please enjoy reading through this book and share it when you are done.

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Show Respect

Dear Gen Y and Gen Zs,

It is very important to show respect to others. The following rules and manners should not be taken lightly. Do not get caught up in your culture to the point that you forget your manners.

1. Everything you do in the company of others ought to be done with respect of those who are present. (original rule)
2. When in the company of others do not put your hands on any part of your body to make a statement.(original rule) Do not grab your private parts.
3. Show nothing grievous to your friend that may offend or frighten them (original rule)
4. While in the presence of others do not hum, nor drum with your fingers or feet.(original rule)
5. If you must cough, sneeze, sigh or yawn, do not do it loudly. Cover your mouth. Do not speak while yawning, But turn your face away and wait to talk.(original rule)
6. Do not fall asleep when someone is speaking. Do not sit while others are standing.
7. Do not speak when you should be quiet. Do not continue walking when others have stopped.(original rule)

In Public

Dear Gen Y and Gen Z,

These rules and manners have to do with how you act in public. Maybe put your phones down and have meaningful conversations.

1. Do not go out of the house half-dressed or in your pjs.
2. At play it is good manners to give a place to the people who came last.
(original rule)
3. When sitting, men keep your feet firm on the ground and women keep your legs crossed or closed.
4. Do not chew your nails in front of others. (original rule)
5. Do not shake your head, feet or legs. Do not roll your eyes, never lift an eyebrow higher than the other, do not make a face to others. Never spit in public. Do not get in someone's face and speak.(original rule)
6. Do not turn your back on someone who is speaking, do not disturb someone who is reading.(original rule)
7. Keep your nails short and clean, also your teeth and hands without showing too much concern for them.(original rule)
8. Do not flatter, neither play with others who don't want to play.(original rule)
9. Let your face reflect a smile, unless it is a serious matter.(original rule)
10. The movements of the body must be suited to the situation.(original rule)
11. Do not reproach a person with disabilities.(original rule)
12. Do not show joy at the misfortune of others, even if they are your enemy.(original rule)
13. When a crime is punished, do not show joy, but rather pity the suffering person.(original rule)
14. Do not laugh to loud or make a public spectacle of yourself.(original rule)
15. Do not give excessive compliments, unless it is deserved.
16. Do not brag about yourself and your family.
17. Do not gloat when someone is in misery.(original rule)
18. If anyone comes to you to speak, stand and welcome them.(original rule)
19. Reward them that are worthy.

20. Be of service to one another.
21. Be kind to people and animals.
22. Do not give advice to people unless you are asked.
23. When you speak, be concise.(original rule)
24. Make eye contact when speaking to someone.
25. Never give advice to a sick person, unless you are a nurse or doctor.
26. Do not tell people about themselves, unless you want some of the same, Remember to whom you are speaking and speak accordingly.
27. Do not be overjoyed in front of the sick, lest it make them feel worse.(original rule)
28. When a person does their best and fails , do not criticize.(original rule)
29. When you must criticize or give advice consider the timing and whether it should be given in public or private. Be gentle.(original rule)
30. If you are criticized or corrected, take it without argument. If you are wrongly judged correct it when you are calm.(original rule)
31. Do not mock others and the things they hold dear.
32. If you criticize someone, make sure that you are not guilty of it yourself. Actions speak louder than words. (original rule)
33. Do not be quick to believe bad reports about others. (original rule)
34. Make sure to wear clean clothes and have good hygiene.
35. Dress appropriately, when you go outside.
36. Do not eat in public, unless it is in a café or restaurant.
37. Associate with people of good character because it is better to be alone than with bad people.(original rule)
38. Always allow reason to govern your actions.(original rule)
39. Make sure to listen to your parents instructions.

Job Related Rules

Dear Gen Y and Gen Z,

This is where I see that you really need help. Has no one ever taught to how to act at a job? It is highly likely that you will not be making video games for a living, in this case you will have to put your phone down and do some work. Don't be so sensitive, treat criticism like a friend, because you can always do better.

1. Never be a law breaker in front of people who work for you.(original rule)
2. A person should not overly value his or her own accomplishments. Don't brag.(original rule)
3. When applying for a job, dress appropriately. Do not wear hoodies, do-rags, sneakers, work-out clothes, ripped jeans, flip flops, halter tops, tee shirts and sweatshirts with sayings on them , short dresses, sagging pants and do not show cleavage, finally, put your phone away.
4. Do not bring food or a drink to a job interview.
5. At work, respectfully call people by their full name, unless told otherwise
6. Some things are better kept secret. Do not share someone's confidences. (original rule)
7. Do not correct others when it is not your place to do so.(original rule)
8. Before you open a door that is not yours, knock.
9. Do not kid around when others are serious. Do not make fun of someone's misfortune in public.(original rule)
10. Do not speak words to injure someone even though they may deserve it.(original rule)
11. Do not detract from others, nor be overbearing in giving orders.(original rule)
12. Do not go where you are not wanted and do not give advice if you were not asked.
13. Do not take sides in an argument. Be flexible and take the majority side.(original rule)

14. Do not ask about other people's problems. Moreover, if someone tells you a secret, do not share it.
15. Watch your language in the presence of others.
16. Speak appropriately at all times.
17. When someone is speaking be respectful and listen, do not speak until they are silent.(original rule)
18. If you are speaking and someone joins the group it is proper to repeat what has been said.(original rule)
19. While speaking, do not point at the person or get in their face.(original rule)
20. Do not whisper in the company of others.
21. Do not compare yourselves to others.
22. Do not be quick to discuss a matter if you do not have all of the facts.
23. Do not be boring when you speak or read aloud.
24. Do not be curious about the affairs of others, M.Y.O.B.
25. Do not start what you cannot finish. Keep your promises.
26. When you deliver a message do it with discretion.
27. When your superiors are speaking to someone, do not speak , or laugh.(original rule)
28. Do not speak unless you are spoken to while at a work meeting.
29. In disputes, make sure to listen to other people's opinions. Put yourselves in someone else's shoes.
30. Do not speak badly of those who aren't present.(original rule)
31. Do not argue with your co-worker or supervisor, but be modest/humble.(original rule)
32. Do not be offended by criticism, but let it teach you.

At the dinner table

Dear Gen Y and Gen Z,

These rules and manners are very basic. This is where you can really shine if you take heed of these rules and manners.

1. While at the dinner table, do not cough, spit or blow your nose.
2. Put your phone away and keep it on vibrate.
3. Do not brag about your food if you cooked it. Cut bread with a knife, don't lean on the table and do not find fault with your meal.(original rule)
4. Do not eat food with your knife. (original rule)
5. Do not spit out seeds and gum or throw food on the floor. (original rule)
6. While eating keep your fingers clean by wiping on a napkin.(original rule)
7. Do not take big bites of food.
8. Drink and eat not with your mouth open.(original rule)
9. When you drink, wipe your mouth.(original rule)
10. Do not clean your teeth with a napkin, fork or knife at the table. (original rule)
11. Do not drink to excess. Lest you embarrass yourself.
12. In the company of others, do not lay your arm on the table. (original rule)
13. In the company of the host at dinner wait until they start eating to pick up your fork.(original rule)
14. Do not be angry at the dinner table; wait for the right time to express yourself. For good humor makes a meal a feast. (original rule)
15. Do not pass things over someone's plate.
16. Do not cause issues at the dinner table.
17. When people are talking, be attentive. (original rule)
18. When you speak of someone's God, be respectful.
19. When at company do not speak of negative or unseemly things. Only tell your secrets to a trusted friend.(original rule)

Everyday rules and manners

Dear Gen Y and Gen Z,

These rules and manners are for every day. When you are out and about show yourselves to have self-respect by thinking of others. Without these rules and manners, you will be ignorant.

1. Respect your parents, elders, your bosses, peers and the sick.
2. When embellishing a story, do not lie. (original rule)
3. Do not allow yourself to become bitter, cynical or calloused, lest you lose yourself altogether. (original rule)
4. In public when walking through a door, make sure to hold it for the person coming after you.
5. Always say thank you, please and you are welcome, when appropriate.
6. Do not brag about your kids or your possessions, it puts people off.
7. Do not wear your pants below your waste, it's gross.
8. Do not show your breasts in public.
9. Never wipe your nose on your shirt.
10. Men, when sitting in public do not spread your legs wide to take up two seats.
11. Never blow your nose without a tissue.
12. When on a bus or train, give up your seat to the elderly, pregnant and infirmed.
13. Do not engaged with crazy, toxic or negative people.
14. Keep your negative thoughts and feelings to yourself.
15. Do not assume anything.
16. Do not throw garbage in the street.

Phone manners

Dear Gen Y and Gen Z,

Even though you are always on your phone, you lack in phone manners. The phone is not that important. It is better to have conversations in person then to have them on the phone.

1. When speaking on your phone in public spaces, do not keep the speaker on, people do not want to hear your music or your conversations.
2. Do not speak loudly when you are on your phone, be kind to people around you, especially in close spaces.
3. Do not text when you are driving, walking and in conversation.
4. When on a date keep your phone on vibrate and do not keep checking it.
5. When speaking to another person take your ear buds out of your ears.
6. Do not talk on your phone when you are in a public toilet. WTF

With Friends

Dear Gen Y and Gen Z,

These set of rules and manners are important and will guide you in how to act with friends. A friend can be a lifetime blessing if you are loyal and true.

1. If you are a guest in someone's home, do not welcome yourself to their refrigerator, TV, bedroom or their possessions.
2. You should not change the radio in someone else's car, unless you ask.
3. Do not lend or borrow money.
4. Do not interrupt people when they are speaking.
5. Do not lie, Steal, or manipulate.
6. Do not take people for granted.
7. Do not be a bully.

Miscellaneous

Dear Gen Y and Gen Z,

These rules and manners I have observed to be lacking with your generations. So many times I have seen a baby crying and the parent on their phone or children running around in restaurants unattended. Be firm but loving and instruct your children.

1. Parents discipline your children before someone else does.
2. Parents teach your children respect of self and others.
3. If your baby is screaming in a restaurant or at an event, please take him/her outside, so you do not bother others.
4. Parents when you are with your child, be with your child and put the phone down.
5. Be a parent to your child, not a friend.
6. Start your day by making your bed; it sets the tone for the day.
7. Adults, do not suck your thumb in public.
8. Do not speak loudly while taking public transportation.
9. Treat others the way you would like to be treated.
10. Never call your parent, guardian, teacher or, grandparent, dude, son, or bro.
11. Do not record fights with strangers and not intervene.
12. Do not start fights with strangers, verbally or physically.
13. Never abuse or threaten a human or an animal.
14. When someone does something nice for you, thank them.
15. Say hello to your neighbors and wish them a nice day.
16. Have and give empathy.
17. Be pleasant and courteous in the company of others.
18. Do not sexually harass members of any sex. It's a crime.
19. Do not say the "N" word to anyone.
20. Forgive others and yourself.

Appendix

George Washington's Rules of Civility

The Bible

*“I will leave you with a scripture that I love;
Do not forget to be kind to strangers, you may
be entertaining angels unaware”. Hebrews 13:2.*

I hope you enjoyed these rules and manners from volume one. I do hope that you will incorporate them into your daily interactions with others.

Feel free to send me your list of manners and rules of civility; I will be sure to put them in volume two.

About the Author

Joanne Button is a Social Worker and Drug and Alcohol Counselor. She received her Master's degree from Fordham University in NYC. She lives in Brooklyn, New York.