

SERVICES

At Dallas School of Etiquette, our mission is to help children of all ages learn how to successfully navigate the world by treating others with respect and courtesy.

Our courses are divided by age groups, with lessons that are appropriate for each stage of development:

- **Manners for 3, 4 and 5 Year Olds:** a series of lessons designed especially for preschoolers that addresses daily basic good manners and comportment.
- **Elementary Etiquette:** a 6 lesson course for children in grades 1-5 that reinforces and builds on good manners and social skills.
- **Etiquette for Middle School:** a 6 lesson course for 6th-8th graders that includes confidence-building techniques, instruction in safe and appropriate social media use, conduct for athletes and more.
- **Etiquette for High School:** a 6 lesson course for youth in grades 9-12 that moves beyond the basics to advanced etiquette and includes instruction in life skills such as job and college interviewing protocol.

Classes are offered throughout the year. Schedules are posted on individual course pages.



CHILDREN'S PROGRAMS

YOUTH PROGRAMS

COLLEGE AND ADULT PROGRAMS

CORPORATE PROGRAMS



Do you long for your children to possess the knowledge and skills that give them the confidence to handle any situation they encounter?

The Dallas School of Etiquette has created an educational framework to teach young people, from preschool through high school, how to be successful in any social, educational or professional setting through manners, courtesy and respect.

Using curriculum established by The American School of Protocol, our courses are age-appropriate and employ interesting and fun methods to instill the soft skills that ensure success throughout life.

LISA BURDETTE
Dallas School of Etiquette



CLASSES

Manners for 3, 4 and 5 Year Olds

It's never too early to learn how to be mannerly! This 4-week series of 45-minute lessons instructs young children in basic etiquette, including:

- **Meeting people** — how to properly greet people of all ages
- **Telephone etiquette** — how to answer the phone and conduct and end a conversation properly. Also, how to make an emergency call
- **Meal time** — how to fold and use a napkin, how to handle a knife and fork
- **Personal space** — how to maintain the appropriate distance between those around you

The series culminates in a seated dinner and graduation ceremony.

A minimum of 10 students is required for this class.

Elementary Etiquette for Grades 1-5

This 6-week one-hour class builds on the basics, focusing on developing social skills and table manners, including:

- **Introductions** — how to initiate an introduction and be the recipient of one
- **Making eye contact** — an important skill that increases self-confidence and shows respect for others
- **Table etiquette** — going beyond the basic place setting to learn about extra cutlery and glassware, as well as how to properly eat hand-held foods and how to address unwanted foods
- **Cultural awareness** — the basics of cultural differences
- **Age appropriate dress** — importance of first impressions
- **Social behavioral skills** — behavior in social settings

This series culminates in a five-course graduation dinner.

A minimum of 10 students is required for this class.

Etiquette for Middle School (grades 6-8)

The preteen and early teen years are a time when social skills have critical importance. This 6-week one-hour class focuses on developing knowledge and abilities that are essential for interactions with peers and adults, including:

- **Southern hospitality** — welcoming people to your home
- **Introductions** — how to introduce people with titles, how to introduce friends of the opposite sex, and when and how to shake hands

- **Appearance** — addresses proper grooming, good posture, hygiene and hair and skin care; dressing appropriately for different occasions and building a wardrobe; how to enter and exit a room
- **Confidence-building** — how to prepare a one-minute speech, preparation for school and job interviews; how to handle an emergency situation
- **Etiquette for athletes** — locker room behavior and how to address coaches
- **Advanced manners** — how to write thank-you notes and address envelopes; behave appropriately in public; show honor and respect for adults
- **Telephone etiquette** — how and when to make calls; appropriate cell phone use
- **Table etiquette** — learning a complete place setting, including stemware and napkin placement

This series ends with a formal graduation dinner.

A minimum of 10 students is required for this class.

Etiquette for High School (Grades 9-12)

This 6-week series of hour-long classes will focus on increasing confidence and developing leadership skills that are essential to navigating the world after high school. In addition to refreshing their knowledge of manners and table etiquette, students will learn:

- **Public speaking** — how to address an audience with self-assurance
- **Interviews** — how to prepare a resumé or college application; what to expect during a job or college interview
- **Dating** — appropriate conduct, including how to ask for or accept a date
- **Prom Etiquette** — dress and behavior etiquette (individual class sessions)
- **Restaurant protocol** — how to read and order from a menu; how to signal a waiter; how to serve from a buffet

This series ends with a formal graduation dinner.

A minimum of 10 students is required for this class.