

Print Pack

Table Manners

Everything printable for this unit, in the order you will teach it.

Print at full size — do not scale to fit

Everything is US Letter. Card sets have cut guides.

PAGE	WHAT IT IS	HOW MANY
2	Do / Not Yet poster — skill 1	One, for the wall
3	Do / Not Yet poster — skill 2	One, for the wall
4	Do / Not Yet poster — skill 3	One, for the wall
5	Do / Not Yet poster — skill 4	One, for the wall
6	Do / Not Yet poster — skill 5	One, for the wall
7	Cleanup chart	One, for the wall
8	Eating neatly chart	One, for the wall
9	Sitting chart	One, for the wall
10	Utensil chart	One, for the wall
11	Rules poster	One, for the wall
12	Staff phrase card	One per staff member
13	Skill tracker	One per student
14	Good manners sorting cards	One set, cut and kept together



Sitting at the Table

Which one is ready to eat?

✓ GOOD SITTING



- ✓ Feet on the floor
- ✓ Back on the chair
- ✓ Facing the table
- ✓ Hands on the table

✗ NOT YET



- ✗ Feet up on the chair
- ✗ Leaning back
- ✗ Turned away from the table
- ✗ Hands not ready

What the teacher says:

“Feet on the floor.” “Sit still.” “Face the table.” “Chair is for sitting.”

Using a Fork or Spoon

Which one is eating the right way?

✓ GOOD



- ✓ Uses a fork or spoon
- ✓ Utensil goes into the food
- ✓ Then to the mouth
- ✓ Fingers stay off the food

✗ NOT YET



- ✗ Using fingers
- ✗ Fork left unused
- ✗ Fingers in the food

What the teacher says:

“Pick up your fork.” “Fork goes in the food.” “Good spoon use.”

Eating Neatly and Calmly

Which one is eating calmly?

✓ GOOD



- ✓ Small bites
- ✓ Mouth closed while chewing
- ✓ Food stays on the plate
- ✓ Slow and calm

✗ NOT YET



- ✗ Mouth overfull
- ✗ Food on the table
- ✗ Eating too fast
- ✗ Messy eating

What the teacher says:

"Small bite." "Slow and calm." "Food stays on the plate." "Mouth closed."

Cleaning Up After Eating

Which table is ready for the next person?

✓ **GOOD**



- ✓ Wipes his mouth
- ✓ Uses a napkin
- ✓ Table left clean
- ✓ Area left neat

✗ **NOT YET**



- ✗ No napkin used
- ✗ Crumbs and spills left
- ✗ Leaves a mess behind

What the teacher says:

"Use your napkin." "Wipe your mouth." "Clean the table." "All done — clean up."



Polite at the Table

Which one is waiting properly?

✓ GOOD



- ✓ Quiet voice
- ✓ Waits his turn
- ✓ Stays in his own space
- ✓ Hands in his lap

✗ NOT YET



- ✗ Reaching across the table
- ✗ Not waiting
- ✗ Into someone else's space

What the teacher says:

"Quiet voice." "Nice waiting." "Good manners."



When I Am Finished

The same three steps at the end of every meal

1

WIPE MY MOUTH

Napkin to the mouth, then back down

2

CLEAN MY HANDS

Napkin first, then wash if they are sticky

3

WIPE MY TABLE

Cloth or paper towel over my whole space

What the teacher says:

"Use your napkin." "Wipe your mouth."
"Clean the table." "All done — clean up."



Eating Neatly and Calmly

Four things that make a meal go well

1

SMALL BITES

Just a little at a time

"Small bite." "Just a little."

2

FOOD ON THE PLATE

Not on the table, floor, or clothes

"Keep food on your plate."

3

MOUTH CLOSED

Close your lips while you chew

"Close your mouth." "Chew nicely."

4

SLOW AND CALM

No rushing, no grabbing

"Slow and calm." "Take your time."

Gentle reminders, not corrections

Say the phrase once, calmly, and move on. Praise it the moment you see it done right.



Sitting at the Table

Four things, every meal

1

FEET ON THE FLOOR

Both feet down, not on the chair

2

BACK ON THE CHAIR

Sitting all the way back

3

BODY FACING THE TABLE

Shoulders square to the table

4

HANDS ON THE TABLE

Or in your lap when you are not eating

What the teacher says:

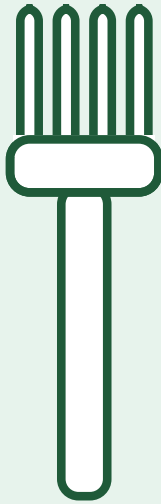
"Feet on the floor." "Sit still."

"Face the table." "Chair is for sitting."



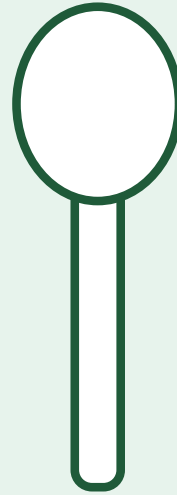
Fork for Food. Spoon for Food.

The utensil goes into the food, then to your mouth



FORK

Solid food — meat, vegetables,
noodles



SPOON

Soft food — soup, cereal, yogurt

What the teacher says:

“Pick up your fork.” “Fork goes in the food.” “Good spoon use.”

Fingers stay off the food

Unless a staff member says otherwise — bread and fruit are usually fine.
Practise with an empty plate first, before there is any food on the table.



Our Table Rules

Three rules. That is the whole list.

QUIET VOICE

Level 2 — the person next to you can hear you

SIT NICELY

Feet down, back on the chair, facing the table

WAIT YOUR TURN

Ask, then wait calmly for it to come to you

What the teacher says:

“Quiet voice.” “Nice waiting.” “Good manners.”



Every Phrase, One Page

For staff. Same words, every meal, from everyone.

SITTING

“Feet on the floor.”

“Face the table.”

“Sit still.”

“Chair is for sitting.”

UTENSILS

“Pick up your fork.”

“Good spoon use.”

“Fork goes in the food.”

EATING NEATLY

“Small bite.”

“Keep food on your plate.”

“Chew nicely.”

“Take your time.”

“Just a little.”

“Close your mouth.”

“Slow and calm.”

CLEANING UP

“Use your napkin.”

“Clean the table.”

“Wipe your mouth.”

“All done — clean up.”

POLITE BEHAVIOUR

“Quiet voice.”

“Good manners.”

“Nice waiting.”

Short. Consistent. Repeated daily.

Do not explain more than this. The repetition is what teaches it.



Table Skills Tracker

Tick when the student does it without a reminder. Work on one skill at a time.

Student: _____

Term: _____

Staff: _____

	Sun	Mon	Tue	Wed	Thu	Fri
1. Sits properly	☐	☐	☐	☐	☐	☐
2. Uses a utensil	☐	☐	☐	☐	☐	☐
3. Eats neatly and calmly	☐	☐	☐	☐	☐	☐
4. Cleans up after	☐	☐	☐	☐	☐	☐
5. Polite at the table	☐	☐	☐	☐	☐	☐

Notes: _____

Social Skills Program • A ; information, not a failure.



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Good Manners or Not Yet?

Show a card. Students sort it, then show what the good version looks like.

CARD 1

**Feet on the floor, back
on the chair**

Answer: GOOD

CARD 2

**Standing up next to
the table while eating**

Answer: NOT YET

CARD 3

**Fork goes into the
food, then to the
mouth**

Answer: GOOD

CARD 4

**Grabbing the food with
fingers**

Answer: NOT YET

CARD 5

**A small bite on the
fork**

Answer: GOOD

CARD 6

Mouth stuffed full

Answer: NOT YET

Social Skills Program • Table Manners Unit • All five skills • 12 cards



Good Manners or Not Yet?

Show a card. Students sort it, then show what the good version looks like.

CARD 7

**Chewing with lips
closed**

Answer: GOOD

CARD 8

**Talking with food in
the mouth**

Answer: NOT YET

CARD 9

**Food stays on the
plate**

Answer: GOOD

CARD 10

**Food on the table and
floor**

Answer: NOT YET

CARD 11

**Wiping your mouth
with a napkin**

Answer: GOOD

CARD 12

**Leaving the table
without cleaning up**

Answer: NOT YET

Social Skills Program • Table Manners Unit • All five skills • 12 cards

