

# Character and Life Skills: **Courtesy**

## Lesson Title: **Use the Right Tool**

Grade Level: **3-5**



### Project and Purpose

Students create a courtesy “toolbox” to demonstrate courtesy and explore the ways in which courtesy can help other people.

### Essential Question

What does it mean to be courteous and how can we be courteous in different situations?

## Materials

- Pens, pencils, crayons, markers
- Paper lunch bags, one per group
- Magazines, newspapers, catalogs, etc. for students to cut up
- Scissors, glue
- Smart board or white board
- **Use the Right Tool** handout
- **Courtesy Tools** worksheet
- In a remote environment, meeting software will need to have “breakout room” or similar function enabled allowing for small group discussions and handouts will need to be shared with student groups by email or chat function

## Procedure

### Introduction

1. Introduce the lesson by drawing a word web on the Smart board or white board. In the middle of the web, write the word “courtesy”. Ask your students to offer their own definitions of courtesy. Then, invite your students to fill in the web by listing the characteristics of a courteous person.
2. Explain that experts believe that there are eight adjectives associated with courtesy: attentive, compassionate, friendly, generous, helpful, respectful, thoughtful, and watchful. Check the students’ web to see if they have the same words as the experts.

### Direct Instruction (I do)

1. Tell students they will focus on the eight characteristic adjectives of being courteous mentioned in the word web to build a toolbox. Discuss how a toolbox usually holds things like wrenches, hammers, etc. for fixing and building things. The students will build a courtesy toolbox and fill it with tools or actions that will help them be courteous in various situations.
2. Choose one of the characteristic adjectives and write it on the board.
  - Example: generous

3. Model how students are going to create their toolbox. Start by thinking out loud what it means to be generous. Search a catalog or magazine for a picture that could represent generosity.
  - Example: a picture of a present or a cake
4. Continue to think out loud as you choose the setting that this picture could be a symbol for generosity.
  - Example: a friend's birthday
5. Finish by talking about how this picture represents generosity because when it is a friend's birthday, we can be generous by bringing them a present or baking them a cake to show them how much we care for them.

### Guided Exploration (We do)

Choose another characteristic adjective from the word web and repeat the process. This time, have students contribute their thoughts and encourage them to help find a picture to symbolize the chosen characteristic.

### Independent Practice (You do)

1. Explain to students that they will be working in teams of four or five to create a courtesy "toolbox". Their job is to find a picture that represents each characteristic listed on the Courtesy Tools worksheet. They should glue the pictures on the exterior of the brown paper bag. Next, they will use the Courtesy Tools worksheet to describe their picture. They will choose a setting that they demonstrate this characteristic and fill out the rest of the chart. Finally, they will cut out the boxes on the Courtesy Tools worksheet and place them inside their "toolbox."
2. Divide students into groups of four or five. Distribute one copy of the Use the Right Tool handout, one copy of the Courtesy Tools worksheet and a paper lunch bag that will serve as the "toolbox" for each group. Explain to your students that they will work together to create a courtesy "toolbox" to help them remember to demonstrate courteous behavior on a daily basis.
3. After groups complete their courtesy "toolboxes," allow time for them to present their work to the class.

### Conclusion

**Ask your students:** what does it mean to be courteous? Does courtesy look the same in all situations? Why is it important to be courteous to others?

## Vocabulary

**appropriate (adj.)**

**Definition:** correct or right for a particular time, situation or purpose

**Context:** Because Karley is 10 years old, it is not appropriate for her to watch a rated R movie.

**courtesy (n.)**

**Definition:** the state of being polite; polite behavior that shows that a person respects other people

**Context:** Habib's mother was proud of his display of courtesy when he offered his seat to an elderly lady.

**tool (n.)**

**Definition:** a piece of equipment or a skill that is useful for completing an activity

**Context:** Elizabeth uses her skills in conflict resolution as a tool when people confront her.

## Teacher Notes

[illegible]

# Character and Life Skills: **Courtesy**

## Activity: **Using the Right Tool**

### Grade Level: **3-5**

#### Directions

In order to be a courteous person, you must be attentive, compassionate, friendly, generous, helpful, observant, respectful and thoughtful. You will work with your group to create a courtesy “toolbox” to help you remember to demonstrate courteous behavior on a daily basis. Use the sample box and the steps below as a guide to assemble your “toolbox.”

#### Sample Box

Characteristic	Symbol	Setting	Courteous Behavior
Watchful	A pair of eyeglasses to symbolize that you stay focused on your surroundings	The beach	I will remind my sister to put on sunscreen so she does not get sunburned.

**Step 1:** Research the magazines, newspapers, catalogs, etc., provided by your teacher to find one image that represents or symbolizes each characteristic of courtesy. The eight characteristics of courtesy are listed in the boxes on the **Courtesy Tools** worksheets. After you find the symbols, record a simple description of each one in the appropriate box.

**Step 2:** Work together to decorate your courtesy “toolbox” by gluing the eight images on the exterior of your group’s paper lunch bag. Use markers and crayons to be more creative.

**Step 3:** Match each characteristic with one of the following settings, then decide on a way to use the characteristic to demonstrate courtesy in the chosen setting:

A movie theater	The classroom
A school bus	A grocery store
Your home	A playground
A sporting events	Your neighborhood

Choose one group member to record your settings and courteous behaviors in the boxes on the **Courtesy Tools** worksheets.

**Step 4:** Cut out the eight boxes on the Courtesy Tools worksheets, and place them in your “toolbox.” Now you have all of the “tools” you need to be a courteous person!

## Character and Life Skills: **Courtesy**

### Activity: **Courtesy Tools**

**Grade Level: 3-5**

Characteristic	Symbol	Setting	Courteous Behavior
Attentive			

Characteristic	Symbol	Setting	Courteous Behavior
Compassionate			

Characteristic	Symbol	Setting	Courteous Behavior
Friendly			

# Character and Life Skills: **Courtesy**

## Activity: **Courtesy Tools**

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Characteristic	Symbol	Setting	Courteous Behavior
Generous			

Characteristic	Symbol	Setting	Courteous Behavior
Helpful			

Characteristic	Symbol	Setting	Courteous Behavior
Respectful			

## Character and Life Skills: **Courtesy**

### Activity: **Courtesy Tools**

**Grade Level: 3-5**

Characteristic	Symbol	Setting	Courteous Behavior
Thoughtful			

Characteristic	Symbol	Setting	Courteous Behavior
Watchful			