

THE TWENTY-FIVE RULES OF CONSIDERATE CONDUCT*

1. *Pay Attention*
2. *Acknowledge Others*
3. *Think the Best*
4. *Listen*
5. *Be Inclusive*
6. *Speak Kindly*
7. *Don't Speak Ill*
8. *Accept and Give Praise*
9. *Respect Even a Subtle "No"*
10. *Respect Others' Opinions*
11. *Mind Your Body*
12. *Be Agreeable*
13. *Keep It Down
(and Rediscover Silence)*
14. *Respect Other People's Time*
15. *Respect Other People's Space*
16. *Apologize Earnestly*
17. *Assert Yourself*
18. *Avoid Personal Questions*
19. *Care for Your Guests*
20. *Be a Considerate Guest*
21. *Think Twice Before
Asking for Favors*
22. *Refrain from Idle Complaints*
23. *Accept and Give
Constructive Criticism*
24. *Respect the Environment
and Be Gentle to Animals*
25. *Don't Shift Responsibility
and Blame*

★ Source:

Choosing Civility - The Twenty-Five Rules of Considerate Conduct by Dr. P. M. Forni
(2002 St. Martin's Griffin). Dr. Forni is a professor of Italian literature at
Johns Hopkins University and cofounder of the Johns Hopkins Civility Project.



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