

# English Language Resource Materials on Values Education at the Secondary Level

## Topic: Respect and Courtesy

### Activity: “Courtesy” Board Game

#### Introduction

China is renowned as the “country of etiquette and rites.” Etiquette is considered the essence of Chinese civilisation and has been highly esteemed by Confucian scholars throughout history.

Good etiquette demonstrates respect for others and serves as a key to smooth social interactions. Understanding and practising etiquette not only reflects a person’s character and upbringing, but also has a profound impact on their interpersonal relationships.

#### Aims

This set of resource materials aims to:

- enhance students’ speaking and communication skills;
- promote positive values and attitudes (e.g. empathy, respect for others, benevolence);  
and
- build a culture of respect and courtesy in the English Language classroom.

#### Content

Through the interactive “Courtesy” Board Game, students will explore different ways and expressions (e.g. phrases, relevant language features) for **apologising**, **making requests** and **expressing gratitude** appropriately, and learn how to maintain good manners by showing respect and courtesy in various scenarios in their everyday lives.

## Warm-up

### Materials/Resources

SOWIT video “Never look a gift horse in the mouth”

(Video link: [www.edb.gov.hk/sowit\\_horse](http://www.edb.gov.hk/sowit_horse))



### Procedures

1. Explain to students that they will view a video about receiving a gift from a friend.
2. Play the video.
3. Guide students to reflect on what they have learnt from the video, e.g.:
  - What is the message conveyed by the video?
  - What should we do/not do when receiving a gift?
4. Relate the content of the video to respect and courtesy.
5. Invite students to research and share what can be said to **express gratitude** in a respectful and courteous manner.

*You made my day!*

*I feel seen by you.*

*This means a lot.*

# “Courtesy” Board Game

## Materials/Resources

Copies of the game board for each group of three or four (enlarge the game board to A3 size if possible), some dice and counters, three tips cards related to courtesy expressions

## Procedures

1. Explain to students that they will have the opportunity to practise using polite phrases and expressions for **apologising**, **making requests** and **expressing gratitude** that are appropriate in various contexts through playing a board game.
2. Divide students into groups of three or four.
3. Provide each group with a game board, a set of tips cards, a dice and counters.
4. Instruct students to place their counters on the “Start” square of the game board.
5. Guide students to take turns rolling the dice and moving their counters along the board accordingly.
6. When a student lands on a square, they must use the correct polite expression in response to the scenario. They may pick one corresponding tips card to help them.
7. If a student cannot think of anything to say, they should move their counter back two spaces on the board. If necessary, the teacher may provide clues or suggestions.
8. The first student to reach the “Finish” square on the board wins the game.
9. After the game, the teacher can encourage students to contemplate their emotions in relation to a particular scenario mentioned in the board game, for example, “You have sent someone text messages, but they have not responded yet.” The teacher can inquire about students’ feelings towards the person’s behaviour or lack of response. This reflection aims to help students develop their empathetic understanding and encourages them to be considerate and mindful of their own actions.









## Tips Cards







### Useful Courtesy Expressions for Apologising

<p><b>I'm (...) sorry!</b></p> <p><i>e.g. I'm terribly sorry for being late.</i></p> <p> You can also use other adverbs such as deeply, genuinely, really, desperately, dreadfully, extremely, frightfully and truly.</p>	<p><b>I apologise (for...)</b></p> <p><i>e.g. I apologise for the mistake I made.</i></p> <p> Remember to use a noun phrase (e.g. gerund) after "for".</p>
<p><b>Please accept my (...) apologies.</b></p> <p><i>e.g. Please accept my sincere apologies.</i></p> <p> You can also use other adjectives such as humble, heartfelt, full and profuse.</p>	<p><b>Please forgive me (for...)</b></p> <p><i>e.g. Please forgive me for missing your messages.</i></p> <p> Remember to use a noun phrase (e.g. gerund) after "for".</p>
<p><b>Excuse me (please).</b></p> <p> This is the most common way to politely ask someone to move out of the way.</p>	<p><b>My bad! / My mistake! / It's my bad.</b></p> <p> Use it when you have committed a small mistake.</p>
<p><b>How can I make it up to you?</b></p> <p><i>e.g. Oh no! I have broken your favourite cup. How can I make it up to you?</i></p> <p> This is used when you're asking how you can compensate for your mistake.</p>	<p><b>I didn't mean (to...)</b></p> <p><i>e.g. I didn't mean to hurt you.</i></p> <p> This is commonly used to express regret.</p>







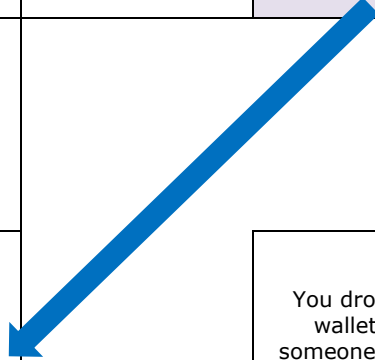
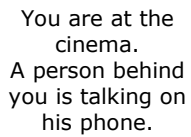




## Useful Courtesy Expressions for Making Requests

<p><b>Could/Would you...?</b></p> <p><i>e.g. Could you pass me the salt?</i></p> <p> The modal verbs “could/would” are more polite than “can/will”.</p>	<p><b>Ask a question</b></p> <p><i>e.g. Do you mind lowering your voice?</i></p> <p> You may also start your questions with “Would it be possible for you to...?”, “Do you think you could...?”, etc.</p>
<p><b>Show appreciation</b></p> <p><i>e.g. Your reply by next Friday would be much appreciated.</i></p> <p> We usually use this expression in the passive voice.</p>	<p><b>Use of the past tense</b></p> <p><i>e.g. I was hoping to leave a little early today.</i></p> <p> The use of the past tense can make a request less direct and soften the tone.</p>
<p><b>Use of conditionals</b></p> <p><i>e.g. If possible, may I take this seat?</i></p> <p> We may also start the conditional with “If you don’t mind...”, “If you are available...”, “If it’s not too much trouble...”, etc.</p>	<p><b>Give a reason</b></p> <p><i>e.g. To help us process your application, please provide your phone number.</i></p> <p> The reason provides an explanation or a justification for the request.</p>

## Useful Courtesy Expressions for Expressing Gratitude

<p><b>This makes me feel (...)</b></p> <p><i>e.g. This makes me feel honoured.</i></p> <p> You can also use other adjectives such as valued, appreciated, touched and respected.</p>	<p><b>I'm grateful/thankful (for ...)</b></p> <p><i>e.g. I'm grateful for your kind assistance.</i></p> <p> Remember to use a noun phrase (e.g. gerund) after "for".</p>
<p><b>I will always remember this.</b></p> <p> We use this expression when someone's act of kindness will resonate with us forever.</p>	<p><b>Show appreciation</b></p> <p><i>e.g. I appreciate how you have guided me throughout the years.</i></p> <p> By showing appreciation, we do not only express gratitude, but also recognise the act of the listener.</p>
<p><b>I owe you (...)</b></p> <p><i>e.g. I owe you one.</i></p> <p> This is usually used to indicate that you will do something for the listener in return in the future.</p>	<p><b>You are so (...)</b></p> <p><i>e.g. You are so sweet!</i></p> <p> You can also use other adjectives such as thoughtful, considerate, kind, nice, generous and amazing.</p>

# Game Board

 <b>Finish</b>	Someone calls for your mother, but she is not available.	You need your parents to sign a reply slip for you.	You forget to cover your mouth when you sneeze. <b>Miss a turn</b>	You are on a busy train. Ask the woman with her bag on an empty seat to move it so that you can sit.	Your friends come to your house for dinner. Ask them to take off their shoes.	
				A friend accidentally breaks a glass cup at your home.		
A neighbour looked after your pet while you were away.	Your neighbour knocks on your door and says your party is too noisy.	A person wants to take the seat beside you, but you are reserving the chair for a friend.	You want your guests to feel comfortable taking any food they like from the fridge.	You make fun of others because of their appearance. <b>Uh-oh!</b> <b>Go back to the start</b>	You interrupt someone who is speaking.	
You are doing your homework, and your parents are talking loudly.						
You forget to greet your teacher. <b>Uh-oh!</b> <b>Go back</b>			You mistakenly take your friend's jacket while leaving the classroom.	You want your friends to know that they are welcome to visit you at any time.	You offer your seat to a pregnant woman on the bus. <b>Fast forward</b>	A friend compliments your cooking.
You want your classmate to clean the blackboard even though it's your turn.			A friend invites you to his housewarming party.	You accidentally spill your drink on the floor at your friend's home.		
You sent someone text messages, but they haven't replied yet.			You are at the cinema. A person behind you is talking on his phone.	You drop your wallet and someone picks it up for you.	You have just called the wrong number.	
A classmate has just told you that he likes your new schoolbag.		You forget to thank your friend for a gift. <b>Miss a turn</b>	Someone is blocking your path as you walk along the street.			
You show a tourist the direction to her destination. <b>Move forward 2 spaces</b>	You just broke your pen. Ask your classmate to lend you another one.	Your phone is making noise while you are having a lesson.		You accidentally step on someone's foot.	 <b>Start</b>	