

# **BASIC ETIQUETTE GUIDE**

## ***For TONG IL LO Students***

### **CLASSROOM:**

- Always bow upon entering or leaving the classroom.
- When a black belt enters the classroom, the senior student must stop class and bring all of the other students to the position of attention and bow to that black belt to show him/her recognition and respect.
- Always open the door for your seniors. If a higher ranking student is holding the door, you should volunteer to relieve him/her.
- Always address your seniors as Sir or Ma'am.
- If any equipment needs to be put away or the classroom needs cleaning, the student should immediately volunteer to help with the job. If you see a senior student in the process of taking care of classroom responsibilities, you should immediately volunteer to help or take over.
- Never put your hands on your hips or cross your arms in class. This is a sign of arrogance.

### **FORMAL DINNER:**

- Always open the door for your seniors. If a higher ranking student is holding the door, you should volunteer to relieve him/her.
- Your seniors should always order their food first.
- Always allow the highest rank at the table to begin eating before you.
- Make sure the black belts and senior student's glasses are never less than half full. At that time, you should get the wait persons attention in order to refill their glasses.
- Senior instructors should always sit at the head of the table, unless otherwise specified. The senior instructor always has the privilege of choosing a different seating arrangement.
- When the dinner is over and everyone is leaving, you must always shake hands and bow to the senior instructor and black belts.

## ***BASIC ETIQUETTE Continued...***

### **RANK EXAMINATIONS:**

- When the testing board enters the room, the senior student must bring all of the other students to the position of attention and bow to all of the black belts to show them recognition and respect.
- When approaching the test board, never touch the table. Remain in the position of attention or keep your hands behind your back when ever talking to the judges.
- When a member of the test board calls your name, you should always respond LOUDLY with 'Yes Sir' or 'Yes Ma'am'.
- When leaving the test area or moving away from the test board always begin by bowing and then step backwards for at least three feet before turning your back to the board.
- When attending a test, you must either 'Dress up' or 'Dress out'.

### **TRAVELING WITH AN INSTRUCTOR:**

- When riding in a car, the senior rank has the privilege of riding in the front seat.
- When stopping to get gas, you should offer your assistance with pumping the gas and/or cleaning the windows.
- When traveling in an airplane or by bus, give the senior rank first choice of seats.
- When staying at a hotel, always find out if the senior instructor needs anything before you go to bed or leave the hotel.