

# Manners and Words Used Throughout the Day

**13 Signs to Be Learned:** cleanup, good, listen, no, please, share, sing, sorry, thank-you, toilet, wash, watch, yes

*(Reproduce the illustrated sign language cards found on pages 10–12. Make a copy for each child's "My Own Sign Language Dictionary," the Classroom Sign Word Wall, and one to be sent home to each child's parents.)*

**Getting Started:** Young children learn signs faster if they are first taught signs that are meaningful to them and represent either words, personal needs, or actions that occur commonly throughout the children's day. This gives the children an opportunity to use the signs frequently and to observe the signs being used.

Introduce the above signs following the order of the activities below. Most of the signs are introduced through games and activities which allows the children to use the signs in context while having fun practicing their new language skills.

**Teach the Signs for Yes and No:** The children should have already learned the sign for "hello" and "good-bye." This sign should have made sense to the children because it is just like waving "hello" or "good-bye." The sign for the word "yes" will also make sense to the children. The fist forms the letter "s" and then nods up and down, just like a head nodding "yes." "No" is not as obvious. The index and middle fingers tap the thumb similar to the movement of a bird's beak opening and closing. A great way to learn these signs is through the song, "Who Stole the Cookie from the Cookie Jar?" and for answering silly questions that require a "yes" or "no" answer.

## Who Took the Cookies from the Cookie Jar?

Who took the cookies from the cookie jar?

*(Child's name)* took the cookies from the cookie jar.

Who me? *(Solo sung by the child whose name was chosen.)*

Yes, you! *(All children sign "yes.")*

No, not me! *(Child signs "no.")*

Then who?

*(Another child's name)* took the cookies from the cookie jar.

Who me? *(Solo sung by the child whose name was chosen.)*

Yes, you! *(All children sign "yes.")*

No, not me! *(Child signs "no.")*

Then who?

## Silly Questions:

Have the children sign either "yes" or "no" when the teacher asks some silly questions, such as the following:

1. Are you a kangaroo?
2. Do you want to eat some mud?
3. Do you live in a submarine?

Also ask questions that allow them to use the "yes" sign.

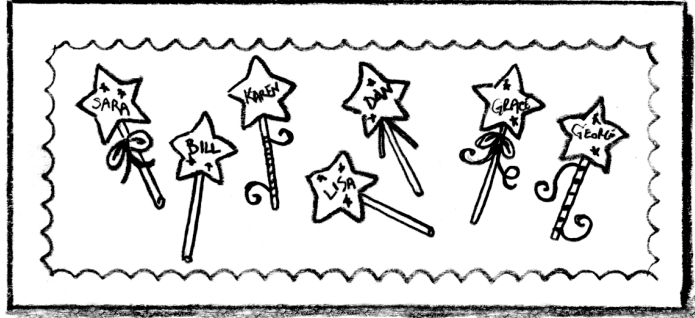
**Teach the Signs for Toilet and Wash:** To sign the word "toilet," the hand forms the letter "t" and is then shaken. This is a fun sign for the children to use when asking to go to the restroom – a sign that most definitely will be used several times each day. Also teach the children how to sign the word "wash." Use this opportunity to discuss with the children when they should wash their hands and the proper way to wash hands. Set up several wash basins and fill them with warm water and bubbles. Let the children practice signing their new vocabulary while having fun playing with the bubbles.

**When to Wash:** • Before eating or making something to eat • After playing outside • After playing with pets • After using the bathroom • After blowing their noses, coughing, or sneezing. • When hands look dirty. **How to Wash:** • Wash for 20 seconds using warm running water and liquid soap • Scrub palms, backs, between fingers, under fingernails, wrists and thumbs • Turn off the faucet with a paper towel to avoid recontamination • Thoroughly dry hands, preferably with a paper towel

**The Magic Words are Please, Thank-You, and Sorry:** These words should be used frequently throughout the day. Learn the signs by following the directions on the illustrated sign language cards (pages 11–12). Use the following activities to help the children practice using the signs for the magic words.

**The Magic Words Bulletin Board:**

Have each child make a “magic wand” and label the wands with the children’s names. (See illustration.) Each time you see a child using one of the magic word signs, place a gold sticker on that child’s wand. The children will love watching their magic wands fill up with stars!



**The Magic Words Tea Party:** Let the children have a pretend tea party during snack time. Use tea cups filled with hot chocolate or apple cider and a plate of cookies or crackers while encouraging them to practice using the magic word signs.

**Catch 'em Being GOOD:** This is a sign that the teacher should use often. The more often a teacher tells children that they are being “good,” the more likely that children will want to be “good!” Encourage the children to use the “good” sign when they are playing with their friends. Make it a classroom challenge that everyone should try to catch each other being “good!”

**Teacher Directions—Watch, Listen, Sing, and Share:** The words “watch, listen, sing, and share” are common words used by early childhood teachers. The teacher should introduce these words to the children by first showing the children each sign and then having them guess what each sign could mean.

The children will probably guess the correct meaning for the signs “listen” and “watch.” They may also guess the sign for “sing” because it looks as if one is conducting a choir.

Finally, the sign for “share” is a wonderful reminder sign for the children. Sharing is not always easy during the early childhood years. The children will probably not be able to guess the meaning of this sign at first, but once it is explained to them that the sign actually represents something being divided into two parts – dividing something to be shared, it should be more easily remembered. Use these signs often throughout the day and you may begin to see the children attempting to use them properly as well.

**Cleanup Fun:** This is a sign that is needed throughout the day in every early childhood classroom. Teach the children the sign for “cleanup” and then teach them “The Classroom Cleanup Song.” Each time the children hear the word “cleanup,” they should also do the “cleanup” sign. As the children become more comfortable, they should sing the song, but not sing the words “cleanup.” They should just use the sign for “cleanup.”

**The Cleanup Song**  
**(Sung to “A Hunting We Will Go”)**

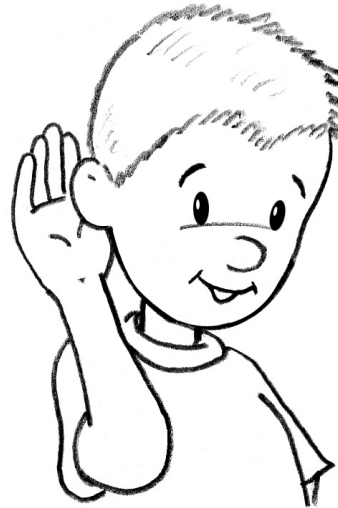
It’s time to cleanup our room.  
It’s time to cleanup our room.  
We all say “yes” to pick up our mess  
It’s fun to cleanup our room!





**good**

The flat hand moves from touching the mouth to being in front of the body, as if something was tasted.



**listen**

The hand is cupped behind the ear – implying that the ears should listen.



**no**

The pointer finger and the middle finger together tap the thumb, similar to a bird's beak opening and closing.

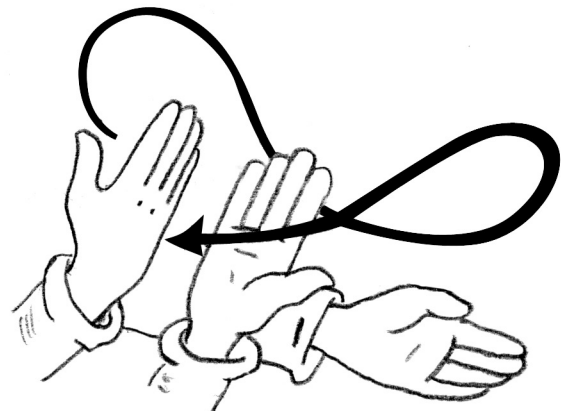
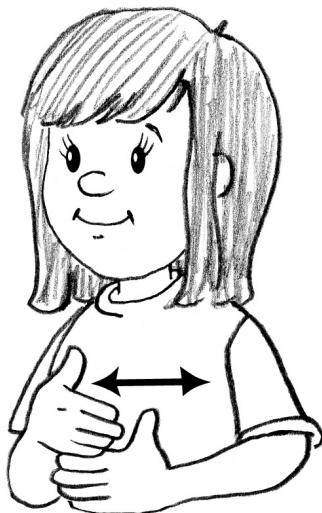


**please**

The hand is open and flat and moves in a circular motion on the chest.

**share**

Both hands are opened with the fingers together. The movement of the hands represent dividing up things that are to be shared.



**sing**

The right hand is open and waves back and forth above the left arm, as if conducting a choir.