

=THE CHRISTIAN'S BEHAVIOR=

Lesson 14

Review and Demonstration Lesson 2

AIM: to teach my pupils to talk properly on the telephone, to answer the door properly, and to have proper posture.

POINT OF CONTACT: Discuss very briefly with the class the fact that a canary is known for his cheerful song, a child is known for his carefree ways, a friendly dog is known for his wagging tail; these are reputations which are attached to them.

INTRODUCTION: A Christian should be known for his proper behavior. The reputation of all Christians should be that they know how to behave in any situation. In addition to knowing how to dress for any occasion and knowing how to say "no" to wrong activities, we need to know proper techniques for the use of the telephone, for answering the door, and for sitting and standing. (Before each demonstration the teacher can quickly give the principles that would apply to that demonstration.)

I. TALKING ON THE TELEPHONE.

1. Principles to remember—answering the telephone.

- 1) As soon as the phone rings, the party at home picks up the phone as soon as he can get to it.
- 2) The answering party speaks in a friendly tone of voice. He does not grumble, nor does he mumble his greeting.
- 3) The answering party identifies the number reached.
- 4) He carefully listens to the request of the caller. He answers him politely.
- 5) He allows the caller to control and end the conversation. If he does not have time to talk at that particular time, he should very politely and regretfully make this information known.

2. Principles to remember—making the telephone call.

- 1) The caller gives the party called time to get to the telephone. He waits for the telephone to ring at least six times before assuming that no one is home.
- 2) He identifies himself immediately.
- 3) He immediately after identification asks for the person with whom he wishes to talk.
- 4) He states his business—his reason for the call. He controls the conversation and ends it whenever the purpose for the call has been fulfilled.

3. Calls to demonstrate. (The demonstrations will be more realistic if the teacher can bring two telephones to class.)

1) The called person is home.

THE CALLER: (Dial the number.)

THE CALLED PERSON: (Pick up the telephone.) Hello. Jones residence.

THE CALLER: Hello. This is \_\_\_\_\_. May I speak to \_\_\_\_\_?

THE CALLED PERSON: This is \_\_\_\_\_. Hello, \_\_\_\_\_.

THE CALLER: \_\_\_\_\_, our Sunday school class is having a party this coming Saturday. We're going to go play tennis at the park in the morning, starting at 11:00. Since you were not able to be in class Sunday, I wanted to let you know. Our teacher, \_\_\_\_\_, will meet us at the church at 10:30 to take us to the park. Can you go?

THE CALLED PERSON: I'll have to get permission. Thanks a lot for calling. Can I let you know?

THE CALLER: You can let our teacher know. I hope that you can go.

THE CALLED PERSON: Thank you.

THE CALLER: You're welcome. I have other calls to make. I hope to see you Saturday morning. Bye for now.

THE CALLED PERSON: Good-bye.

2) The called person is not at home.

THE CALLER: (Dial the number.)

THE CALLED PERSON: (Pick up the telephone.) Hello. This is the \_\_\_\_\_ residence.

THE CALLER: Hello. This is \_\_\_\_\_. May I speak with \_\_\_\_\_?  
THE CALLED PERSON: I'm sorry, sir. \_\_\_\_\_ is not home. May I take a message?  
THE CALLER: Yes, please. Tell \_\_\_\_\_ that I called.  
THE CALLED PERSON: (Writing while listening.) Your name is \_\_\_\_\_?  
THE CALLER: That is correct. Please ask \_\_\_\_\_ to call me at 373-4596.  
THE CALLED PERSON: (Writing down the number.) That's 373-4596.  
THE CALLER: That is correct. At what time do you expect him so that I'll be here to get the call?  
THE CALLED PERSON: He should be home by 5:30.  
THE CALLER: Thank you very much. Good-bye.  
THE CALLED PERSON: You're welcome. Good-bye.

3) The called person is too busy to talk.  
THE CALLER: (Dial the number.)  
THE CALLED PERSON: (Pick up the telephone.) Hello. Jones residence.  
THE CALLER: Hello. This is \_\_\_\_\_. Am I speaking with \_\_\_\_\_?  
THE CALLED PERSON: Yes, \_\_\_\_\_. How are you?  
THE CALLER: I'm fine. There are a couple of things which I need to talk over with you. Do you have time right now?  
THE CALLED PERSON: I'm so sorry, \_\_\_\_\_, but I am expecting some people to pick me up right now and I'll be gone until around 3:00 this afternoon. May I call you back when I return?  
THE CALLER: That will be fine. Good-bye.  
THE CALLED PERSON: Thank you. Good-bye.

## II. ANSWERING THE DOOR.

### 1. Principles to remember.

- 1) Go to the door as soon as possible after the bell rings or the knock comes.
- 2) The outside door should be locked for safety's sake.
- 3) Politely greet the caller.
- 4) Politely listen to the caller as he states the reason for his call. If the caller is a salesman, politely listen until you have had an opportunity to answer whether you want to buy the product or not. Politely turn away any person who has come to talk about the Bible but whom you fear has come to bring false doctrine.
- 5) Admit the caller to stand just inside the door if the caller is someone whom you do not know but who knows a member of your family.
- 6) Ask the caller to come in and be seated if he is someone whom you know. Ask if you may take his coat. Show him a place to sit.

### 2. Situations to demonstrate.

- 1) Someone has come whom you do not know, but who knows someone in your family.

THE CALLER: (Ring the doorbell.)

THE RESIDENT: (Go to the door and open it.) Hello.

THE CALLER: Hello. Is your mother, Mrs. Snyder, home?

THE RESIDENT: Yes, she is. (Open the door.) Won't you step inside here, please, while I get her. May I tell her your name?

THE CALLER: (Stepping inside.) Thank you. I'm Mrs. Mills.

THE RESIDENT: Mother, Mrs. Mills is here to see you.

THE MOTHER: (Go to the entryway.) Hello, Mrs. Mills. Won't you come in? Please sit here.

- 2) The caller is someone whom no one in the family knows.

THE CALLER: (Ring the doorbell.)

THE RESIDENT: (Goes to the door and opens it.) Hello.

THE CALLER: Hello. I am selling magazine subscriptions to pay my way through college.

THE RESIDENT: I'm sorry; I am not interested in buying any magazines today, thank you.

THE CALLER: If I could have just a couple minutes of your time, you would see that I have some bargains which you cannot afford to pass up.

THE RESIDENT: I'm sorry, but I really do not have the time. Thank you.

THE CALLER: All right. Thank you. (Turn to leave.)

THE RESIDENT: (Close the door.)

3) The caller is someone whom everyone in the family knows.

THE CALLER: (Ring the doorbell.)

THE RESIDENT: (Go to the door and open it.) Hello, friends. Won't you come in? How are you? May I take your coats?

THE CALLER: It has been so long since we've had a visit with you folks. If you are busy, we'll come another time.

THE RESIDENT: Oh, no, we were just doing some odd jobs that we'll be glad to put off for another time. Let me take your coats. Please sit down. Excuse me while I go call Jim and Susie and Bill. They'll be glad to see you too.

THE CALLER: (Sit down.) Thank you.

III. SITTING AND STANDING.

1. Some principles to remember.

1) Posture should be erect. Christians should be careful not to slump down in their chairs while sitting, and not having body weight mostly on one foot while standing. Weight should be distributed evenly and with a straight back while sitting or standing.

2) Clothes should be arranged properly.

3) Legs should be crossed appropriately, if they are crossed. Girls and ladies should not cross their legs as a man would; boys and men should not cross their legs in an effeminate manner.

4) Legs are placed properly while standing. Girls should not stand with their legs spread apart. They should stand with legs together, with one foot placed slightly forward of the other foot so that stance is balanced, comfortable, and feminine. Boys and men should stand with legs placed slightly apart with feet parallel to each other.

2. Different members of the class can demonstrate sitting and standing, according to proper methods for their sex.

CONCLUSION: Walking, standing, sitting, talking on the telephone, and meeting people at the door can be done in such a manner as to enhance the Gospel of Christ, or they can be done in such a way that the way of Christians will appear to be very crude.