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」 If you are courteous to other people, you have good manners. Here are some ways to be courteous. Shake hands when you meet someone new. Let other people have a turn when using public facilities. If you need help or want some thing, ask politely. Be quiet when someone is sleeping. Share your tools with your friends when you are not using them. If you accidentally hurt someone, be sure to apologize. If you know how and when to say How do you do?, Thank you, please, and Im sorry, your everyday life will be much happier. 100Test 下载频道开通，各类考试题目直接下载。详细请访问 [www.100test.com](http://www.100test.com)