

A Fun Worksheet on When and How to Use Your Phone

Part 1: Good or Bad?

Read each situation below and circle **G** for Good Phone Etiquette or **B** for Bad Phone Etiquette.

G / B You answer a phone call by saying, “Hello, this is [your name]. How can I help you?”

G / B You text your friend while sitting at the dinner table with your family.

G / B Your phone rings loudly in the middle of a movie, and you answer it.

G / B Your best friend calls you, and you let it go to voicemail because you are in class.

G / B You see someone leave their phone on a bench, and you try to find its owner.

G / B You have headphones in, and someone is talking to you, but you ignore them.

G / B You step outside of a quiet waiting room to answer a phone call.

G / B You take a silly selfie while walking down the sidewalk without looking where you’re going!

Part 2: Finish the Sentence

Complete each sentence to show what you know about good phone manners!

1. When I answer the phone, I should say: “_____.”
2. If I’m talking to someone in person, I should _____ before checking my phone.
3. It’s **NOT** polite to use my phone when I am at _____.
4. If I get a call during a class or a meeting, I should _____.
5. When I send a text, I should make sure it is _____ and _____.

Part 3: What's the Best Choice?

Choose the best answer for each question below!

1. You are at the grocery store with your mom, and you get a text from a friend. What should you do?
 - a) Ignore your mom and text back right away.
 - b) Wait until your mom is done talking to you before checking your phone.
 - c) Call your friend and have a long chat about your favorite video game.
2. Your friend is telling you a funny story, but your phone buzzes. What do you do?
 - a) Look at your phone while saying, "I'm still listening!"
 - b) Ignore your phone and listen to your friend.
 - c) Stop your friend mid-sentence and say, "Wait! I need to check this!"
3. You are in a library, and your phone starts ringing loudly. What's the best action to take?
 - a) Answer it and start talking.
 - b) Turn the volume down and leave the room to answer.
 - c) Ignore the call but let your phone keep ringing.

ANSWER KEY:

Part 1: Good or Bad?

Circle **G** for Good Phone Etiquette or **B** for Bad Phone Etiquette.

- G** You answer a phone call by saying, “Hello, this is [your name]. How can I help you?”
 - B** You text your friend while sitting at the dinner table with your family.
 - B** Your phone rings loudly in the middle of a movie, and you answer it.
 - G** Your best friend calls you, and you let it go to voicemail because you are in class.
 - G** You see someone leave their phone on a bench, and you try to find its owner.
 - B** You have headphones in, and someone is talking to you, but you ignore them.
 - G** You step outside of a quiet waiting room to answer a phone call.
 - B** You take a silly selfie while walking down the sidewalk without looking where you’re going!
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Part 2: Finish the Sentence

(Possible Answers, may vary slightly)

1. When I answer the phone, I should say: **“Hello, this is [your name]. How can I help you?”**

2. If I'm talking to someone in person, I should **wait until they are finished speaking** before checking my phone.
 3. It's **NOT** polite to use my phone when I am at **the dinner table, Theater, library, class, or a meeting.**
 4. If I get a call during a class or a meeting, I should **put my phone on silent and wait to check it later.**
 5. When I send a text, I should make sure it is **polite and clear.**
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Part 3: What's the Best Choice?

1. You are at the grocery store with your mom, and you get a text from a friend. What should you do?
 b) Wait until your mom is done talking to you before checking your phone.
2. Your friend is telling you a funny story, but your phone buzzes. What do you do?
 b) Ignore your phone and listen to your friend.
3. You are in a library, and your phone starts ringing loudly. What's the best action to take?
 b) Turn the volume down and leave the room to answer.