# **Etiquette: Meaning, Types, Benefits and Basic Rules**

Etiquette is defined as formal rules and manners that are considered sacred and acceptable in society. These have been established by convention for a very long time and are followed diligently in both professional and social settings.If you are looking for an answer to what is etiquette, then let me tell you that it refers to the guiding principle that dictates what our behavior and manners should be in society. It proves an asset because it tells you in explicit terms about what it considers to be logical and rational. It is the etiquette that draws a different line between [people](https://www.marketing91.com/people-marketing-mix/) with good manners and people who behave irresponsibly everywhere.

Etiquette and manners go hand in hand. You will also find several etiquette books like etiquette for a lady, etiquette for kids, list of manners and etiquette, the importance of etiquette, and etiquette rules to help you in your task of learning things related to it.

## **Types of etiquette**

Some of the important types of etiquettes in society are as follows-

**1. Social etiquette**

One of the most important etiquettes is social etiquette as it informs an [individual](https://www.marketing91.com/individual-marketing/) about the norms and behavior that society considers acceptable

**2. Meeting etiquette**

This type of etiquette informs individuals about the styles one should give preference to while attending meetings, seminars, and events.

**3. Wedding etiquette**

Yes, there are wedding etiquettes in place that inform individuals that one should not be late, should behave sensibly, and do not drink too much at weddings.

**4. Corporate etiquette**

This type of etiquette informs individuals about how an individual should behave at his workplace and maintain dignity.

**5. Bathroom etiquette**

This type of etiquette refers to the rules that an individual should follow if he is using public or office toilets.

**6. Business etiquette**

This type of etiquette acts as a guiding force to the professionals and helps them in conducting business deals in an [ethical](https://www.marketing91.com/ethical-marketing/) and effective manner

**5. Eating etiquette**

This type of etiquette informs individuals about the rules and regulations regarding their eating habits.

Do not speak when the mouth is full, thank the person serving your food, do not leave the table until everyone has finished eating, etc. are some important eating etiquettes

**6. Telephone etiquette**

This type of etiquette informs individuals about how they should behave on the telephone. How to interact with others, not putting someone on hold for a long time, greeting the other person, and keeping your tone and pitch at the perfect level are basic telephone etiquettes one should always follow

## **Basic rules of social etiquette**

Some basic rules of etiquettes that are being followed for a very long time and are considered top-notch even today are mentioned below-

**1. Say thank you**

A simple thank you goes a long way in showing your appreciation for a kind deed. It is merely good manners to thank people who have come to your aid even if it is a small thing.

**2. Offer compliments**

Be generous with your words of appreciation and offer compliments and praise when required. If you are sincere in your efforts and offer genuine admiration, it will create a rapport that will keep you in good stead in the days to come.

**3. Self-control**

Self-control is one of the most basic etiquettes when you are sitting in a company. Keep a check on your behavior, voice, and manners if you are looking for basic rules of social etiquette.

Do not be too loud, and do not boast about the things you have or your accomplishments as arrogance is considered an undesirable trait. The deeds speak for themselves, and there is no need to blow your trumpet.

People observe everything, and it is imperative that your behavior, voice, and even clothing reflect your charm and elegance to the boot.

**4.**[**Active listening**](https://www.marketing91.com/active-listening-managers-need/)

Do not put your full onus on speaking; instead, listen actively if you are looking for basic rules of social etiquettes. Be genuine in your efforts as it is the best way to show respect.

Do not interrupt anyone while speaking, as it is considered bad manners. When you are listening, you come to know about many things that can prove helpful later on.

**5. Speak with caution**

Pay attention to your words as they are considered a strong tool in building and destroying relationships. Speak with kindness as well as due caution if you are looking for basic rules of social etiquette.

Speak kindly and keep your body language open. Do not complain or criticize or participate in gossip as it is disrespectful.

**6. Be punctual**

One of the most desired traits in a human being is his habit of being on time. Arriving too early is not good etiquette, nor is it arriving late. Be punctual at all occasions at all costs if you are looking for basic rules of social etiquette.

**7. Make eye contact**

Maintain eye contact during conversations if you are looking for basic rules of social etiquette. It establishes a level of trust and understanding. Moreover, it is a sign of confidence and shows you in good stead and positive light.

People who are looking at numerous other things during a conversation are viewed as unsure, untrustworthy, and shifty who can stab you in the back at any given time. They fail to earn the trust of the person they are speaking to.

**8. Stand during the introduction**

During an introduction, it is important to stand and offer a handshake or greetings if you are looking for basic rules of social etiquette.

Even if you are in the middle of something, for instance, having dinner or sitting with close friends, it becomes important to stand as a form of acknowledgment during the introduction

**9. Offer your seat**

If you are traveling in public transport and you see an older adult or someone pregnant or in poor health, it is common courtesy to offer your seat to that person.

**10. Be on time**

Be on time for get-together, events, dates, etc. if you are looking for basic rules of social etiquette. Being late shows a lack of respect and understanding that seems very rude

**11. Hold doors**

If you see someone struggling with the door it is basic etiquette to help him/her especially if you are looking for basic rules of social etiquette

**12. Take a gift**

If you are invited to a party, or you are visiting someone, it is basic etiquette to take a gift or something with you.

**13. Pay your share**

If you are going out in a group, pay your share if you are looking for basic rules of social etiquette. Dividing the bill is the common thing nowadays, and if you do not follow this social norm no one is going to invite you again