

Be on time

There's nothing worse than a late-comer and keeping people waiting, especially at a dinner or social gathering. However, sometimes there are times when being late is out of your control. So try and contact your host by telephone to make them aware and give them your estimated time of arrival.



Personal space

Everyone has their own level of personal space and comfortable distance from others. Respect this as this can be different depending on the person's upbringing, culture, background and self-confidence. If you're unsure, take a step back.



Host and Hostess gifts

Never turn up empty handed to someone's home if they have invited you over. Even just a bunch of flowers, chocolates or a bottle of fizz is a welcomed and thoughtful gift.

If you're looking for something a little different as a present, take a look here.



Conversation and gossip

Consider a back-and-forth dialogue in a conversation and never monopolise a discussion to talk about yourself and yourself only. It's only polite to show and interest in the other person and ask them questions about themselves. It's also bad form to gossip. You never know how the other person will react of what their own personal views may be.



Mobile Phones

When in a social situation, use your mobile phone sparingly. We understand that it can be a 'comfort blanket' in an uncomfortable social situation, but it can also be seen as a barrier between you and other guests, making you seem closed off and forcing people to skirt around you when trying to make conversation. If you need to use your phone, politely excuse yourself and do so away from others.



Using names

There's nothing more respectable than when someone has the decency to remember your name and use it. Whether that's in conversation or when introducing them to another, you'll do well if you can do this. Take a look at some tips to remember names here.



Change the subject

Sometimes conversations can take a sinister, uncomfortable or sour turn and you can be the one that shifts an uncomfortable conversation to a more respectable one.

Graciously change the subject and others will thank you later! See how to do this here.

Drinks

When heading for a drink or to a bar, always offer to fetch one for those you are in the company of.

Nine times out of ten, those who would in fact like a drink, offer to accompany you to the bar.



Have money on you

Remember to always bring your purse or cash card to any event, you don't want to get caught short not able to pay your own way.

Especially if you are in unfamiliar surroundings or with people you don't know very well.

Say 'Thank You'

Times have changed and you may not necessarily be sending a Thank You card or letter!

But a simple Thank You text or email will be greatly received by your host for all of their hard work and effort.

