



INDIAN SCHOOL AL WADI AL KABIR
DEPARTMENT OF ENGLISH [2025– 2026]

TOPIC: READING COMPREHENSION

WORKSHEET

RESOURCE PERSON: Ms. Jayalakshmi Nair

NAME: _____ CLASS:III SEC: _____ DATE: _____

Read the passage carefully and answer the questions that follow.

The Power of Good Manners

Good manners are an important part of our everyday lives. They help us show respect and kindness to others, and they make the world a better place. Using good manners can make people feel happy and appreciated.

When you say “please” and “thank you,” you are being polite. For example, when you ask for something, you say, “Please, may I have a pencil?” When someone gives you something, you say, “Thank you!” These little words show that you care about other people.

Another important part of good manners is saying “excuse me.” If you need to get someone’s attention, you can say, “Excuse me, can I talk to you?” If you accidentally bump into someone, say, “Excuse me!” Saying “sorry” when you make a mistake is also a good way to show manners.

Good manners also mean listening when others are talking. It’s important to wait your turn to speak and not interrupt others. By being a good listener, you show respect to the speaker. Using good manners can make new friends and help you get along with people. So remember, saying “please,” “thank you,” “excuse me,” and “sorry” are all great ways to show good manners every day!

I. Complete the following sentences.

- a. Good manners are an important part of our _____.
- b. When you say ‘please’ and ‘thank you’, you are being _____.

II. Answer the following questions.

- a. Why are good manners important?

- b. What should you say if you bump into someone?

III. Write a word from the passage which means -

- a. to stop someone in between - _____
- b. a way in which a thing is done - _____
- c. feeling valued or respected - _____