

MANNERS MEET MASTERY: TEACHING PROFESSIONAL ETIQUETTE IN EAPP CLASSROOMS

by:

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Senior High School (SHS) students are moving into a stage in their transition from education to the workforce where academic knowledge alone might not be enough. Soft qualities like respect, being on time, dressing well, communicating clearly, and acting politely are becoming more and more valued by employers. Schools can help students grasp and internalize these expectations early on by teaching professional etiquette in EAPP (English for Academic and Professional Purposes). This will give them a competitive edge as they progress toward internships, work immersion, or part-time employment (O'Rourke et al., 2021).

Respect and good relationships between students, professors, peers, and eventually coworkers are also fostered by professional manners. A classroom culture that encourages cooperation and respect for one another is fostered when SHS students exhibit good manners, such as active listening, acknowledging others, and being courteous (Purohit & Devi, 2023). In addition to enhancing learning outcomes, such a culture fosters emotional intelligence by making students more conscious of the impact of their actions on others and teaching them how to handle social situations with greater tact.

Additionally, professional manners helps students build their confidence and sense of self. Students who exhibit competence and responsibility – qualities that are highly regarded in professional settings – by dressing appropriately, meeting deadlines, and communicating clearly (Commisceo Global, n.d.). They benefit from this in formal situations when first impressions count, such as college admissions and employment

interviews. By teaching these techniques in the classroom, students are less stressed and uncertain and are better equipped to handle circumstances that call for professionalism.

Also, etiquette instruction aids pupils in thriving in distant and digital settings. Digital etiquette – such as sending formal emails, refraining from using slang in business communications, and acting politely in virtual environments – is becoming more and more crucial as more meetings, classes, and collaborations take place online (Raquel & IACADEMY, 2020). Students in SHS who are taught these standards will be better equipped to meet the demands of contemporary employers.

From an academic standpoint, the connection between language and purpose is strengthened when professional etiquette is incorporated into EAPP lessons. Students observe how tone, formality, structure, and clarity affect communication in the actual world rather than merely learning English in a vacuum (O'Rourke et al., 2021). As a result, debates, presentations, and writing assignments become more pertinent and significant. Additionally, it assists students in evaluating and refining their own communication methods to better meet professional standards.

Furthermore, teaching professional manners fosters the growth of moral and ethical character. According to Purohit and Devi (2023), a number of etiquette-related behaviors, including honesty, integrity, and respect for others, are fundamental principles in both personal and professional spheres. Internalizing these ethics increases the likelihood that SHS students will conduct ethically, follow rules, and accept responsibility for their actions – qualities that are valued by both employers and universities.

Lastly, teaching etiquette now helps kids develop habits that they may use outside of the classroom. The capacity to behave properly, connect with others with respect, and speak graciously is widely respected, whether in future job, higher education, or civic life. Therefore, incorporating professional etiquette within the SHS - EAPP curriculum is

essential to preparing students for success in a variety of areas of their lives and is not an optional extra (Commisceo Global, n.d.).

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