



1. When somebody speaks to you, listen attentively. Showing indifference will hurt the speaker's feelings. Similarly, do not wake up and leave while you are being spoken to (unless the conversation involves haraam e.g. backbiting, etc.).

2. If you do not understand what has been said, seek clarification. Do not pretend to understand, and do not use your own opinion to try and interpret or understand the statement.

3. If you are requested to do something, respond clearly by either accepting or rejecting. Do not give an ambiguous answer or remain silent, thus giving the person the impression that you intend to fulfill the request whereas you do not intend to fulfill it. Also, if you accept, then inform the person as soon as the request is fulfilled.

4. When listening to a lecture or attending a ta'leem, focus on what is being said. Do not engage in conversation with another person, fidget with one's clothing, fingers, etc., **or use one's phone**

5. If you are asked to identify yourself (e.g. over the phone or when knocking on someone's door) then do not answer by saying, "It's me". Instead, introduce yourself completely by stating your full name.