**Pardon my Interruption Lecture**

“Don’t interrupt.” How many times have we heard this? **What does the word interrupt mean?**

**Our topic for today** will discuss how any person can tactfully interrupt another individual. An interruptionis anything that causes us to stop what we are doing. Interruptions are often considered rude, and as a result, we usually teach children that it is bad manners to interrupt others. **However**, there may be times when an interruption is necessary. Take the following school situation **for example**; the teacher is teaching the class about the solar system. A student in the back of the room is having difficulty hearing the teacher. Should the student be quiet and miss the lesson? Or should he/she *politely* interrupt to let the teacher know that he/she is having difficulty hearing?

 Although the words “polite” and “interrupt” may seem like opposites, these words (and behaviors) go hand in hand! **Therefore**, it is important to teach children appropriate ways to disrupt a conversation or activity *before* they ask a question or make a comment. **The tips below are helpful** ways to teach children the “rules” of interrupting.

**First**, know when an interruption is necessary – if your comment or question can wait for another time, then wait. Only interrupt if the question or comment is important at that very moment or is an emergency.

**Second,** makingeye contact with the person you want to peak to – they may recognize you that you have something to say and may invite you to speak.

**Third**, Wait for the break in the conversation – wait until the speaker pauses to allow others to speak unless it is an emergency.

**Forth**, Raise your hand – doing this will let the speaker know you have something to say.

**Fifth**, Wait to be recognized – just because you raised your hand does not give you the right to blurt out. Wait to be asked to join the conversation.

**Last**, keep your comments short and to the point – be sure to say your message clearly and stay on topic.

**In conclusion**, there is a lot to remember about when is the right and wrong time to interrupt. Be sure you interrupt with care.

Pardon My Interruption Lecture Notes

Know when an interruptions is necessary

Raise hand

Eye contact

Wait for a break in conversation

Wait to be recognized

Keep comments short and to the point

If question or comment can wait till later, then it should.

Only interrupt if important that you share at that moment

To let speaker know you have something to say

Speaker may recognize you have something important to add

May invite you to speak

Wait for speaker to pause if not an emergency

Wait before you speak

Raising hand does not automatically give you right to blurt out

You have been given a chance to share – stay on topic, say clear message.

Pardon My Interruption Quiz

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_

**True/False**

1. **T or F**  An interruption is anything that makes us stop what we are doing.
2. **T or F** An interruption should never be considered necessary.
3. **T or F** There are certain tactics you may attempt to try and get the speaker’s attention such as raise your hand and make eye contact.
4. **T of F** After raising your hand you are immediately allowed to speak.

**Multiple Choice**

1. When interrupting someone, you should make eye contact because:
2. the speaker may recognize you have something important to say
3. the speaker may invite you to speak
4. Both A and B

2. You know when an interruption is necessary when:

1. the topic at hand can be postponed until further
2. the topic at hand is so important that it must be shared at that moment.
3. you forgot what the topic was after raising your hand.

3. When you have been given the time to share your interruption

1. make sure to stay on topic and state a clear message.
2. take all of the time you need since it has been granted to you.
3. it is an opportunity to discuss other topics with the speaker as well since you have their attention.

**Short Answer**

1. What are four behaviors you should do once you realize that an interruption is deemed necessary?
2. In the space below, using your own words, describe an event in which you could practice interrupting someone and how you would go about doing so.

Reference

Kjesbo, R. R. (2011). Pardon my interruption… *Handy Handounts,* 229. Super Duper Publications. Retrieved 6/28/12 from www.handyhandouts.com.