

Action	Additional Ideas
Be reliable	Be punctual and dependable. If you have to cancel your plans, let your friend know ahead of time.
Be courteous	Open the door for your friend; help him or her carry heavy or bulky loads; offer him or her a seat.
Be approachable	Keep your body language neutral and relaxed; maintain eye contact while conversing; don't look at your watch repeatedly.
Show an interest in your friend's opinion	Don't talk over your friend or dominate the conversation; listen actively and ask follow-up questions.
Avoid obscene language	Use clean, polite language instead
Be courteous to your friend's other companions too	Excuse yourself before interrupting their conversation; introduce yourself; make them feel included.
Be discreet	Honor your friend's privacy by keeping the details of your private conversations to yourself.
Be hospitable	Welcome your friend into your home; offer him or her food and drink; find out about any dietary restrictions ahead of time and make plans to accommodate them.
Respect your friend's belongings	Don't use your friend's property without permission; make sure to return or replace it as soon as you are done with it.
Respect your friend's culture	Make the effort to learn about your friend's culture so that you can avoid offending him or her inadvertently.