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The splendor of...
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THE
SPLENDOR
OF
GOOD MANNERS



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OF
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Prepared by a Committee of Sisters of
The Third Order of St. Francis of the Perpetual Adoration
under the direction of
His Excellency, the Most Rev. Alexander J. McGavick, D. D.
for the
Youth of the Diocese of La Crosse

1917

BY APPOINTMENT

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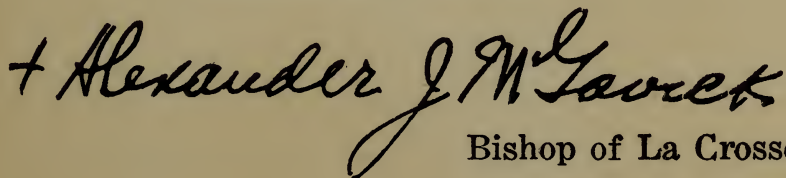
FOREWORD

The Splendor of Good Manners should help to make smoother and therefore easier the road to success in life for all who devote to it careful reading and practice it unflinchingly.

In those who would propagate the Christ-life by good example it will be such an ornament to the Christ-way of living that even on their human side Christlike acts will have a grace and beauty that will make them all the more agreeable and instructive to others. It will therefore be an aid to success for everyone in either the secular or spiritual sphere, whether serving man or God.

I expect to donate a copy of **The Splendor of Good Manners** each year to the Seniors in all diocesan and parish high schools of the diocese of La Crosse, and with each copy I send in advance to all such students the assurance of my good wishes for their success in this life and in eternity. May I ask the favor of even one brief prayer for those who in time to come may profit by this book. I express my gratitude to the Sisters of St. Rose Convent by whom it was prepared.

Sincerely in Christ,

A handwritten signature in black ink, reading "Alexander J. M. Gavett". The signature is written in a cursive style with a large initial 'A' and a long, sweeping underline.

Bishop of La Crosse

Feast of Chair of St. Peter, 1944

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GOOD MANNERS IN CHURCH

THE CHURCH IS GOD'S HOUSE. It is dedicated to Him. He may be said in a certain sense to hold title to it. Our Lord Himself called it "a house of prayer." When you enter a church, therefore, good manners in highest form should always prevail.

Above all, be neat in your personal appearance. Have your hands, face, and fingernails clean and your hair combed. As you approach the outside door of the church, all conversation should cease. A man should remove his hat; a lady should be sure that her head is covered. **Take holy water with your right hand and reverently bless yourself.** Be conscious of making the intention of doing all in the name of the Father and of the Son and of the Holy Spirit. As you bless yourself with the right hand, make the complete Sign of the Cross, touching your forehead, breast, and shoulders.

Proceed down the aisle, looking toward the tabernacle and not gazing about the church. Make a genuflection, which is a greeting to your God in the tabernacle. Be sure that your right knee touches the floor and that you look at the tabernacle as you greet Him.



Unless you have a definitely assigned place in a pew, **never kneel at the end of the seat and make others climb over you.** On entering your pew, always kneel in adoration. Never enter a pew and immediately sit down. If a considerable time elapses before the beginning of church services, you may sit down after awhile; but never sit in such a way that you are a hindrance or a nuisance to those behind you who may wish to kneel and pray. Kneel erect on both knees; never assume a half-kneeling, half-sitting posture. When you sit down, do not sprawl over the seat or hang your arms over the seat behind you or cross your knees. Sit erect; you are in the presence of our Lord.

Be in church before the priest comes into the sanctuary. Do not leave the church at the end of the last Gospel. Wait until the priest has entered the sacristy

SINCE YOU GO TO CHURCH TO PRAY, join in all prayers that are said in common and in all congregational singing. The hymns sung in church are prayers; therefore, add your voice in prayerful song to God. It is a commendable practice to use the missal when assisting at Mass. **Assisting at Mass** is the grandest, the most important thing you can do. The Catholic will look upon participation in the Sunday Mass as an appointment with God and will never fail to keep it. As Cardinal Newman once expressed it:

To me nothing is so consoling, so piercing, so thrilling, so overcoming as the Mass. I could attend Masses forever and not get tired. It is not a mere form of words; it is a great action, **the greatest action that can be on earth.**

The life of every Catholic should be spent as far as possible within the radius of the sweet, penetrating,

and sanctifying influence of the Mass. In whatever way you assist at Mass or other church services, remember that you are there to pray. These are precious moments in your life. By your prayers you get graces from God to overcome temptations now and in future years. Do not talk in church except to God. Do not mumble your private prayers to the distraction of those around you. Never stare around in church or look into the choir loft or at anyone or anything behind you. Keep your eyes and your mind on Christ in the tabernacle.

AVOID MAKING ANY SOUND IN CHURCH, ESPECIALLY DURING A SERMON. If you must blow your nose, do so quietly. If you must cough, both health and courtesy demand that you cough as quietly as possible into your handkerchief.

WHEN GOING TO HOLY COMMUNION, proceed up the aisle with your hands clasped, your head erect, and with your eyes modestly lowered. You then genuflect and take your place at the railing. In receiving Holy Communion, you should have your eyes closed. Raise your head just a trifle, open your mouth, and extend your tongue over the lower lip. When a Bishop distributes Holy Communion, he first presents his ring for you to kiss before he places the Sacred Host on your tongue. After the one next to you has received Holy Communion, rise from the altar railing and, without a genuflection, proceed slowly to your place, with eyes reverently lowered and hands clasped. As you get to your pew, kneel, and close your eyes in order to avoid possible distractions at this sacred time. The most precious minutes in your life are those when Christ is present in your heart in Holy Communion. Get the

full value of this time. Spend some minutes after Mass in thanksgiving. Reverence also requires that, whenever you intend to receive Holy Communion before Mass, you devote at least ten minutes to preparation.

If you have not received Holy Communion, do not kneel at the end of the pew and make those returning climb over you. Quietly move into the pew or rise and step into the aisle to allow those returning to get to their places. When you move from your place in a pew, do not push yourself along, but rise and walk farther into the pew. You have a good chance to make a fervent spiritual communion, knowing that Christ is in the person near you who has just returned from receiving Holy Communion.

SERVING AT THE ALTAR or **SINGING IN THE CHOIR** is a privilege. Show by your conduct that you realize it. When you are to assist as a server or a singer, be in time, be reliable and reverent.

MAKING VISITS TO OUR LORD is a laudable habit to cultivate. Calling on Christ in the tabernacle during the day assures our Lord of your loyalty and devotion.

WHEN GOING TO CONFESSION, be careful never to talk or distract others who are receiving the same sacrament. Do not kneel so close to the confessional that you can hear what the penitent or the confessor says. Wait your turn, and never be so ill-mannered as to step ahead of someone who has been there before you. After confession, go to a pew by yourself. Say the penance devoutly, thank God for His forgiveness of your sins, and renew your promise to be more faithful to Him.

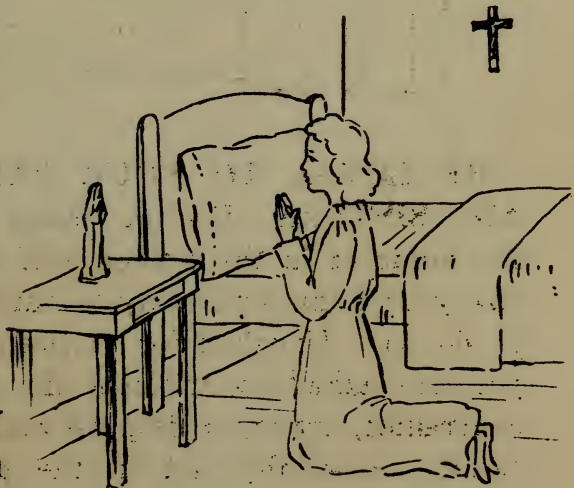
GOOD MANNERS IN THE HOME

SACRIFICE IS THE KEYNOTE TO HAPPINESS IN THE HOME. True courtesy, which flowers from charity should begin in the home. All the factors for its full exercise are present there under the most favorable circumstances. The danger, however, lies in the close and affectionate intimacy which home life provides. As a result, you are apt to reserve the little niceties of life for those outside the family circle. You forget that the force of well-mannered habits acquired in the home can be and should be carried beyond it. So, do your part to make your home the happiest, brightest and most restful place in the world. Cultivate a cheerful spirit while in the house. Father Daniel A. Lord says, "A cheerful home is a happy home." Practice smiling at home. A smile goes a long way.

Smile—on the familiar faces of your family and friends;

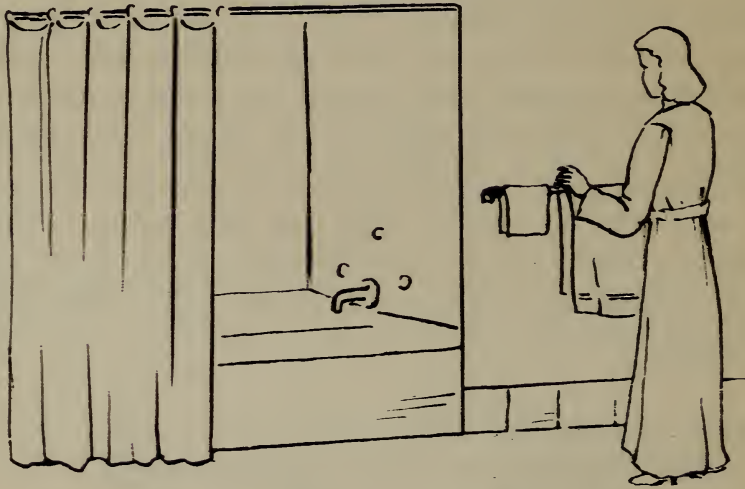
Let all enjoy the beauty and inspiring cheer of your smiling face.

BEGIN THE DAY WELL. As soon as you



are awakened in the morning, give your heart to God. Arise immediately. Make the Sign of the Cross, by which you consecrate the day's work to the Blessed Trinity. Do not fail to say your morning prayers and to ask God's blessing on the day's work. Greet the members of your family with a cheerful "Good morning."

Be considerate of others and do not monopolize the bathroom. Take a brisk bath, give attention to your teeth, hair, and fingernails. **Leave the bathroom neat and clean for the next occupant.**



BE LOYAL TO YOUR PARENTS, BROTHERS, AND SISTERS. Do not repeat family affairs outside the home or in the presence of visitors. Do not criticize your home or family to outsiders or permit others to do so. Uncalled-for criticisms cause friction. If you are asked to criticize, do so discreetly. Do not contradict, argue, or dispute with the members of your family, especially not in the presence of strangers.

Do not answer in bitter, wounding words. Control your temper at home.

Use "Please," "Thank you," "I beg your pardon," generously. These courteous expressions belong first and foremost in the home. At all times and everywhere speak in a quiet, calm tone of voice. Introduce your family to your friends, and your friends to your family. Present your parents first when introductions are made.

When your parents, grandparents, or guests enter the room, rise and offer them chairs. Remain standing until they are seated. Offer the most comfortable chair to the most distinguished person present. Do not offer the chair on which you have been sitting, unless it is the only vacant one or the most comfortable one in the room.

RESPECT THE PERSONAL RIGHTS OF YOUR PARENTS, brothers, and sisters. This means that you do not read their mail or handle their personal property without their permission. Do not borrow others' property or take it without the owner's wishes. Do not enter the private rooms of others without knocking, Respect their desire for privacy.

Remember that in serving others you serve Christ Himself; hence, when occasion offers, do your share to help entertain any of the family's guests. Show your parents that you enjoy their company. Stay at home in order to give them also an opportunity for outside diversion.

CULTIVATE THE BEAUTIFUL FAMILY SPIRIT OF RECOGNIZING SPECIAL ANNIVERSARIES, birthdays, and namedays of parents, brothers, sisters,

and grandparents. Greet them with such words as, "Happy birthday, mother," "Happy nameday, father." Remember them with a small gift, a spiritual bouquet, or a greeting card. Have a family feast on Mother's Day and Father's Day.

WHEN YOU LEAVE HOME, BID YOUR MOTHER "GOODBYE." Tell her where you are going and when she may expect you to return. Be at home at a respectable hour at night. If you cannot be at home at the stated time, telephone your mother so she need not worry. Come in quietly if you are late.

Before retiring, give father, mother, and others present a cheerful "Good night." Many families have the beautiful custom of kissing mother and father when leaving home and on retiring.

HELP TO MAKE YOUR HOME AN ATTRACTIVE and pleasant place in which to live. Cheerfully share the responsibilities of the homework, such as cleaning or caring for your clothes. Hang your clothes in their proper place. Take care of your own room. When mother's work becomes burdensome, show a willingness to help her. Offer to do extra work and to run errands for mother and father. Shoulder some of the responsibility of caring for your younger brothers and sisters. Be patient and kind to them.

Consider the comfort and happiness of your father. Show your mother every affection and gratitude. These are easy to give and pleasant to receive. Be kind and considerate to mother's friends.

Do not disturb others while they are reading. Be careful not to interrupt others who are speaking. Do not pass in front of anyone without excusing yourself.

A TELEPHONE CONVERSATION IS ONE OCCASION when your voice stands for all that is you. When telephoning, use a pleasant tone of voice and speak slowly, politely, and distinctly. Frequently the home telephone is so located that the person may disturb naps, important conversations, or impose silence on the entire family. Do not inconvenience the family by lengthy and frequent telephone conversations. Avoid night calls, mealtime calls, and early morning calls unless these are very necessary. Answer the telephone for mother and save her these steps. When answering the phone for another, note down necessary details of the message. Be courteous and considerate to the operator. A telephone conversation should never be opened with, "Who is this?" Ask for the person you want or say, "Is this Miss Gray?" It is childish to say, "Guess who this is." Play no guessing games over the telephone.

BE COURTEOUS AND CONSIDERATE IN THE USE OF YOUR RADIO, An unselfish boy or girl will give father, mother, or any older member of the family



first choice of radio programs. Be considerate also of your neighbors who are within hearing distance and who may not be interested in your program.

BE KIND AND CONSIDERATE TO THE SERVANTS IN YOUR HOME. Do not call them from their household duties to wait on you. If you have a reasonable request, put it courteously, not demandingly. Greet the maid with a pleasant "Good morning" when she serves you at breakfast. The maid will serve you more cheerfully and willingly if you use "Please" and "Thank you."



GOOD MANNERS AT TABLE

THERE IS NO PLACE WHERE GENTLE BREEDING IS SO SURELY REVEALED AS AT TABLE. Certain rules of table etiquette, based upon kindly consideration of others, have been established. These should be learned and practiced daily at home so as to become a part of your personality. Table manners cannot be put on for the occasion. Nothing so quickly reveals the home background of a person as his behavior at table. Learn to eat food without attracting attention and without in any way being rude or repulsive to others at table.

THE FIRST REQUIREMENT OF GOOD TABLE MANNERS IS PUNCTUALITY. It is an essential quality in a cook, and it should be that of a guest also. To be tardy, especially at mealtime, is an act of selfishness, for it inconveniences the person who planned the meal. Guests should arrive five or ten minutes before the hour set for dinner. No hostess need wait longer than twenty minutes for tardy guests.

AT A FORMAL

DINNER, the host escorts the lady guest of honor to her place at table. The man who is the guest of honor escorts the hostess to the table and takes his place at her right. The other guests follow. Unless there are place cards, the men take their places to the left of the ladies with whom they enter the dining room. Gentlemen help the ladies to be seated first. Each man assists the lady



to his right. He stands directly behind the woman's chair, pulls it out slightly and easily, and quickly pushes the chair forward as the woman is being seated. Although his conversation and attention should be directed to the lady to his right, courtesy would prompt him to include the lady at his left, should he notice that she is being neglected. At an informal dinner when, perhaps guests are seated haphazardly, gentlemen make themselves helpful to those seated near them.

After you have entered the dining room, wait for the hostess to be seated; then slip into your place from the left. Sit erect, quiet, and at ease. Keep your hands in your lap, and your elbows close to your body.

AT THE FAMILY DINNER AT HOME, when there are no guests present, men or boys should be attentive **in the same way to members of the family** and assist their mothers and sisters to be seated. Men and boys **never take their seats at table until all women are seated.**

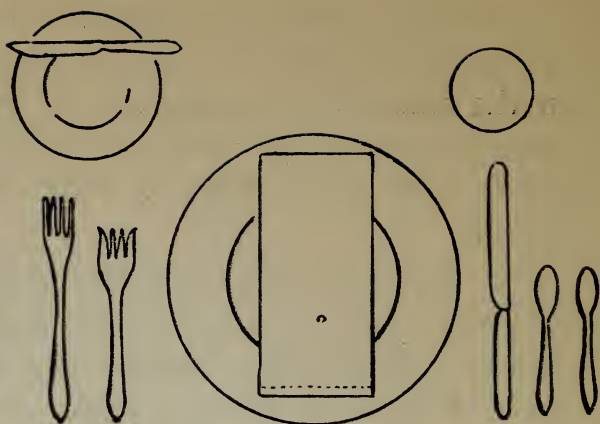
IN THE SCHOOL DINING HALL, every propriety of table etiquette should be observed. Take your place quietly and quickly. Never stop in conversation with some friends at another table. While waiting to be served, do not play with the silverware or dishes. Never touch any food or table appointments.

IN THE CAFETERIA, keep in line and follow in your turn. It is courteous to insist that teachers and guests go ahead of you. Make your choice of food promptly and do not keep others waiting.

GRACE SHOULD BE SAID BEFORE AND AFTER MEALS IN EVERY CATHOLIC HOME. In your own home, where breakfast may be served at different times to various members of the family, say your prayers privately. When the family eats together, prayers should be said in common. Reverence to God, as well as ordinary courtesy, demands that you take a reverent posture, stand erect, and clasp your hands. If a priest is a guest at dinner in your home, it is proper for the hostess to ask him to say grace: "Father, please, will you say grace?" When dining in a public hotel or restaurant, do not omit grace, but say it unobserved and to yourself.

YOU WILL FIND YOUR NAPKIN LYING ON YOUR PLATE or to the left of it. Pick it up with your left hand when the hostess does so. Unfold the

average-sized napkin only part way on your lap. Never use it for a bib; only very small children may do this. In using the napkin, lift only the corner and touch your lips slightly. Use it before taking a drink of water and when



your lips are greasy and wet, in order to avoid leaving any grease mark on the glass rim. When all have finished and the hostess folds her napkin, fold yours. Do not lift it above the table but fold it inconspicuously and lay it at the left of your place. If you are a guest for only one meal, leave it partly unfolded.

CHEERFUL CONVERSATION MAKES A SUCCESSFUL MEAL. It is part of your obligation to contribute your share to the table conversation. Avoid talking about personal matters that probably will not interest others. Also avoid speaking of unpleasant topics; such as operations, serious accidents, dental work, insects, or anything disagreeable. Omit topics that might cause irritation and dissension. Be a good listener.

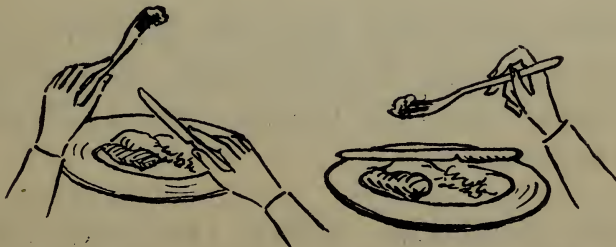
CHOOSING THE RIGHT PIECE OF SILVER is not difficult if the table is set correctly. The sequence for all knives, forks, and spoons is from the outside in toward the plate in the order in which they are to be used, with the exception of the dinner knife and fork.

IN CUTTING FOOD, the knife and fork are always held the same way—the knife in the right hand, the fork in the left, tines down. Grasp the handle firmly and naturally. Do not hold the fork and saw the knife against it. Hold the knife and fork so that the



handles are concealed in the palms of the hands. The under finger extends lengthwise along the back of the handle, to steady and guide the knife and fork. Keep your elbows close to your body.

Cut two or three bites of meat at a time; then transfer the fork to the right hand and raise the food to your mouth with tines of the fork up. It is also correct to cut the meat as mentioned above and then, instead of transferring the fork to the right hand, keep it in the left and convey the piece of meat to the mouth with the prongs of the fork turned down. Do not pile food onto the tines with the knife.



USE A KNIFE ONLY FOR FOODS THAT CANNOT BE CUT WITH A FORK, and a spoon only for

foods too soft to be eaten with a fork. Do not hold a filled fork in mid-air while talking. When not in use, the knife and fork should be placed across the rim of the plate. Never place them gangplank fashion, half on the table and half on the plate.

Take the spoon in your right hand when conveying food to your mouth. All foods eaten with a spoon are taken by moving the spoon in the dish towards you, except soup, which is taken by moving the spoon away from you. Never heap the spoon. Whatever food you have on the spoon, take entirely when you put the spoon into your mouth.

WHEN YOU ARE ASKED TO PASS FOOD, place the serving silver in the dish and pass it, with the handle convenient, to the one to your right. If the hostess says, "Help yourself to the butter and pass it," you help yourself first and then pass it.

If a general dish is passed to you, help yourself without arguing about who should take some first. Always take the piece of food nearest to you; and if once you touch the food, take it even if you did not intend to.

When you pass a dish, keep your thumb on the edge of the dish and away from the food. In passing a dish with a handle, turn the handle toward the person to whom it is being passed.

IF THE HOSTESS ASKS YOU TO EXPRESS CHOICE OF FOOD, do so; otherwise, take what is served. Do not refuse a course even if you do not

care for it; rather take a small portion and try to eat some of it.

Courses

COCKTAIL. Grapefruit and fruit cocktails are eaten with a spoon. Oysters, clam, and shrimp cocktails are eaten with an oyster fork. Canapes served before the meal are eaten with the fingers; at table, they are eaten with a fork, like other hors d'oeuvres.

SOUP. In taking soup from the dish, move the spoon away from you. Do not fill it to the brim. Raise the spoon to your lips, and take the soup from the side of it without making the slightest noise. Do not tilt the dish to get the last drop.



Croutons, if served, are usually in the soup. If they are not, put them in with a spoon, not with your fingers. If oyster crackers are served, take a small share with your spoon and put them into the soup.

Bouillon, broth, and soup served in a cup are eaten partly with a spoon; the remainder, if the cup has a handle (or handles), is drunk, like tea or coffee.

When you have finished the course, do not push the empty plate or glass away from you, but allow it to remain until it is removed.

MAIN COURSE. When you are serving yourself from a dish, hold the dish in your left hand and help yourself with the tablespoon in your right hand. Pass a dish to another with your right hand, leaving the

silverware on the right side of the dish. If you do not care for a particular food, at least take a very small helping so as not to embarrass the hostess.

When you are served by the hostess, do not refuse any food that she has prepared. If you do not care for a dish, you might say, "Just a little, please." Never say, "I like it, but it doesn't like me"; "It hurts my teeth"; "The doctor forbids it."

When in doubt as to what to do at table, observe the hostess. Never begin a course until she begins to eat the course. Make yourself pleasantly and quietly sociable during the meal; neither monopolize the conversation nor play the silent partner. Be observant of the progress of the meal so that you will not finish your course before or after the other guests. Eat whatever food is on your plate, but never use a piece of bread to clean the plate.

Never stack your plate with food. Take a small portion; if you wish for more, take another helping.

If you must leave before the others have finished, ask to be excused.

DESSERTS. Most desserts are eaten with a spoon, but often a fork or a spoon may be used according to preference. **Ices, puddings, custards, berries, melons, and preserves** are eaten with a spoon. **Frozen puddings,** watermelon, pies, and pastries are eaten with a fork. **Ice cream** may be eaten with a fork or a spoon. **Brick ice cream** is usually eaten with a fork. **Soft cakes** are eaten with a fork. Cake that does not soil the fingers is eaten like bread. Break a small piece and convey it to the mouth with your fingers.

Management of Different Foods

OLIVES. Take an olive from the olive dish with your fingers, but be very careful not to touch the others in doing so. Do not put the whole olive into your mouth; bite off small pieces. Take the stone from the mouth with your thumb and first finger and lay it on your plate. Never eject anything from your mouth to the plate.

CELERY. Celery is eaten from your fingers. If it is quite long, you may break it into pieces two or three inches in length as you eat it. Never dip celery into a common salt-cellar; you may dip it directly into an individual one.

RADISHES. Take with your fingers and place on your plate. Never put the whole radish into your mouth; eat it in portions.

BREAD AND BUTTER. Frequently, butter is not served at dinner. At a formal dinner, you will find a bread and butter plate at your place, with a butter knife resting on it. Take a piece of bread or a roll from the common bread plate and place it on your bread plate. If an individual bread plate is not furnished, place the bread on your own plate. If the bread or roll is dry, you may lay it on the table near your plate. Place the butter on the edge of your dinner plate. Use the butter knife to take butter. If none is provided, use your unused knife to take butter from the common dish. The proper way to eat bread or a roll is to break a small piece, spread a bit of butter on it, and with your fingers convey it to your mouth. Never butter a whole slice of bread or a roll. Break

off one small portion and butter it as you wish to eat it.

Butter, jelly, and jam are spread on bread or a roll with a knife; on any other food, use a fork.

CHEESE. Dairy cheeses are usually cut in small pieces when the dish is passed to you. Take a piece with your fingers; place it on your plate and eat it with a fork. Edam cheese is passed with a spoon so that you can scoop a small portion. Camembert cheese is always spread with a knife. If it is eaten with bread or a cracker, take a small piece of bread or cracker, spread a small portion with your knife, and eat with the fingers. At picnics, all dry cheeses may be eaten from one's fingers. At the table, a fork is used.

EGGS. Cut off the large end of cooked eggs with one stroke of the knife and eat from the shell with a spoon or a long thin slice of bread. When finished, noiselessly break the shell and lay it on the side of your plate. Do not pour the egg out on the plate, nor mix it with other food on your plate.

MEATS. Cut a small portion and eat with a fork.

FOWL. The knife and fork are used; do not use your fingers. In private, you may be allowed to put a small bone with the uncut meat into your mouth. Remove the bone with your fingers and place it on your plate.

FISH. The bones are separated from the fish by lifting the end of the bone with your fork, and then the whole bone is removed slowly with the aid of your knife. The fingers may be used to assist, provided they do not touch the fish. Eat the fish with your

fork. Bones that may enter the mouth are removed with the fingers and placed on your plate.

LOBSTER. In ordering lobster, you would do well to ask the waiter to have the lobster well cracked—much difficulty will be avoided, unless you are practiced in eating lobster. If not so served, you will have to pull the claws apart with your fingers. Get the meat from the shell with your fork and eat it with the fork. You may have an occasional need for the knife in getting at the meat. In no case should you dig out all the meat and then eat from your plate as you would meat. You eat the meat of the lobster as it is loosened with the fork. If individual drawn butter is served with the lobster, dip the meat on your fork into the butter before conveying it to your mouth.

PITS AND SEEDS OF FRUIT.

Pits and seeds may be eaten bare and clean in the mouth and dropped into the cupped hand and then onto the plate. They may be dropped into a spoon and placed on the edge of the plate.

BAKED POTATOES. Break the potato in two with the fingers. With a fork, place a bit of butter in one half, pour salt and pepper as desired, and eat with your fork. Do not mess the seasoning up and down in the potato, but with your fork you may move the seasoning to the one piece you are taking to eat. If you like to eat the skin, you may, after breaking the potato in half with your fingers, cut the halves



into smaller pieces with your knife and fork, season, and eat with your fork.

Fried potatoes and breakfast bacon are eaten with a fork. Saratoga chips are eaten from the fingers.

CORN. Take the ear of corn from the serving plate with your fingers. If not served with silver handles, break the ear into smaller pieces, butter and season. Hold the piece in one hand while eating.

ARTICHOKES. The heart of this vegetable is surrounded with leaves. Eat them with your fingers. Break off one leaf at a time, starting with the outer leaf. Dip the light-colored base into the sauce or butter, eat just the base, and place the inedible leafy part on your dish. When all the leaves have been removed, eat the "heart" with your fork.

LETTUCE AND LETTUCE SALAD. Cut with the edge of a fork and eat with the fork. You may find it necessary to use your knife in order to separate the lettuce into sections. The knife should not be used except when absolutely necessary. Do not try to curl a large piece of lettuce around your fork.

SANDWICHES. Ordinary sandwiches are broken and eaten from the fingers. Club and very thick sandwiches should be cut into smaller portions with a knife and eaten with the fingers. An open sandwich is eaten with a fork. A knife is generally required to manipulate a toasted cheese sandwich.

PLUMS AND BANANAS are eaten with the fingers. Take small bites from the plum, but remove the pit before placing the piece containing it into your mouth. Peel a banana with your fingers, break off a small piece at a time, and convey it to your mouth.

APPLES AND PEARS. Halve and quarter them; cut out the core, peel, and eat with the fingers. If the pear is very juicy, eat it with a fork.

PEACHES. Quarter with a knife, peel, and eat with a fork.

ORANGES. Peel with your fingers, with the help of a knife. With your fingers, divide the orange into quarters. Divide the quarters into smaller sections with your fingers and convey to your mouth.

GRAPES. When grapes are in a large fruit dish, break off a cluster; or cut off a small cluster with the grape scissors, if one is provided. Eat the grapes with your fingers. If you do not wish to eat the skin, extract the pulp from it as you hold the grape to your mouth. This should be done noiselessly. Remove seeds as explained above.

COFFEE AND TEA. If you are to serve yourself from a coffee pot, first put cream into the cup; then pour the coffee or tea—never brimming full. In dining cars, fill your cup half full so that the coffee will not spill, due to the motion of the train. You may put sugar into your cup either before or after the coffee. If it is lump sugar, use the sugar tongs in the sugar bowl; if none are there, take a lump with your fingers and slip it gently into your coffee so there will be no splash. If the sugar is granulated, use the sugar spoon. Never put your own soiled spoon into a sugar bowl. Gently stir your coffee until the sugar is dissolved. Immediately place your spoon into the saucer. Never pour any drink into your saucer—even to cool it; and, certainly, never drink from a saucer. Take a

gentle sip of the coffee to determine how hot it is before drinking it. Do not use a spoon for this purpose.

Chocolate and cocoa are generally drunk as served, unless you wish a little more sugar.

FINGERBOWL. In eating fruit, your fingers may become sticky with juice. If a fingerbowl is provided, place the tips of your fingers, one hand at a time, into the fingerbowl, and dry on your napkin. If no fingerbowl is provided, dry your fingers on your napkin.

Miscellaneous Points of Table Manners

Never pick over food on a common dish. Don't be guilty of looking over a dish for the best portion. Take whichever is nearest to you.

Never touch with your fingers anything on a common serving dish. In the few cases when you are supposed to use your fingers—olives, for example—be careful not to touch any piece of food except the piece you are taking.

Never take butter from a common dish with a knife that you have already used.

Be most careful that you never take anything but a small portion from a serving dish. There is nothing worse in manners than for one to take a generous helping, leaving the last person served either without a portion or with a very small one. Be more thoughtful of the last person to be served at table than you are of yourself. You will not get the best piece of meat, but you will get the sincere admiration of every one with you for being charitable, courteous, and thought-

ful of others. There is no more attractive quality in young and old than unselfishness. Cultivate this virtue. It will win you a host of friends wherever you go. No one likes a selfish person.

Take one slice of bread. If you wish for more, ask for it later.

Never smear a dish in serving yourself. No one likes to be served from a dish that has been left in an unsightly condition by your carelessness or thoughtlessness.

Get in the habit of passing dishes to others at table. Do not help yourself and forget about your companions. If a refilled dish is placed on the table near you, without being asked by another, pass the dish down or up the table. When you pass a dish, be sure that the spoon or knife and fork are on the right side of the dish. This makes it convenient for your neighbor to help himself.

Never empty a glass in one swallow. Never detain a pitcher of any beverage at your place until you will have taken a drink and refilled your glass. If your lips are at all greasy, wipe them gently.

If you take food into your mouth that you cannot swallow, remove it with your fingers or fork, and place it on the side of your plate. Do this without attracting attention.

Never put your fingers into your mouth to remove a piece of meat from your teeth. Never pick your teeth in public. It is better to suffer the pain of a piece of meat wedged in your teeth until the meal is over and you are alone.

It is better not to use your knife or a crust of bread to help your fork in picking up peas or any other vegetable. You need not eat the last pea on the plate; and if you wish for more, you might ask for more except at a formal dinner.

Never use a piece of bread to pick up the gravy that may remain on your plate. If you wish, you might break off a small piece of bread and manipulate it with your fork. Even this concession is not allowed at a formal dinner.

Never pass any comment on the food. If you do not care for it, say not one single word; if you wish to say a complimentary word, do so, but avoid the appearance of flattery.

If you must follow a diet, it would be better to say a quiet word to the hostess before the meal, so that there will be no comment about it at table.

Never talk in a loud voice at table. Never try to carry on a conversation with someone at another table. Don't even try to attract his attention. Your companions at dinner are those seated with you.

Never speak with food in your mouth. This is one more reason for not taking too much into your mouth at one time. Someone might address you while you are eating.

Do not hold your knife or fork in your hand while you are talking. Lay it down, especially if your comment exceeds a word or two.

Avoid making the least sound while eating your food. Do not munch your food, moving your jaws like triphammers. Chew slowly and noiselessly, with your lips closed.

If you must sneeze or cough or blow your nose at table, turn your head slightly to the right and a bit backwards, and use your handkerchief. If you have a bad cold and must blow your nose at table, never do it loudly; rather gently wipe your nose and bear with yourself until you are out of the dining room.

Once again—do not play with the silver. Do not tap your fingers nervously on the table. Keep your arms and elbows off the table. Never encircle a dish with your arm while you are eating or prop yourself up with one arm or elbow resting on the table.

Never write with a pencil on a tablecloth.

Accidents will happen at table. Something may be spilled, but many such accidents at table are due to carelessness.

It is not only bad manners, but decidedly wrong, ever to take a single piece of silverware or any other furnishing from a table, whether private or public.

On rising from your chair after a meal, do not push the chair backwards (but withdraw it with your hand, and then place—not shove—it back in its proper place.

In all things, at table and everywhere, be the embodiment of good manners. You will always be a welcome guest and remembered as a person of culture and refinement.

Above all, remember that your own family deserves the courtesy of good table manners. Some inconsiderate people reserve their best manners for state and formal occasions and for strangers but do not observe the ordinary niceties of proper etiquette in their own home. Those nearest and dearest to you should receive the benefit of your best manners:



GOOD MANNERS AT SCHOOL

THE ILL-MANNERED MAN IS BUT A PARTIALLY EDUCATED MAN. Talent can never compensate for a lack of the usual courtesies. Neither can knowledge, however wide, serve as an offset to coarse manners. Although manners neither completely make or mar you, they without doubt reveal you.

Aside from the home, the school offers the best opportunities for developing those traits of character which make a truly Christian lady or gentleman.

Before reporting to school, be sure you have taken care of your personal appearance. Whether your clothes are more expensive than those of other students makes absolutely no difference. Your courtesy is recognized by your attitude toward all. Material possessions add nothing whatever to your good manners. A boy removes his hat on entering the building. Wraps are hung neatly.

CLASS AND STUDY PERIODS FORM A GREAT PART OF YOUR DAY; hence, they are important in your training. The real student is always in time for class and study periods. Courtesy requires an excuse for any absence or tardiness. Promptness is a social courtesy and a business necessity. Develop this habit strongly during your school days.

When you enter a classroom, sit down in your place and get your books, paper, and pencil ready for use. A workman who reports for duty without his tools will never succeed. Sit erect and give your attention to the teacher, your book, or the blackboard, as the work of the moment requires. Don't sprawl in your seat. A lazy posture usually begets a lazy mind. You must think, and thinking is work. Gum chewing is wholly out of order in the classroom.

Do not borrow the necessary books, paper, pencil, or whatever else the instructor requires. A borrower is a nuisance shunned by othe students.

Be ready for work at the opening of class. Get in the habit of having your work well done and ready for presentation to the teacher at the appointed time. Arrange the heading on your paper and its general form according to the specifications of the instructor.

Write your name with pen and ink in each book that belongs to you. Never leave your books lying around. Since heat destroys the binding, do not leave your books on radiators. Marking books with pictures and silly sayings is a sign of an immature mind. Have only those books on your desk which you need for the class in session.

BE LOYAL TO YOUR SCHOOL. Remember that it is **your** school; therefore, it demands your personal interest. School spirit does not mean shouting on the football field, but co-operating in all the school projects—spiritual, cultural, and social. Do all in your power to progress; the development of your scholarship is essential to your future welfare. Learn to profit by your mistakes. Take pains to note the corrections of the teacher and avoid the same mistakes.

Remember that a Catholic school is made possible only through someone's financial sacrifice; therefore, never destroy or mutilate school property. **Be proud of the neat appearance of your school; this can be an indication of your own standard.** Keep it as neat as your own living-room at home. Never throw waste paper or anything else on the floor. Should you see paper on the floor, pick it up and put it into the wastebasket. Do not throw things at the wastebasket. Keep books, papers, and other materials neatly and orderly arranged inside your desk in your private room or study hall. Never write anything on the blackboard unless directed to do so by the teacher.

YOUR TEACHER IS YOUR BENEFACTOR. You can show your gratitude in many different ways; for example, by volunteering your services and by a friendly greeting. Always show the greatest respect to the faculty. A Catholic school would not be worthy of its name if it permitted the slightest violation of this essential element of its discipline. Be loyal, fair, considerate, and courteous to all your teachers. You may personally prefer some teachers to others, but each one deserves at all times the benefit of your best manners.

Rise when spoken to by one of the faculty members. Address each teacher by the proper title. In speaking to a priest, use the title "Father"; to a Sister, "Sister" or "Mother," as the case may be. Lay teachers are addressed by their family name, with the prefix, "Mr.," "Miss," or "Mrs." Army or navy officers are addressed with their proper title, as, "Major Smith." In answering their questions, you do not say, "Yes, Sir," but "Yes, Father," "Yes, Sister," or "Yes, Major Smith."

Should your teacher find it necessary to step into the hall, your behavior should be perfect. Only dishonorable students take advantage of a teacher's absence to misbehave. Your conduct when you are thus left alone is an index to your character—good or bad.

It is a mark of discourtesy to tap your fingers or a pencil nervously on the desk. Do not monopolize the class time with irrelevant matters. Know when to knock. Knock on a closed door to a classroom or to a private room. Never criticize your school for in doing that you criticize yourself.



GOOD MANNERS AT WORK

FROM THE CAPABLE HANDS OF CHRIST AT WORK with hammer and saw there streams a radiance upon all honest work and service.

Determine to do your part of the world's work wholeheartedly. You are naturally fitted for a certain occupation in life. **Choose wisely** and be content with the vocation to which you find yourself adapted. Be happy to accept any job available in that line. If you choose farming or the crafts, endeavor to be the best

of your kind. Be proud and glad that you have found your place in the world of occupation. If you choose a line of business or a profession, be an **honor** to it.

ONCE ON THE JOB, be punctual. Get to work in time or before, and stay with it to the last minute—a matter of both justice and courtesy. Do your duty, plus. Be pleasant about overtime work in emergencies.

Learn to meet people graciously—to be courteous in your speech and manner. Speak kindly of others. Respect their opinions and give to every man his due. Give to the public the courtesy and service it has a right to demand. Accept pleasantly the routine of your environment. Win the regard of those with whom you come in contact by your poise and quiet dignity.

BE FAITHFUL TO YOUR EMPLOYER. When others are disloyal to him, have the courage to remain constant and true. As long as you work for him, stand by him. Watch for every opportunity to serve him and his cause. Consider his interest. When told official information, guard it well. Know how to talk and how much to say. Obey orders intelligently, promptly, and exactly as they are given. Do more than is asked of you.



A wise old man once shrewdly observed that there are generally three kinds of workers. "For example,"

he says, "when a piano is to be moved, one gets behind and pushes. A second pulls a little and guides. Then there is always the fellow who looks after the piano stool."

Prove to your employer by the kind of work you produce that you are capable of holding a job a little higher up on the scale of advancement. When your employer begins to trust you with some management of men and affairs, remember that those who work under your direction have a right to expect **good leadership** from you. The true leader is kind and helpful, but aggressive, decisive, and authoritative. He neither fears to use the powers of his position nor employs them in an unkind, autocratic way. **Men will give their best and give it gladly under good leadership.**

WHEN GIVEN AUTHORITY OVER OTHERS, be fair-minded and just in your dealings. Analyze impersonally and criticize justly and constructively; there is more than one side to every trouble. "Position never confers on one the license to snub what he does not like." Inspire your people to work and to use their originality. Demand a high standard of accomplishment and recognize ability when you see it. Sincerely appreciate and encourage good work. Beware of flattery; it is a method that will not last. Be friendly; gain the good will of those around you. Cultivate a democratic attitude toward all men regardless of race, nationality, or creed. Value the effort of every man and be willing to give him his due.

Become known for your spirit of honesty. Refuse to be bought by wealth, influenced by power, or spoiled by success. Live nobly. Avoid the tragedy of having

some great liability, such as drinking, overshadow your fine personality.

Be truly ambitious, with an eager desire to accomplish through creative imagination, perseverance, self-denial, and honest effort, rather than through greed for power or wealth.

Your future ???



GOOD MANNERS IN DRESS AND GROOMING

LEONARDO DA VINCI, AFTER FINISHING HIS PAINTING OF THE LAST SUPPER, asked a friend to give his candid criticism. "It is marvelous," said the friend. "That cup stands out from the table as if it were real. I cannot keep my eyes off it."

Da Vinci at once took a brush and removed the cup, remarking, "Nothing shall attract attention from the figure of our Lord."

Whether you realize it or not, people are expecting to recognize Christ in you. Be very careful lest exterior things—dress, grooming, discourtesies—keep others from finding and loving the Christ within you.

APPROPRIATENESS. According to the etymology of the word, personality is that indefinable something by which we reveal ourselves. It is more than exterior appearance; it is more than character; it is the sum total of "me." However, dress, grooming, and bearing do much to express one's personality. Clothing at once catches the eye and indicates the taste, the character, the manners of the wearer. Wear your clothes with a primness that depicts your mental attitude. The way a hat is cocked may influence another's judgment of you. Your taste in accessories, neck-ties, scarfs, gloves, socks, may label you as adventurous, conservative, slovenly, or artistic. As Browning says:

My work is not to remake myself,
But to make the absolute best of what God
has made.

STYLE AND COLOR should influence a lady's choice in clothing only so far as they better express her type. The correctly attired woman will adapt the latest fashion to suit her individuality. Consideration for the Christ within her will keep her well within the limits of decency and good sense. Extremeness of color and style are always to be avoided.

SIMPLICITY. Dress simply, attractively, and modestly; but carefully and economically. Be content to go without that for which you cannot pay. A clever girl can choose so wisely that one or two dresses make her appear much better groomed than a girl with a large, expensive, ill-chosen wardrobe. Jewelry should be used sparingly and should always be chosen to harmonize with the occasion and the costume being worn. Jewelry on boys may be especially offensive and effeminate. A man never uses perfumes, strongly scented soaps, or lotions; a lady of refinement uses them with discrimination.



CLEANLINESS. "Cleanliness is next to godliness." To be well-groomed, a man or lady's program will include:

1. Shower or bath daily.
2. Deodorant to counteract body odors.
3. Teeth well brushed.

4. Hair neatly combed and washed frequently. Dandruff is offensive.
5. Nails clean and manicured frequently. To do so in public, however, is as unpardonable as to brush your teeth there.
6. Clean undergarments and hose.
7. Spotless, pressed, and repaired clothing, suits and hats well brushed.
8. Shoes well polished; heels straight.
9. A clean handkerchief every day.

GLOVES form a part of the street costume for ladies, and should harmonize. They are removed before taking refreshments. Men wear gloves for comfort and remove them when entering a building. Be sure they are always clean and repaired. Offer an apology if time does not permit your removing the right glove before shaking hands.

HATS. A lady's hat harmonizes with her costume, and should be worn in church, on the street, at luncheons, and afternoon teas. In general, she wears her hat at all day functions, at hotel dinners, and luncheons, but never with the dinner gown.

A man's hat should match his suit and should always be clean and well brushed. He removes it when entering a home, a school building, a church, an elevator in a hotel or an apartment house, and when speaking with a lady or a dignitary.

CLOTHES FOR SPECIAL OCCASIONS. School clothes must be characterized by simplicity and cleanliness. Tailored or semi-tailored clothes of wool, jersey, or cotton are very appropriate for the girl. She wears

oxfords with a medium heel. French heels are entirely out of place in school. School clothing for the **boy** varies with the locality. A necktie is always proper. Be careful not to imitate the student who sets a "freakish" example of clothing, haircut, fingernail polish, or nail cut.

Evening dress is worn at dances and formal dinners. For the **lady**, evening dress consists of a long gown, which may be very simple. Color, style, and line are of much greater importance than ornaments and frills. Silk hose and slippers to match, complete the evening dress. Evening dress for a **man** may vary from a tuxedo to a dark suit with black shoes and hose, depending on the formality of the occasion.



Business clothes, like school clothes, are marked by simplicity and cleanliness. Tailored models in subdued colors are usually the best choice for **ladies**. Extravagance in style, excessive jewelry, conspicuous make-up, gaudy nail polish, and extremes in fingernail shapes count markedly against the business applicant. The **man** of business is appropriately dressed when wearing a clean, neatly pressed suit; necktie and hose to match and well polished shoes. A daily shave and frequent haircuts help to stamp the well-groomed man.

A REFINED PERSONAL APPEARANCE helps reflect the beauty of soul of a **child** of God. Dress attractively, groom yourself well, and carry yourself

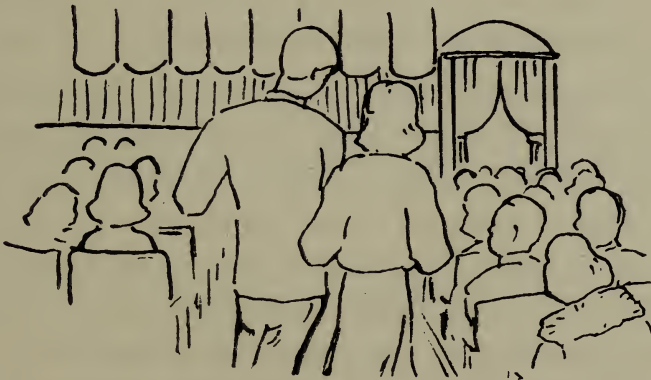
with the poise of a member of the Royal Family of God.
Thus you will express charm, good taste, godliness.

I wish women to be decently dressed, adorning themselves with modesty and dignity, not with braided hair or gold or pearls or expensive clothing, but with good works such as become women professing godliness. (1 Tim. 2, 9).

GOOD MANNERS AT RECREATION

GOOD MANNERS ARE PERHAPS NEVER SO MUCH APPRECIATED OR THE LACK OF THEM SO MUCH NOTICED AS AT SOCIAL EVENTS. Practice the rules of polite etiquette with a charming Christlike courtesy.

Do not attract attention to yourself in any public gathering or place. Cultivate a quiet manner of voice. When you do talk in a public gathering at the proper time, speak in a tone of voice that can be heard only by those in your immediate party.



THEATER. On entering the theater, wait at the head of the aisle for the usher. Hand your seat checks to him and let him lead the way. The lady precedes the gentleman down the aisle, unless there is no usher and the place is dark. In this case, the gentleman leads and, arriving at the right row, allows the lady

to enter first. If two couples are attending together, one gentleman should lead, followed by the ladies and the other gentleman, so that when seated the two ladies are beside each other.

Come in slowly and quietly take your place. Do not sprawl out in the seat; keep your feet on the floor directly in front of you. Do not monopolize the armrests. Passing in front of someone in reaching your seat is sometimes necessary. Make the appropriate apology for your guest and yourself, "Excuse us, please," or "We're sorry." If the row of seats is empty and none are reserved, do not occupy the seats nearest the aisle and force people to climb over you. Never come late for a show or for a public performance. If through an unavoidable circumstance you are late, take your seat with the very least disturbance. Ladies should remove their hats in a theater, especially if they obstruct the view of those behind you.

Courtesy demands that you do not so much as whisper during a public performance of any kind: movies, plays, concerts, public lectures. Even though you may not be interested, think of those about you. Avoid telling the story ahead of time or announcing any prophetic foresight. If those behind you insist on talking, it is not good manners to turn around and glare.

INTENDED COMICAL SITUATIONS MAY EVOKE LAUGHTER, BUT THAT DOES NOT MEAN BOISTEROUSNESS. Laughter should never be a shout. It should not be prolonged, especially at a movie, because it prevents the audience from hearing the lines that follow. Whistling, stamping the feet, or hissing are entirely out of order. Self-restraint, a necessary

and attractive virtue in all situations, is particularly one in public. There it will clothe you with the dignity and poise expected of a Catholic or gentleman.

Coughing during a play can become a nervous habit. Rattling a program or crackling cellophane wrappers while the curtain is up is unfair to your neighbors. Eating candy or chewing gum is an act that should be avoided except by persons in a cheap burlesque house where such things are done. The noise of eating and the odor of the candy are annoying to the patrons who do not indulge in these plebeian acts. A public room should be given the same respect as a private room in the home.

Be most careful not to destroy or mark in the least way any property. Never write your name or initials on furniture or walls.

PARTIES AND DANCES. Be friendly to all. Friendliness in social contacts is one of youth's most powerful weapons to influence people toward good. The friendly man or woman radiates joy and dispels fear.

When a gentleman invites a young lady to accompany him, he is careful to explain the kind of social function they will attend, where it is to be held, and when he will call for her. Then, he is prompt, and she is ready. He does not announce his arrival by honking the horn of his car; he rings the doorbell. If he has not met her parents, she introduces him to them before leaving. Parents like to know their daughter's escort. A handshake, a smile, and a word of greeting usually satisfy this curiosity.

LET COMMON SENSE DICTATE THE SOLUTION TO THE TRANSPORTATION PROBLEM. If you cannot ride, then walk, unless it is too far. The best way to have the most fun is to go in a group or join a group after arriving. Do not make a double date for one evening and leave one activity to go to another, unless such has been planned for the group.

Courtesy demands that your grooming be in accordance with the occasion. On arriving, visit your respective dressing room and make sure you are looking your best. Adjusting hair or clothing or using cosmetics in public betrays a lack of refinement.

Win the approval of your friends, not only by a pleasing appearance, but also by a pleasing manner. Avoid sarcastic remarks. Feel at ease, and opportunities will present themselves for sensible observations and pleasant remarks. Cardinal Newman once wrote, "A gentleman is one who never inflicts pain."

Loud laughing or talking or trying to be clever in order to attract attention is an evidence of bad taste. Let Shakespeare guide the ladies:

Her voice was ever soft, gentle and low,
An excellent thing in woman.

Listen! A good listener is the best conversationalist. Respect the ideas of others. Florence Howe Hall likens conversation to a game:

A good converser, like a good ball player, should be able to catch as well as to throw the ball (of talk), to take his turn at the bat, and his turn in the field.

The same rule may be applied to games, stunts, and the like, at parties.

Try to enjoy whatever refreshments are served, and be temperate. Know and use appropriate table manners.

Avoid "roughhousing" as well as any games that may destroy rugs or furniture. If anyone sings or plays or entertains in another way, show interest and applaud.

DANCES. Often the social concludes with a dance. Whether this takes place in the home or elsewhere, a Catholic's dance should be full of pure, clean enjoyment. Learn to dance correctly, so that you will not be awkward or conspicuous on the floor. A gentleman's introduction to a lady means, "Ask her to dance." If she is not free at the time, he will be polite to ask her another time, but this is not an obligation. It is an obligation, however, at a private dance for every gentleman to dance at least once with the hostess and the guest of honor if there is one.



Don't mumble when asking for a dance. The gentleman should say, "May I have this dance?" to which the lady answers, "You may," "Yes, certainly," "With pleasure," or "I'm sorry, but I have this one."

A lady always walks ahead of her partner to the dance floor and also off the floor. She should refrain from applauding the orchestra. Don't monopolize any section of the floor or isolate your partner and your-

self from the crowd. The gentleman should assume all responsibility for bumping into another couple and apologize by saying, "I'm sorry," or "I beg your pardon."

Everyone joins in the Grand March. The lady takes her escort's arm. Grand marches should never be too slow or too long.

If a gentleman has taken a young lady to a dance, she has the first and last dances with him. If there are refreshments, they go together and usually have the dance together before and after. Both are free to dance with any or all of the group, provided an introduction is made; but the gentleman will always see to it that she is never without a partner.

SEE THAT THE CHAPERONS ARE HAVING A GOOD TIME, TOO. They are your guests, who are willing to favor you with their protection and help. They are not to be treated as policewomen. It is well to ask both men and women to chaperon, so that they can dance and enjoy themselves.

Cultured people take pride in an attractive and graceful posture on the dance floor. Self-respecting persons avoid the cheek-to-cheek, head-nestling-on-the-shoulder, or vine-clinging positions, not merely to escape public censure, but especially to avoid the occasion of sin. **The world is wrong only because individuals are wrong.** Never should a couple sit in a car or in some secluded spot during a dance. If you are tired dancing, visit with your chaperon. Chewing gum or eating candy on the dance floor indicates a lack of refinement. Eat a good meal before you go, so that you will be able to wait until time for refreshments.

Acting as though you had lost the power of speech or closing the eyes while dancing is taboo. Do not cheapen yourself by dancing with persons of questionable character. Your conduct at a public dance must be more reserved than at a private dance where you are well known to everyone. However, even here never lose sight of the dignity which is yours as a Catholic. Be loyal to the Royal in you.

AT THE CLOSE OF A DANCE, the man asks the lady where she wishes to be seated. He thanks her, to which she may reply, "I enjoyed it, too." If he wishes, he may visit with her until the next dance.

DO NOT FEEL THAT IT IS ALWAYS NECESSARY TO EAT after a public social event. However, if you do, a lady should show some regard for her escort's pocket-book. He should mean more to her than his wealth. It does not require much time to build up a reputation of being a "gold digger." A lady will be moderate in her demands.

EXPRESS APPRECIATION TO THE HOST AND HOSTESS. Thank them for inviting you and assure them you had a good time. The mother is always the hostess, although the young people act as hosts and hostesses.



Young people should go directly home from social events. On arriving, the escort stays only long enough to see the lady safely into the house. She is perfectly capable of going in without first being kissed. He thanks her for going with him; she assures him she has had a good time; and with a pleasant and quiet "Good night" both go their way. It is a beautiful custom in some homes for young people to talk over with parents the happenings of the evening before retiring.

A Few Signposts for Dating

WHEN A LADY IS INVITED OUT BY A GENTLEMAN, she is his guest and expects to be treated as such. Though she is able to open doors and seat herself at table without assistance, she gives him opportunity to perform these little acts of chivalry for her. They are ceremonies of sociability which mark him as a knight. He likes to perform them if her personality is worthy of such attentions.

The knight will be proud of his lady, and vice versa, if each does the right thing in the right way. "Graciousness grows in the great." If the evening is to be spent together, the general rules of Christian courtesy will safeguard the moral and social integrity of each. She will be modest in all things, and he will champion that modesty under all circumstances. Both will have courage to defy what might offend God or society. Double-dating with relatives or friends lessens the worry of occasions of sin. It also assures more fun—clean fun.

When riding, the gentleman will assist his lady into the car and out of it. During the drive observe all traffic laws. Conversation is considered a clever game, and here is one place where players are put to a test. Be interested in each other's interests. Talk about worth-while topics. Have no regrets at the end of the evening.

Parking on a side road or in an out-of-the-way place puts you in an occasion of danger. If you are tired of driving and have no place to go, spend the rest of the evening with the folks.

KNIGHTHOOD'S CHIEF DUTY IS PROTECTION. If the street or lobby is crowded, a lady may slip her hand through her escort's arm. He makes a mistake by taking hers, except when giving her assistance. Whether he walks on her right or left depends on from which side she needs the most protection.

Avoid that helpful clutching grip;
The modern miss won't fall or trip.

A lady should complete her toilet before her escort arrives. It is not only bad form but evidence of lack of charm to be continually admiring herself in her mirror or rearranging her hair or make-up. The gentleman may begin to wonder what her natural face must be to need such constant attention. A man talks less about beauty, charm, and cleverness; but he expects more.

DO NOT SAY OR DO ANYTHING THAT WOULD WOUND EACH OTHER'S FEELINGS. No man likes his lady to flirt with other men to attract their atten-

tion. He considers such conduct cheap. The most typical meaning of the word "cheapness" is exemplified in the girl who puts no value on herself. She shows no reserve mentally, morally, or physically. She confides most personal and intimate details of her life to strangers. She exacts no courtesy and doesn't mind being nudged, pushed, or shoved. And, having no sense of personal value, she is willing to be kissed and petted and is dangerously frivolous. Such do not deserve the name Christian. A clean, cultured, Christian lady will be popular without seeking popularity. Excellence is alone imperishable; bad manners and vulgar behavior will eventually be shunned.

The question often arises, "How far may a girl run after a man," The answer is, "Run? Not a step." But she may invite him to any party; or she may ask a new acquaintance to visit her. Keeping within the bounds of common sense, she may invite him to write to her, or accompany her to a theater for which she has two tickets. It isn't so much what she does as how she does it.

Catholics should be careful to date Catholics. They will remember that a pure, wholesome courtship is the surest guarantee of a happy married life, founded on mutual reverence. The Church is wise in her admonitions; follow them.

Driving

"DO UNTO OTHERS AS YOU WOULD HAVE THEM DO UNTO YOU." This motto should guide drivers of automobiles at all times. Traffic regulations

are made for peace and harmony. Founded on safety and decency, they serve to remind Christians to respect the rights of others.

DRIVERS, KEEP BOTH HANDS ON THE WHEEL and at least one eye on the road. Speeding simply risks lives. Observe all traffic laws and warning signs. Using the slogan, "It's all right if I don't get caught," has ruined many lives and caused bitter regrets. Passengers must refrain from "back-seat driving." Avoid anything that would distract the driver's attention from the wheel.

Preferred seats are the one in front and the outside ones in the rear. Give these to guests and elders. The host or hostess should consult the guest's preference as to having windows opened or closed; but the guest should not open or close them without permission of the host. Guests on a motor trip should take as little baggage as possible. Gentlemen always open and close the doors and assist ladies into and out of the car. Young ladies will assist older women. Too many persons should not be crowded into a car. Girls should never be expected to sit on boys' laps.

"NECKING AND PETTING" are dangerously immoral and often bring about spiritual disaster. Besides, too many physical accidents are caused by uncontrolled conduct of this nature. Catholics should shun such behavior in themselves and show disgust when they witness it in others. Your open acknowledgment of higher ideals will draw others to follow you. God will be pleased, and you will be happy because sin has been forestalled.

DO NOT TAKE ANY MORE THAN YOUR SHARE OF THE ROAD OR PARKING SPACE. Be considerate of another's eyesight and dim your lights when meeting another car. Blow your horn as a warning when necessary, but don't be childishly rude by tooting it when there is a tie-up in traffic. It is futile to scream out an abuse to pedestrians and other motorists.

Reserve singing the latest song hits for the highways bounded by woods and open fields. Rowdy behavior can become criminal conduct. When motoring through the streets at night, be considerate of those who may have retired.

Games

"GAMES," said Benjamin Franklin, "LUBRICATE THE MIND." They smooth social relations, too. Deprive the world of its amusements—golf and tennis, cards and balls, conversation, even—and little remains for sociability.

No one takes games too seriously. A good player knows how to win modestly and to lose with grace. Keep your mind on the game and not on your feelings. Be enthusiastic in your loyalty to your own team, but recognize and applaud an opponent's good play, too. Booing is always taboo. Realize the true meaning of "fair play." A cheat, whether in checkers, cards, or athletics, will gradually be shunned.

WHEN THE GAME ENDS, part as friends. If you or your side wins, all the better; but don't boast over the victory. If you lose, accept the defeat with dignity. Shouting about unfairness only attracts attention.

Impressions made by a noisy few reflect on the school or group you represent. Let your opponents feel they have given you a good time.

“TO ERR IS HUMAN,” and even referees may make a mistake. Usually they are competent and fair, and it doesn’t make any difference to them who wins the game. Your criticism and booing do not change the score; they only label you a “poor sport.”

If you are on the team, keep in mind that co-operation is all important. Besides being disloyal, it is “cheap” to play to the grandstand. Shouting, “Can’t you take it?” to a disabled player is entirely uncalled for. A cheer should be given the unfortunate, no matter to what team he belongs.

GET BEHIND THE CHEER LEADERS AND GIVE THEM YOUR FULL SUPPORT. Catholic groups will never use “shady” words or phrases in their cheers or show approval when hearing them.

lady as a flirt.

Giggling, waving, or doing anything to attract the attention of that handsome stranger brands a young



Avoid all forms of social osteopathy; such as, rib-nudging and back-slapping, while waiting for the game to begin or during the play. Self-restraint gives you that cultured poise so desirable in all group activities. Fidgeting, humming, foot-tapping, boisterous laughter, violent arguing, all come from a lack of self-restraint.

Be interested in the game you are playing or stay out of it. The half-hearted player who is forever asking, "Oh, is it my turn?" is an annoyance.

THE COURTESY OF HAVING THE FIRST TURN IS GIVEN TO YOUR GUEST. Men allow ladies to take turns ahead of them when this does not conflict with the rules. A lady should not expect special privileges or to be provided with equipment merely because of her sex.

Don't be a "sponger." If you can't afford to go to all the events you would like or have all the delicacies your appetite craves, do without them. Abstinence and self-denial are strength for your soul.

GOOD MANNERS IN PUBLIC PLACES

Of courtesy it is much less
Than courage of heart and holiness;
Yet in my walks it seems to me
That the grace of God is in courtesy.—Belloc

MANNERS PORTRAY PERSONALITY. Good manners in public places are the courteous expression of thoughtfulness for others. The truly polite person will be unselfish in thought, word, and action. The self-centered individual finds courtesy difficult. He is bored and uneasy in public. There is as much grace needed for receiving courtesy as for extending it. Show that you sincerely appreciate anything done for your convenience in public places.

TWO GENERAL RULES FOR CONDUCT IN PUBLIC PLACES are: Be considerate of others; and never do anything that would make you unpleasantly conspicuous.

Everything you do to another is done to Christ. He Himself has said, "As long as you did it to one of these ,my least brethren, you did it to Me." All people you meet in public places should be considered in the category of His "brethren." It is not Christian to treat anyone as inferior. Courtesy is not to be reserved for those who can do a favor in return. Courtesy is catholic; it embraces everyone—housemaids, store clerks, depot agents, telephone operators, waiters, traf-

fic officers, newsboys, hired hands, bus drivers, soldiers, sailors, marines, street cleaners; in fact, all public workers.

If circumstances are not to your taste or convenience, put up with them. Angry, vociferous protests in public are ill-mannered and unchristian.

Train

HAVE ALL PREPARATIONS AND RESERVATIONS MADE AHEAD OF TIME. Realize that public places are for the use of the public in general and not for a few people. Difficulties, unkindness, and loss of temper will thus be avoided. Railroad stations are a conspicuous example of this sort of abuse. Keep in line at the ticket window. Be courteous when asking for information and gratefully acknowledge the service. Avoid boisterousness or loud complaining if the train is not on time. The dignified person does not parade about to attract attention.

Remember that your **baggage** should be neat, trim-looking, and representative of yourself. The smart thing is to carry the smallest possible amount.

BE CONTINUALLY CONSCIOUS OF OTHERS. There is perhaps no other place where people have so many opportunities for practicing unselfishness and "bearing with one another."

Good judgment and common sense are your best guides in the matter of making acquaintances. **Young people should be wary of older persons who suddenly show too much interest in them.** If spoken to, be

polite; but never enter into a long conversation or give your name and address to a chance acquaintance. Pay your own way and ask information only from uniformed attendants. Do not feel obliged to entertain those seated with you. Take reading material along and amuse yourself.

IF YOU MUST EAT LUNCH IN THE COACH, do it as unobtrusively as possible. Do not take along strong-scented food, the odor of which permeates the entire coach. Avoid eating too frequently.

Do not abuse the use of **lavatory accommodations** in your efforts to appear fresh and attractive. When others are waiting to use the mirror or to wash, make it your business to finish as quickly as possible. In return for the free use of these conveniences, everyone ought to be willing to properly dispose of used toweling. Leave the washbowl in a presentable condition. The lavatory should not be used for smoking.

IF YOU MUST SMOKE, be considerate of others about you. Avoid smoking in the coach if possible.

IF YOU USE A SLEEPER, tip the porter 25 cents a night. The dining-car waiter is tipped ten per cent of your bill. Be courteous to those who serve you and give tips for any extra service.

Buses—Streetcars

THE SPIRIT OF CHIVALRY is noticeably lacking in travel today. Buses and streetcars offer specific examples. You dare to be different. Do not rush to get on a car or bus ahead of women and old people. Stand aside and let those who are infirm or older pre-

cede you. If a lady is accompanied by a man, she enters first. He assists her at the step and, if she is his guest, pays her fare. On leaving, he alights first in order to assist her. Any inquiries about transfers, routes, or destinations should be made by him.

It is just as true today as it was in Sir Galahad's time that respectful men and boys will not sit in the presence of ladies who are standing. However, it is rather discouraging for a gentleman to have a lady silently take his politely vacated seat with an air of, "Well, it's about time somebody remembered I'm a lady!" A pleasant smile and a sincere "Thank you" should be his reward.

IT IS RUDE AND SELFISH TO PUSH OR RUSH FOR A SEAT. Always rise to give your seat to a priest, a religious, or an older person. Cripples or a mother carrying a child always deserve this courtesy. Do this as quietly and tactfully as possible; then move away, so as to relieve the person of any embarrassment. This rule applies to ladies as well as gentlemen when the car is crowded. The seat nearest the window is the preferred one. A gentleman gives it to his lady, and a younger person to an elder.

When you are standing, step aside for those who are moving toward the door.

NEVER CHEW GUM OR EAT ANYTHING IN A STREETCAR OR BUS. Observe strictly the "No smoking" rule. Spitting on the floor is not only bad manners but also contrary to health laws.

It is rude to read the newspaper over anyone's shoulder. Buy your own paper or hope your neighbor will leave his copy when he gets off the car.

CHEERY GREETINGS AND A PLEASANT SMILE will create a friendly atmosphere even in a public conveyance. Strive for a helpful attitude rather than that of insisting on your rights. Respect the worker with rough hands and greasy clothes. He is one of Christ's brethren, who labors so that you may enjoy life's goods.

The keynote of courtesy in public is unobtrusiveness. **Loud talking and boisterous laughing** will make you conspicuous. Moderate your voice to suit the environment. Avoid using names in conversations. The world is a small place, and strange coincidences often happen. Shun gossip as you would a plague. A Christ-like character "speaks no scandal, no, nor listens to it."

Street

PEOPLE WHO NEVER SEE YOU EXCEPT ON THE STREET, FORM THEIR OPINION OF YOUR CONDUCT AS THEY SEE IT THERE. Gentlemen always raise their hats to dignitaries and ladies. In a spirit of reverence, greet all priests and religious.

Pleasantly greet friends and acquaintances, giving their name: "Good morning, Mrs. Brown." If a gentleman wishes to speak to a lady, he offers to accompany her a short distance.



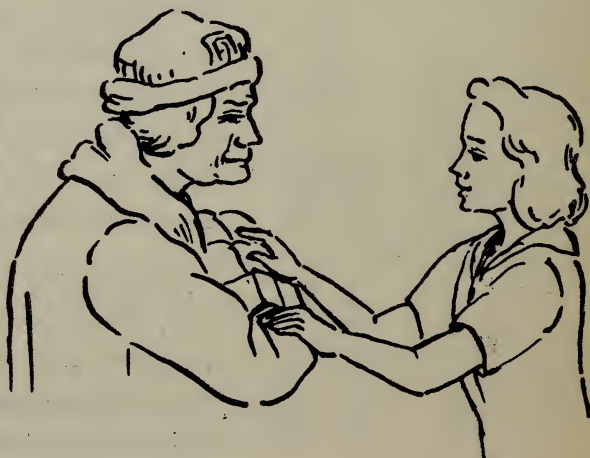
Lounging on street corners, being boisterous before pool halls, or in any way drawing attention to yourself makes you offensive. A lady or gentleman will not be noisy

on the street; neither will he call out to an acquaintance. Thoughtless hilarity may disturb an entire neighborhood.

Respect the rights of others. **Running on the street or walking three or four abreast is impolite.** Keep to the right of the sidewalk, especially when meeting others. Do not push or jostle in a crowd. Notice the traffic signals and observe them. Even in small towns it is unsafe to cross the street in the middle of the block. Do not cross diagonally at a street intersection. **Stop, look, and listen before crossing.**

A LADY DOES NOT TAKE HER ESCORT'S ARM when walking on a street unless there is some reason for doing so. A gentleman never actually takes his lady's arm, but he may lightly support her elbow when crossing a street. He should offer to carry her umbrella, book, or packages. This courtesy need not be offered if the gentleman is a priest or an officer. Unsightly bundles should be avoided.

A GENTLEMAN USUALLY TAKES THE CURB SIDE when walking with a lady. If for any reason, she needs protection from the other side, he will walk there instead. If the gentleman wishes to change sides, he steps behind her. When he walks with two ladies, his place is on the outside, not



between them. A lady with two men walks between them.

Be considerate of older or disabled people. Assist them across the street, give them information, and be generally helpful.

CIVIC PRIDE SHOULD PROMPT YOU NOT TO THROW REFUSE ON THE SIDEWALK. Candy wrappers, handbills, bits of paper, and other waste material should be thrown into refuse cans or carried into the house to be burned.

Shopping

SHOPPERS COME IN CONTACT WITH A VARIED PUBLIC. Have consideration for the comfort and safety of others. A revolving door becomes a real danger when heedless persons are in a hurry.

Take your time and your turn. The thoughtless and crude elbow their way up to the counters or into the elevator. Do not snatch merchandise from the hands of others. Attempting to force your way in a moving line of customers is offensive and dangerous. Stopping to chat in a congested aisle causes considerable annoyance. Keep command of your temper when you are annoyed. Practice the golden rule, and things will adjust themselves. Window shopping should never obstruct the free movement of the crowd.

Those who smoke while shopping are a real menace. Great losses in stores have resulted from the careless stupidity of such smokers. **Respect the rights, the feelings, and the property of your neighbor.**

Carry an umbrella so as not to inconvenience those you meet. When using the umbrella, do not allow the

drippings to fall on others. Crouching under a low-held umbrella and pushing into the crowd ruffles tempers.

IT IS COWARDLY TO ABUSE A CLERK. She is defenseless. Employers demand that she be courteous. When relations are amicable, you are more likely to be well served. A clerk likes to wait upon a pleasant customer. Don't expect the clerk to display all the goods for your benefit, especially if they do not suit your purpose. Never leave while she is searching for something about which you have inquired. Leave with a "Thank you," even if you did not find what you wanted.

Making scenes is ill-mannered. Complain to the floor manager, if necessary, and you will receive fair treatment.

Don't insist on pulling down "ceiling prices." Buy according to your means.

Carry your parcels gracefully so that others may pass you with safety.

Restaurant

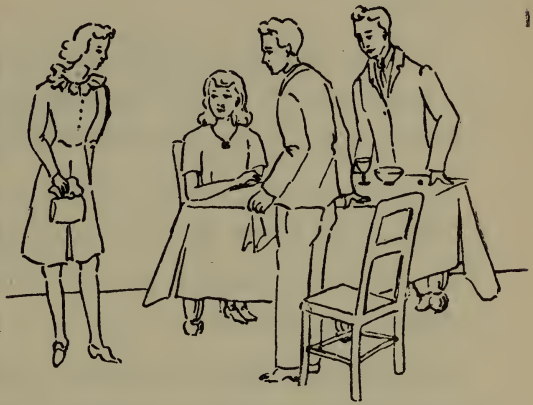
IT IS IMPORTANT THAT EVERYONE BECOME ACQUAINTED WITH CORRECT PROCEDURE IN PUBLIC EATING PLACES. Not all these places are proper for ladies. Gentlemen should be mindful of this.

If there is no waiter, the gentleman leads the way to the table. He pulls out the chair and helps the lady remove her wraps. They may be laid over the back of her chair. She never removes her hat. He hangs

his coat and hat on a rack near the table, unless they have been checked at the door. He never takes his hat to the table. Parcels may be placed on the lap or on the floor, unless there is an empty chair. Handkerchiefs should be kept off the table.

If the waiter does not hand the lady a menu card, her escort should. Everyone should know that a la carte (a la kart) orders (separate items from the card) cost more than the table d'hote (ta-b'l dote') meal (the regular dinner at a set price). Ladies should not order a dinner if they have been invited to have a luncheon or a snack. **Exceeding the**

limit of the average allowance usually leads to the lessening of invitations. If she is not sure of her escort's means, a lady will ask him to order for her or order something inexpensive. Even if he is wealthy, she will be moderate. Gentlemen



are wise to give tentative suggestions; she should take the hint. He gives the orders to the waitress. When two ladies are dining together, each gives her own order unless one is acting as hostess. The same rule holds for men.

BE COURTEOUS TO THE WAITRESS. She cannot retaliate without being in danger of losing her position. She may be more refined than you. You may have more money; she, more manners. It is proper to tip the waitress at least ten per cent of the

amount of your bill. If you want extra service from her, politely call her. Do not try to get her attention by whistling or tapping on a glass.

Comments on the food ought to be confined to approval. Do not ask for things not on the menu. Never be ashamed to admit that it is a day of fast or abstinence.

MASTER GOOD TABLE MANNERS AND USE THEM ALWAYS. Customs in localities vary in regard to details, but there is no diversity of opinion on fundamentals. Choose the foods you know how to handle.

Conversation should be cheerful and natural. Gossip or personal affairs should be avoided. A newspaper should not be read unless one is alone.

Never arrange the hair or adjust clothing at table. **Ladies will keep the mirror and compact in their purses.** The well-mannered person will never use a toothpick except in private.

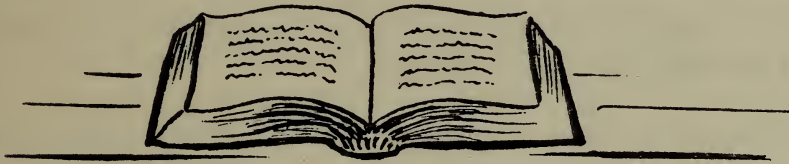
When you enter or leave a restaurant and chance to see acquaintances, do not stop at their table. You force them to ask you to sit with them. Even if asked to join, decline unless they insist. Should someone stop to speak to you while you are seated, the gentleman rises, placing his napkin on the table unless the speaker be an equal. Ladies do not rise unless approached by a much older lady. The visit should be brief, unless the visitors are asked to be seated.

DO NOT MAKE THE RESTAURANT A SMOKER. A pall of tobacco smoke afflicts the lungs and makes the food tasteless. Be moderate. If you feel that

smoking annoys others at table, avoid it entirely. Before lighting a cigarette, it is expected that you ask your companion, "Do you object to my smoking?" Never put ashes on the dishes; ask for a tray.

Mistakes are easily made, so it is correct to look over a bill before paying it. Notice if you are to pay the waitress or the cashier at the door.

On leaving, the gentleman will help his lady with her coat. She precedes him in going out while he holds the door.



Library

A TASTE FOR GOOD BOOKS will bring untold pleasure in later years. Be guided in the choice of books. The best minds of all times are at your disposal and ready for your companionship through their books.

Learn the rules of the library and observe them. Polite and accurate applications for books make the librarian's work easier. Never remove a book from the library unless you have had it checked out by the librarian. Common justice demands this. **Be sure to return it to the library in time;** in fact, return the book to the library before it is due if you have finished reading it. Others may be waiting to get pleasure from the same book.

Should you have a book that is overdue, pay the usual library fine promptly. A fine is a fair demand of any library. Should you lose or ruin a book, you are obliged to pay for it.

A QUIET ATMOSPHERE should prevail in the library. Cease talking immediately upon entering. Walk noiselessly. Libraries should be used for reading or study. Do not lounge in any part. Going there to visit with friends will disturb others. The only recreation that should be had in a library is that which comes from quiet reading.

It is against all rules of good manners to eat candy or anything else in a library.

Remember that any book that is taken out in your name is your responsibility. For this reason do not loan a book to another. It is better for you to return the book to the library and let your friend draw it on his own card. But in any case, as long as the book is out in your name, you are responsible for it.

Never lay an open book face downward on the table. Do not use a pencil or any such thick article for a bookmark. This ruins the binding. Avoid turning down the edge of a page to mark your place. Use a flat bookmark. It is far better to lose your place in a book than to injure it through the use of improper bookmarks.

Never leave a library book, or any book of your own, lying around, much less out of doors. Never place a book on top of a radiator. Heat dries out the binding and ruins the book.

Large, heavy books should not be held in the hands; they should be laid on the table while you are using them. Otherwise the binding is loosened.

Do not leave books that you have been reading on the chairs in the library. Librarians prefer that you leave them on the table.

IT IS SHEER VANDALISM TO TEAR A PAGE OUT OF A BOOK, no matter how important the reference may be to you. To steal a book is a sin. It is always wrong to deface or to mar a book in any way.

DO NOT GET THE HABIT OF BORROWING BOOKS FROM OTHERS. Should a friend loan you one from his private collection, be absolutely certain that you return it promptly. People who do not return books they have borrowed are a plague to thousands of book lovers. ;

MAGAZINES AND NEWSPAPERS should be replaced in their proper place in the magazine racks. It is very unfair to others and opposed to library rules to take magazines or newspapers out of the library. Should you bring your own personal copy of a newspaper to the library to read, be sure that you fold it up and take it with you when you leave. After reading a newspaper in the library or anywhere else, always turn the pages back to their proper order and neatly fold the paper. Some people leave unfolded papers lying around. Courtesy demands that the paper or magazine be left in the proper order for the next reader.

Do not throw or leave any waste paper on the floor or on the tables. Quietly crumple the paper and put it into your pocket or into the wastebasket. Should

you see paper on the floor, pick it up. Help to keep the library neat. When you rise from your chair, be sure to place it back in the proper place against the table. Show appreciation for services given you. Leave quietly.



GOOD MANNERS IN CONTACTS

Introductions

LEARN THE FOLLOWING PRINCIPLES THAT GOVERN INTRODUCTIONS; then even an ambassador will not cause you to lose your poise. Both persons are to be introduced; one is being introduced to the other. The older or more important person is addressed first. The woman or girl is addressed first when a man is being presented. (Note exception below.)

THE WELL-BRED WILL USE THESE FORMS IN INTRODUCING.

Informal: "May I introduce Miss Smith."

"I would like to have you meet Robert Walker."

"Mrs. Smith, Mr. Jones."

"Miss Brown, this is Mr. Gold."

Formal: "May I present Senator Walsh." This form is reserved for presentation to persons in high positions, as the President of the United States.

A PERSON OF GRACE WILL AVOID THESE INCORRECT FORMS OF INTRODUCTION:

"Miss Smith, shake hands with Mr. Blade," or "Meet Mr. Lord." Do not make an introduction compulsory.

“Miss Edgar, meet my friend, Ted Right.” This implies that the other person is not your friend.

“Mr. Murry, I want to make you acquainted with Mrs. Fossum.” This is too long and awkward.

Jealously regard these **properties of precedence** in introductions: A gentleman is introduced to a lady: “Miss Brown, this is Mr. Gold.” Exceptions to this rule are: clergy, older persons, royal personages, and persons of high rank; in which case the form is reversed: “Your Excellency, Bishop McGavick, may I present Miss Jones.”

Introduce a young person to an older person: “Mrs. Smith, Mary Miles.” A single woman is presented to a married woman: “Mrs. Thompson, I would like to have you meet Miss Lind.”



Introduce a person of lower rank to a person of higher rank: “Major Bond, Ensign Willington.” Introduce everyone (except high dignitaries) to your mother: “Mother, this is Elaine Ross.” At school, this order is reversed, because the teachers serve as

hostesses to visiting parents. "Mr. Rund, our gym instructor, this is my mother." Introduce your mother or friend to a Sister: "Sister Mary, my mother."

YOUR RESPONSE TO INTRODUCTIONS should be colored by poise and cordiality:

"How do you do." This is not said with a rising inflection; it is not meant as a question.

"How do you do, Mr. Cummings." Repeating the name gives the nice touch of an alert mind.

"I have heard Tom speak of you often," or, "I've been wanting to meet you," or, "I am very glad to know you." Use these forms if you are sincerely glad to meet the person.

These expressions are taboo:

"Pleased to meet you." You can't be so sure at the first meeting.

"Charmed." This carries an air of affectation and insincerity.

THE MATTER OF STANDING AND OF SHAKING HANDS. A man always stands for an introduction. A woman remains seated when being introduced to a man, unless he is an elder or a distinguished person. A younger woman stands when introduced to an older woman.

A man always shakes hands with another man upon introduction. A woman may, or may not, shake hands as she chooses. However, if a hand be proffered, in all courtesy she should not refuse it.

Personality is expressed in a handshake. Use a pleasant grip that will create a favorable impression;

then, begin a pleasant conversation. Ease off your introduction with such courteous remarks as: "I hope I will meet you again," "I enjoyed meeting you." The response may be: "Thank you," or "It was mutual." The above remarks are superfluous for brief, casual introductions.

Telephone Calls

YOUR VOICE IS ONE OF THE FIRST THINGS TO CONSIDER in a telephone conversation. Speak slowly and politely, not too softly or too loud.

These are correct forms for answering:

"This is Wilton, 0872."

"Milton's residence."

"Milton's residence, Mary speaking."

"Mary Milton speaking," or merely your name, "Mary Milton."

If the call comes for one of the members of the family, answer: "He is here; I will call him." Or say, "I'm sorry, he is not here. May I take the message or your number?"

In business calls, answer the phone according to the instruction of your employer. Some correct business forms are:

"Station WKBH. Good morning."

"Good afternoon. Singer Sewing Machine Service Center."

"A. W. Miles Law Firm, Miss Smith speaking."

WHEN CALLING, do not demand, "Who is this?" Ask for the person to whom you wish to speak. The

telephone is not the place for jokes or gossip. Don't annoy your family by being coy and endlessly giggly over the phone. Girls should not call boys except in real necessity. Besides cheapening the girl, it places the boy in an uncomfortable position. **Be discreet in the time you call.** An interrupted meal or disturbed slumber is annoying to others. The person who makes the call is the one to close it. When using the phone, consider not only the person at the other end of the wire, but also the desire and needs of your household. That means no monopoly.



Courtesy to the operator is always in order. "Please" and "Thank you" are always in place.

Letter Writing

THERE IS GREAT JOY IN HAVING THE POST-MAN BRING A LETTER ADDRESSED TO YOU. Yet, letter writing is a two-way traffic. You must reciprocate. Correspondence is becoming a lost art in these days of the handy telephone and the "Why not wire?" campaign.

A CERTAIN MARK OF A THOUGHTFUL, DEVOTED PERSONALITY IS A LETTER. Since your personality is revealed in your writing, always attempt to write a charming letter. You say it is hard to write a letter? Do not settle down and begin compos-

ing a formal composition. That is not a letter. That is not the way you talk. Letter writing is conversation on paper to one who is absent. Be simple and unaffected. Imagine that the person to whom you are writing is sitting before you. Even put your pet expressions in your letter; then it will sound like you.

This, of course, does not mean that you are to be indiscreet or careless in your writing. The spoken word is easily forgotten, **but the written word is more permanent.** Never make a statement in writing that you would not like published under your name.

MUST LETTERS. There are certain types of correspondence that are required among cultured people.



These include: **Thank you letters** for gifts received, for favors granted, for appreciation of sympathy expressed. **Bread-and-butter letters** for hospitality that has been received. **Acceptance or regret letters** that allow no procrastination, for the convenience of the host. **Congratulation letters** at time of weddings,

births, successes, promotions, championships, anniversaries. **Introductory letters** from one acquaintance to another. **Letters to the sick.** **Letters to service men.** **Letters to parents,** weekly, when you are away from home. **Letters to elders** who have been good to you—teachers, confessors, coaches.

Besides these social requirements, there are business "musts": replies to questions asked; gratitude for

help given; acknowledgment of gratuitous goods received; reservations and appointments; notation of business begun or bills paid; adjustments to satisfy complaints.

APPEARANCE. Use good quality stationery for your correspondence. White is preferable. Should you desire individuality, don't resort to gaudily colored, freakish paper. Rather have your monogram or address on the first page. Keep straight, clean-cut margins on both sides of the paper and one inch from the bottom. Friendly letters are written in one's own hand. If lengthy, however, typewritten friendly letters have become acceptable. In either case, be sure the letter has an attractive legible appearance. Never omit the heading. Do not use abbreviations. Write out the lesser numerals—as, two, nine, ten—in the body of the letter.

LETTER PROPER. **Informal salutation** to a friend: Dear Robert, Dearest Mary. **Formal salutation** to an acquaintance: My dear Mr. Smith. **Business form** for inside address and salutation:

Crown Canning Company
372 Madison Street
Chicago, Illinois

Informal close: Lovingly yours, Devotedly yours, Affectionately yours. **Formal close:** Sincerely yours, Yours with best wishes. **Business close:** Yours truly, Sincerely yours, Very truly yours. For a high **dignitary** or **religious:** Respectfully yours,

BUSINESS LETTERS. You write a business letter for a purpose. A business letter must always be neatly

and carefully prepared. Be brief, to the point, and definite. If you are seeking information that will benefit you, enclose a stamped, self-addressed envelope or clip a loose stamp to the letter. Never sign a letter with Mr., Mrs., or Miss. A married woman indicates her position in this way:

Very truly yours,

Mary Jones Smith
(Mrs. Robert Smith)

Do not use hackneyed expressions; as "Thanking you in advance," "Hoping to be favored with a prompt reply, I am . . ." Be direct. "I hope I shall hear from you soon."

In sending **order letters**, quote the catalog and number, as well as the description of the article wanted. State whether you are enclosing a remittance or want the goods sent "collect." Note that in orders, "Please send me" is preferable to the outmoded "Kindly send me."

Two extremes to be avoided in **letters of application** are the cocksure, know-it-all type and the timid apologetic type. Be confident, natural, and sincere. Avoid trite expressions and show that you can think for yourself. A letter reeking with mistakes in English and spelling and worn-out expressions suggests a careless worker.

In your letters, indicate your eagerness to be of use. It is well to give references; but secure the permission of the person whose name is being given for reference. Specify in your last paragraph that you can come for

an interview at any time. Give both your address and telephone number.

Letter Forms

CARDINAL

Address on envelope: His Eminence William
Cardinal O'Connell

Salutation: Your Eminence:

Conclusion of letter: I have the honor to be with
profound respect Your Eminence's most humble
servant,

ARCHBISHOP

Address on envelope: The Most Reverend Samuel
A. Stritch, D.D.

Salutation: Your Excellency:

Conclusion of letter: I have the honor to be with
profound respect Your Excellency's most obedi-
ent servant,

BISHOP

Address on envelope: The Most Reverend Alex-
ander J. McGavick, D.D.

Salutation; Your Excellency:

Conclusion of letter: I have the honor to be Your
Excellency's humble servant,

ABBOT

Address on envelope: The Right Reverend Dom
Alcuin Deutsch, O.S.B.

Salutation: Father Abbot or My Lord:

Conclusion of letter: I am, Right Reverend Abbot,
Your devoted servant,

MONSIGNOR

Address on envelope: The Rt. Rev. Msgr. Peter Pape

Salutation: Right Reverend and dear Monsignor:

Conclusion of letter: I am, Right Reverend Monsignor, Sincerely yours,

RELIGIOUS-ORDER PRIEST

Address on envelope: The Rev. Eugene N. McGuigan, C.S.Sp.

Salutation: Dear Reverend Father:

Conclusion of letter: I am, Reverend Father, Benedictine and Cistercian Monks and Canons Regular are called "Father," but addressed as "Dom," thus: The Reverend Dom Joseph Kreuter, O.S.B.

SECULAR PRIEST

Address on envelope: The Rev. Leroy Keegan

Salutation: Dear Reverend Father: Reverend and dear Father:

Conclusion of letter: Respectfully yours,

BROTHER

Address on envelope: Brother Francis Greimer, S.M.

Salutation: Dear Brother Francis:

Conclusion of letter: Respectfully yours,

SUPERIOR OF AN ORDER OF SISTERS

Address on envelope: Mother M. Gertrude

Salutation: Dear Mother Superior:

Conclusion of letter: Respectfully yours,

SISTER

Address on envelope: Sister Mary Agnes

Salutation: Dear Sister Mary Agnes:

Conclusion of letter: Respectfully yours,

THE PRESIDENT

Address on envelope: The President, Washington, D. C.

Salutation: Mr. President: or, Sir:

Conclusion of letter: I have the honor to remain,
Most respectfully yours,

THE VICE-PRESIDENT

Address on envelope: The Vice-President, Washington, D. C.

Salutation: Mr. Vice-President: or, Sir: or, My dear Mr. Vice-President:

Conclusion of letter: I have the honor to remain
Most respectfully yours,

GOVERNOR

Address on envelope: His Excellency, the Governor, Madison, Wisconsin, or, The Honorable Walter S. Goodland, Governor of Wisconsin

Salutation: Sir: or, Dear Sir:

Conclusion of letter: I have the honor to remain
Yours faithfully,

U. S. (or State) SENATOR

Address on envelope: The Honorable Robert M. LaFollette, Senator from Wisconsin, Washington, D. C.

Salutation: Sir: or, My dear Sir:

Conclusion of letter: I have the honor to remain
Your very truly,

CONGRESSMAN (also Member of a State Legislature)

Address on envelope: The Honorable William H. Stevenson, House of Representatives, Washington, D. C.

Salutation: Sir: or, My dear Sir:

Conclusion of letter: Believe me, Yours very truly,

MAYOR

Address on envelope: His Honor, the Mayor, City Hall, La Crosse, Wisconsin
Salutation: Sir: or, Dear Sir:
Conclusion of letter: Believe me, Very truly yours,

GENERAL in Military Service

Address on envelope: General D. H. MacArthur
Salutation: Sir: My dear Sir: Dear Sir: My dear General MacArthur:
Conclusion of letter: Yours sincerely,

ADMIRAL in Naval Service

Address on envelope: Admiral William D. Leahy
Salutation: Sir: My dear Sir: Dear Sir: My dear Admiral Leahy:
Conclusion of letter: Yours sincerely,

In official correspondence between officers of the service, the ordinary ceremonial beginnings and endings are omitted. and a purely military or naval form is substituted.

A wife never shares her husband's official titles. The wife of every American is Mrs.—“The President and Mrs. Roosevelt.” “Doctor and Mrs. Smith.”

Interviews

WHEN POSSIBLE, REQUEST AN APPOINTMENT FOR AN INTERVIEW. It is better to include a letter of recommendation with your written application rather than present it in a personal call. Caution should be observed in asking for letters of recommendation. You may speak with your teacher, principal, or former employers about your intention of applying for

certain work. If they wish to commit themselves, they will offer to recommend you.

WHEN YOU CALL ON YOUR PROSPECTIVE EMPLOYER, be sure that your clothes are clean, neat, and well pressed. Do not appear cheap by gaudy dressing, or slovenly by careless dressing, but have the businesslike appearance of being carefully and choicely groomed.

A GENTLEMAN REMOVES HIS HAT AS HE ENTERS THE OFFICE. Be sure that you are not loaded with bundles or even have a newspaper in your hand. Stand until your employer recognizes you and indicates that you are to be seated. Let the employer lead in the conversation, lest you talk yourself out of a position. **Answer his questions truthfully.** Have the self-confidence that comes from the recognition of your ability. Then you will not fail because of overconfidence or of apologetic inferiority. Be calm and natural and careful not to drag out the interview. You, rather than the employer, should rise for dismissal. Thank him for the time he has given for the interview, and be as pleasant as you were when you arrived, even if you did not get the position.

Repeat your gratitude in a brief note the day after the interview. State again your qualifications and the reasons you have for believing you should be selected for the position.

Public Meetings

LEADING THE MEETING. If you are an officer, study human nature so that you will be able to get all

members to participate beneficially without inflicting pain on anyone.

When conducting a meeting, start promptly, no matter how few are present. If you plan your meeting beforehand and follow parliamentary law, you will avoid unintelligent thinking and slipshod methods. Unless the constitution of your organization specifies otherwise, follow the accepted order of business given by Roberts:

1. Call to order.
2. Reading of minutes and their approval.
3. Reports.
4. Unfinished business.
5. New business.
6. Adjournment.

If a program is presented, it follows the business meeting. In small groups, a roll call of members is often included after the call to order.

Speak clearly and distinctly so the members will have no difficulty in understanding you.

See that the speakers chosen and the projects proposed are in accord with the needs of the organization.

In discussions, be guided by the fundamental principles of parliamentary law—justice and charity. Be careful to observe the eight definite steps for procedure in handling a motion:

1. Member rises and addresses chair.
2. Chair recognizes member by saying his name or nodding.
3. Member states his motion.

4. Chairman asks for second if one is not offered voluntarily.
5. Chairman states motion.
6. Chairman asks for discussion if it is a debatable motion.
7. When discussion ceases, chairman restates motion and asks for vote.
8. Chairman asks for result of vote and declares that the motion has passed or failed.

ATTENDING THE MEETING. Do not disturb others by coming late. Be in your place when the meeting begins.

Pay courteous attention to the chairman. Never show you are bored during the meeting. Avoid commenting in whispers to your neighbor, chewing gum, or disturbing others in any way.

Before you rise to discuss a question or make a motion, use the following mental check: Are my remarks in order? Have they already been stated? Is the proposition worth stating?

When you stand for discussion, speak loud enough for all to hear. If you are not the main speaker, say what you have to say briefly.

Do not be selfish when casting your vote. Think first of the organization, not of your personal advantage.

If you have something worth-while to say, stand up and say it. Don't join the poor member group who say nothing at a meeting but become voluble afterwards. You will benefit from an organization in the measure of your participation in its activities.

MISCELLANEOUS GOOD MANNERS



MAINTAIN THE GREAT- EST RESPECT AND LOVE FOR YOUR COUNTRY.

When the national anthem is played or when the flag passes by, stand at attention. A man in military uniform gives the salute; a man in civilian clothes removes his hat with his right hand, which he holds over his heart. A hatless man and a woman place the right hand over the heart,

or just stand erect with arms straight at the side. When the flag is carried in procession with other flags, it should be on the marching right (the flag's own right) or in the front of center. When the flag is hung against a wall, it should be flat with the union uppermost and to the flag's own right (the left of the spectator).

The national flag is never lowered or dipped as a salute. The flag should not be used for advertising or as part of a costume. It should never be draped over automobiles, tables, and chairs, or festooned or gathered into a rosette.

A GENTLEMAN TIPS HIS HAT WHEN:

1. He passes a church.
2. He meets a priest or a religious.
3. A gentleman with him speaks to a woman acquaintance.
4. A lady with him speaks to an acquaintance.
5. He speaks to a lady, even if she is a stranger asking for directions.
6. He meets a lady and when they part.
7. He has an occasion to speak to a lady, if it be nothing more than "Madam, is this your package?" Also, when she thanks him for having recovered her package.

HE REMOVES HIS HAT WHEN:



1. He enters a church.
2. He enters his own home or another's.
3. He speaks to his mother or any lady.
4. He enters a room where women are (excluding office buildings, stores, depots).

5. He enters an elevator in a hotel, club, or apartment house. Elevators in office buildings and stores are regarded as a continuation of halls, and hats may be kept on.

Calls and Calling Cards

CALLING CARDS ARE USUALLY ENGRAVED. Having one's address on them is optional. A man's title may be abbreviated, but his name is spelled out in full. A young lady's name is spelled out in full. Young ladies of sixteen may begin to use the title "Miss" on their cards.

General card-leaving is going out of fashion. It is still correct, however, to leave cards before asking a stranger to accept your hospitality. A man should leave his card after being entertained or invited to a dinner dance, or any social function by a lady. Usually one leaves one's card after a first call and within a few days after a first invitation, whether accepted or not.

Send cards with wedding presents, flowers for a funeral, or with flowers for a debutante. A card may also be sent to notify a change of address. Sending your card with flowers to a sick friend is laudable.

The kind of call determines its length. Fifteen to twenty minutes is proper for a formal call. "At home" calls may last from thirty minutes to one hour. Informal calls may extend from ten minutes to two hours, depending on company and circumstances.

The time to call should be considered. Between three and five in the afternoon is proper. Formal calls

may be made between three-thirty and four-thirty. Men and business women may call on Sundays or after the dinner hour in the evening.

A visit of condolence should be paid at once to a friend after a death in the immediate family. A lady writes a note of sympathy to a gentleman instead of making a call. A visit of congratulations is paid to a new mother, and a gift is presented to the baby. If a relative announces his engagement, you must go to see his fiancée. To visit the sick is more than just good manners; it is one of the works of mercy. Do not prolong your visit to a sickroom. Observe the "No visitors" sign if there is one. It is a direct slight not to return a first call within ten days.

RESPECT PUBLIC PROPERTY. Writing on the walls of public buildings, marring pictures and statues, picking flowers in parks, are violations of this respect.

A GIFT IS A TOKEN OF ESTEEM. You can express this on paper if you are unable to do so with an object. Gentlemen should not give lady friends personal gifts unless they are engaged. Flowers and candy are appropriate. Do not give gifts more expensive than you can afford. Ladies should never give presents to men to encourage this attention. A box of her homemade candy or some article which fits in with her friend's hobby or special interest is proper.



GOOD MORALS AND GOOD MANNERS

GOOD MORALS ARE ALWAYS GOOD MANNERS; bad morals can never be good manners. Christ and His Blessed Mother had perfect manners. They are your models; imitate them and you will be refined and good. Always remember that you are a child of God and an heir of heaven; that you were made by God to know Him, love Him, and serve Him in this life, and by this means to save your soul.

BEWARE OF BAD COMPANIONS; THEY WILL RUIN YOU. In speaking of evil associates, Christ Himself said through His apostle St. Paul: "Evil companionships corrupt good morals" (1 Cor. 15, 33). Your companions are of the wrong kind if you are less good because of your association with them. General Robert E. Lee was known to all for his good manners. May you always remember the advice which he gave to his son: "Never do a wrong thing to make a friend or keep one."

SIN IS AN ACT OF DISLOYALTY TO CHRIST, an act of surrender to His enemy, the devil. Always be loyal to our Lord and to His service. There is some-

thing very attractive about virtue. There never was, and there never will be, a substitute for goodness; you must have the real article.

BE PURE IN THOUGHT, WORD, AND DEED if you would be a lady or a gentleman after the heart of Christ. The clean of heart are dear to God. Of them He said: "Oh, how beautiful is the chaste generation with glory. For the memory thereof is immortal, because it is known both with God and men. . . . It triumpheth crowned forever, winning the reward of undefiled conflicts" (Wisdom 4, 1-2).

KEEP YOUR MIND CLEAN, and your words and deeds will be pure. Improper magazines, pictures, and shows have ruined the souls of many through the impure thoughts they have caused. At times improper thoughts will come to your mind against your will. Never entertain them or dwell upon them, but say a short prayer and turn your thoughts to other things; keep yourself busy with work and wholesome play. God condemns impurity of thought: "Evil thoughts are an abomination to the Lord" (Proverbs 11, 26).

NEVER SAY A WORD OR TELL A STORY that will stain your soul or the souls of your companions. There is nothing manly about a dirty story or suggestive remark; on the contrary, improper conversation marks a person as improper company for any decent Catholic. Listen to these words: "Pure words, most beautiful, shall be confirmed by Him" (Proverbs 15, 26). "He that loveth cleanness of heart, for the grace of his lips shall have the king for his friend" (Proverbs 22, 11).

NOTHING MORE BECOMES A CHRISTLIKE PERSONALITY THAN PURITY OF ACTION. At all times and in all places, whether alone or with others, be clean and chaste. Gentlemen should remember that ladies in their company are to be protected. Never by the slightest word, suggestion, or action make them less modest or less good. May you always prove true to the ideals that you have been taught by your Alma Mater; may you always be a "knight without reproach," and a lady without stain. You are a child of Mary. Through frequent prayer to her, and through frequent reception of Him in the Blessed Sacrament, and through your co-operation with grace, you will always be a worthy member of Christ's Mystical Body. The Church will be proud of you; Mary will bless you; Christ will reward you, for He said: "Blessed are the pure of heart, for they shall see God" (Matthew 1, 8).

Brave and chivalrous like the knight, Sir Gareth, in Tennyson's *Idylls of the King*, may you live and die with his ideals:

Man am I grown, a man's work must I do;
Follow the deer? Follow Christ the King;
Live pure, speak true, right wrong, follow the
King—
Else, wherefore born?

Pray that Christ the Gentleman and Mary the Lady, through Christ, will give you strength to be gentle, courage to be kind, and thoughtfulness to express Christian charity in terms of good manners.

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