

cause comparatively little inconvenience is fairly simple. People who are habitual sufferers should take wine and spirits, if at all, in the strictest moderation, and should be practically water-drinkers; they should take plenty of exercise in the open air, and, above all things, should avoid sitting for many hours at a desk. Chairs with cane bottoms should be used in preference to those of a more luxurious description. The use of violent purgatives is always injurious. When the piles are small, benefit is sometimes experienced from the use of an ointment of galls and opium, which must be smeared freely over the painful parts. The motions may be kept soft by the internal administration of confection of sulphur, confection of senna, or the compound liquorice powder. The usual dose of any one of these is a teaspoonful, but the patient must find out for himself the exact quantity which suits his special peculiarity. Carlsbad Salts, or Pillna, Friedrichshal, or Hunyadi-János Water, taken in the morning

before breakfast, suit many people better than anything, insuring a copious evacuation without griping or straining. The best internal remedy for piles is hazeline, an extract of the fresh bark of *Hamamelis Virginica*, the American witch hazel. The dose is a teaspoonful three times a day in water; but it has no poisonous properties, and more may be taken without fear. When the piles are inflamed, it may be applied locally on lint, the patient remaining in bed until the inflammation subsides.

In many cases, unfortunately, medicinal treatment is of no avail, and operative procedures have to be resorted to by the surgeon. Sometimes piles are cut, sometimes they are tied, and sometimes they are destroyed with the cautery. It is a serious operation, and usually anaesthetics have to be administered; but it is one of the most uniformly successful, and it is better to obtain medical treatment than to go on year after year in a condition which renders life a burden.

THE ETIQUETTE OF SOCIETY.

DIFFERENT people attach different degrees of importance to the rules and laws of etiquette. Some regard them as worthy of diligent attention and endless study, and others look upon them as unworthy of the slightest consideration, and even take a pride in openly disregarding them. If there is any truth in the old saying that "Manners make the man," it is surely unwise to act in opposition to the recognised rules which, to some extent, govern the actions of well-mannered people in society. It may not be necessary, or advisable, to learn by heart these rules; such a course would probably only lead to stiffness of manner and awkwardness of motion, which could only cause discomfort to others; but it is equally ill-advised to disregard them.

Etiquette, and the various rules in connection with it, have their origin in true politeness; and true politeness is only one of the results of unselfishness, consideration for others, and courtesy. No amount of study of the laws of etiquette can make a selfish person really polite—polite not only in society, but in every-day life; whilst some people, who are ignorant of every law and rule, are so thoughtful for others, that they are considered to be extremely polite by their friends and acquaintances. A certain knowledge and practice of these conventional laws not only tend to make intercourse with other people more agreeable and pleasant, but are very great social safeguards against undesirable acquaintances.

Etiquette has been much laughed at, and its rules have been held up to popular scorn and derision by

many people, but that is because these people have wrong ideas, and look only at the letter instead of the spirit of the law. Independent people are apt to think, that in obeying the laws of etiquette they are giving up their freedom and independence of action. They forget that it is impossible to act without affecting, in some greater or less degree, other people's actions or wishes; and that complete freedom for one may mean a lack of consideration for others. On the other hand, if any law of etiquette becomes hurtful to others, a truly polite person will break it rather than offend another. The small details which so often crop up in every-day life, must be settled by individual taste and feeling.

Etiquette and good manners are not exactly the same thing. Etiquette is a general term which chiefly means certain customs, and ways of doing things, recognised by society. Good manners belong more to the individual, and include not only good feeling, but such composure and absence of self-consciousness that, if placed in a new and strange situation, he or she would unconsciously obey the law of etiquette and do the right thing; or, if the wrong thing was done, it would be with such grace and charm that no one would notice it as wrong. It is possible to be perfectly well-mannered, and yet be ignorant of some of the minor points of etiquette.

Etiquette, from what has been said, is necessarily more or less concerned with all our intercourse—from our first becoming acquainted, to closer friendship. Hence one of the first points relates to—

Introductions.—The question of introducing people to one another is rather a vexed one, and varies to some extent according to fashion. Lately the world of fashion has dictated that introductions on some occasions are quite unnecessary, and that it does not follow that the guests at the same entertainment must be presented to one another. For ordinary people the variations in rules of etiquette dictated by fashion are not very important; the wishes of the two people concerned in the introduction are alone to be considered. If one is made to feel uncomfortable, or *de trop*, because an introduction does not take place, a mistake has been made in true politeness, even though a breach in the laws of etiquette has not happened.

The form of introduction does not vary. The gentleman is always introduced to the lady, never the lady to the gentleman; and no two persons of opposite sexes should be introduced until the lady's permission has been asked. The introduction is usually made by a mutual friend. Should the lady be seated, the gentleman must be brought to her by the person wishing to effect the introduction; she or he mentions both their names, the lady and gentleman both bow, and at once enter into conversation. It is not necessary for the lady to rise.

If it is the case of a hostess introducing her guests to one another at a dinner-party or an "At Home," a few words beyond the formal request to the lady to allow the introduction would be necessary. If the hostess wishes her guests to understand one another, and desires to put them both entirely at their ease, she will, if they are complete strangers, tell each, before the introduction, what are the chief characteristics of the other. She need not enter into a long description of each person; that would be both unnecessary and undesirable; but she can mention, in a few words, what subject is particularly interesting to the one or the other.

Unless this is done it may be difficult for both to find the most suitable topic for conversation; and two people who ought to be not only interested in one another, but who might be of use to one another in furnishing information, may waste much valuable time in making efforts to discover their whereabouts. It is very unsatisfactory to spend the first and, perhaps, greater part of a conversation in uninteresting discussion of the weather; and to discover, only when it is too late, and the company is breaking up, that the greatest interest in both lives is the same, and that a thorough interchange of ideas on that subject would have proved most interesting. A hostess can prevent mistakes of this kind, and she must never consider her duty done when she has simply introduced people, without any words of advice beforehand.

When a lady and a gentleman meet for the second time, the first sign of recognition must be made by the lady. Until she has bowed, the gentleman can make no movement. The only occasion on which an introduction is not of necessity made by a mutual friend is at a ball or dancing-party. The Master of the Ceremonies, though he were unacquainted with both lady and gentleman, would be only performing his duty if he introduced a gentleman to a lady without a partner for the dance. Even though the Master of the Ceremonies be the son of the hostess, he may not be well acquainted with all the guests, and may know some of them by name only. At the same time an introduction at a dance is not by any means as important as any other, since a lady is not bound by the laws of etiquette to recognise her various partners when she meets them afterwards.

Out of Doors.—It is not usual to introduce people out of doors, though this is not by any means a fixed rule, and must depend to a great extent upon circumstances. If a third person is made to feel awkward or uncomfortable, the introduction should be made.

Under no circumstances, however, is it considered etiquette to stand talking in the street. If a gentleman meets a lady of his acquaintance in the street he should take off his hat. If he wishes to speak with her he must continue walking in the direction in which she was going. If she is walking with a lady friend, though the friend is unknown to him, he must bow to both ladies; and in the same way if he is walking with a lady, and she bows to some one unknown to him, he must take off his hat. Also if he is walking with a male friend, and the friend meets a lady acquaintance, both gentlemen must raise their hats.

The etiquette of walking out of doors is not very elaborate, and there are few rules, beyond those of recognition, which have already been mentioned, to be given. As far as possible, when a lady and gentleman are walking together, the gentleman must keep on the side nearest the road, and he must change his place as quietly as possible, so as in no way to inconvenience the lady; though she, on her side, can greatly assist him by a little care and forethought. It used to be considered necessary for a gentleman to take off his glove before shaking hands with a lady, but this is no longer the case.

If a gentleman is riding on horseback, and meets a lady to whom he wishes to speak, he must dismount, and walk by her side.

In passing out of doors or indoors, young people must always make way for older ones, and allow them to pass first. If young and old are driving out of doors, the young people must always be careful

not to take the best seats—*i.e.*, the seats facing the horses—but to leave them for their elders. Gentlemen would, of course, leave these seats for the ladies.

Calls.—When two people have been introduced to one another, and are desirous of becoming further acquainted, the laws of etiquette demand that they should call upon one another before an invitation can be given by one to the other.

The question of paying calls is a much-disputed one. No one can deny that much valuable time may be wasted in paying calls; and some people who are busily occupied, and who do not possess spare time, announce to their friends that they do not "call." Of late years it has been the fashion for ladies who are in the habit of receiving a large number of callers to fix certain days once a week or twice a month for receiving visitors, and on those days they make an especial point of being prepared to receive their guests. This plan has so many advantages, and so few disadvantages, that it has become very general.

The chief advantage from the caller's point of view is that she is certain to be able to pay her visit, and runs no risk of making a journey to find her friend out. The great disadvantage, however, is that she may find her friend surrounded by a large number of acquaintances, and may have no opportunity for personal conversation with her.

There is much less time wasted if one day is set apart for callers, than if friends and acquaintances are allowed to choose their own time. A certain amount of calling is not time wasted, but is necessary to keep up acquaintance and friendship. If we do not meet people in the ordinary course of daily life, unless we go out of our way to see them, unless we call upon them, we cannot hope to keep up any acquaintance with them. The question, of course, arises as to whether "calling acquaintances" are ever worth anything to us, as they are not likely to develop into friends; but this is a question which each must settle for himself or herself.

Gentlemen do not, as a rule, pay calls so frequently as ladies do. They are content to let their ladies represent them, and send their cards. When gentlemen are occupied during the day-time, they are frequently excused from calling, as the usual time for paying calls is between three and six o'clock. Between those hours ladies who are in the habit of paying calls should be prepared to receive their friends. The drawing-room should, of course, be always tidy and prettily decorated with flowers. During the winter-time the question of warming the room is always a difficulty. Economical people do not care to light a fire on the chance of a visitor coming, and nothing looks more cold and cheerless than a room where a fire has only just been lighted.

This difficulty may be overcome by the use of an asbestos stove; but these stoves are not as satisfactory for every-day use as coal-fires. If guests are expected only on certain days, it is easy to have a comfortable fire, a pretty room, a tidy maid, and a well-dressed mistress, ready to receive them; and this is the chief advantage of the fixed "At Home" day. Chance visitors should be shown into the ordinary sitting-room, rather than left in a cold drawing-room.

So much has been said at various times on the subject of not keeping visitors waiting whilst the hostess makes alterations in her toilet, that by this time every one is aware that such a course of action is impolite. Nothing is more annoying to the visitor than delay, when she has once been informed that the mistress of the house is at home, and she will care far more for a speedy welcome than a fine garment.

A formal call should not last more than ten or fifteen minutes, and if it is a first call, it must be returned very speedily. If several callers arrive at the house on one afternoon about the same time, the mistress of the house will find herself busily occupied. She should sit facing the door, so that she may see and be seen by her visitors. Directly they enter the room, as their names are announced by the servant, they will make their way to the mistress of the house, and if she is not in a prominent position, they will feel embarrassed.

A great deal of practice is needed, before perfection is attained in the art of entertaining several callers, or even two callers at the same time. If the visitors are strangers to one another, it is not necessary that they should be introduced, yet neither must they be allowed to feel neglected.

When new visitors arrive, the lady of the house must rise to receive them, and, if possible, she should give them a chair near her own, and after addressing a few sentences personally to them, she must include her other guests in the conversation. Should any gentlemen be present, they must rise also on the arrival of other people, but lady visitors would not be expected to leave their seats. If calls are made any time after half-past three, tea must be brought into the drawing-room; but afternoon tea has become so important a ceremony that it must be described later. When the visitor rises to take her departure, the mistress of the house should also rise, and should ring the bell to notify the fact to the servant, so that she may be at hand to open the door.

Arrivals in town are expected to call on their friends by way of announcing their arrival; but in the country the stranger must be called upon before she thinks of paying any calls. So also in the

country, people moving into a village may expect to be called upon by the neighbours; but in large towns, where one may live for several years next door to people and not know them, this custom is not observed.

Calls must be paid if occasions for congratulation arise, such as the engagement of a daughter of the household, the birth of a child, or the wedding of a daughter or son, when the call is made on the bride.

Cards.—Unless it is a business call, a card is not handed by the visitor to the servant on arrival, but is left in the hall before leaving. A married lady should leave one of her own cards and two of her husband's. If the mistress of the house is not at home, two cards of her own and two of her husband's should be left with the servant. As cards are occasionally left by a servant, a corner of the card turned down is a sign that the call has been made personally on all the family.

When a call is made before the departure of the family from the neighbourhood, the letters "P. P. C." (*pour prendre congé*) may be written on the right-hand corner of the card.

If a letter of introduction has been given, it should be presented with the card on the occasion of the first visit; but the person introduced should not appear. An invitation from the person to whom the introduction was given should speedily follow the acceptance of the card and letter.

In the case of a birth, special cards are often sent to the callers with "Thanks for kind inquiries" on them. These words, or others to the same effect, may be written on the visiting-card, or printed cards may be used. Sometimes a tiny card, with the baby's name printed on it in silver, is tied with white ribbon to the left-hand corner of the mother's visiting-card.

After a severe illness, cards returning thanks for kind inquiries are also sent. In the case of a death in a family, cards with a few words of sympathy written on them should be sent through the post, or left at the door. Calls on such occasions are quite out of place. After some time has elapsed, cards should be returned with a few words of thanks for the sympathy shown; these words may be either printed or written upon them. After a dinner-party, dance, or "At Home," cards must be left by the guests, who should call upon the hostess; and this should be done within a week after the entertainment, if possible. If the distances are very great, the cards may be sent through the post; but this easy method of discharging a social debt is only allowable when the distance is really great. It is not considered nearly so complimentary to the hostess to send cards by post; and when people have been at the pains to

give an entertainment which has cost time and trouble, the least that can be done in return by their guests is to call and thank them for their hospitality.

When a family removes from one house to another, cards with the new address printed in the left-hand corner must be sent to all the friends and acquaintances of the family. If the lady of the house has certain days for receiving her guests, these should be written or printed on the card. The cards should not be sent out until the house is arranged, and the family thoroughly settled, because the sending of the cards is regarded by outsiders as a signal that they may once more pay calls and visit their friends.

The cards which are used on these various occasions should be quite simple. In former times the name was written upon the card and ornamented with many flourishes; but in these days it is printed as plainly as possible. The prefixes "Mr.," "Mrs.," and "Miss" are usually placed before the name, though occasionally young unmarried men omit the prefix. A lady's card is rather larger than a gentleman's, and in both cases the address is printed in the left-hand corner. Gentlemen usually supply themselves with business cards and private cards. Any honorary or official designations appear only on the business cards. Husband and wife require separate cards, and should not use one card with both names written on it.

If there is an unmarried daughter of the house old enough to pay calls with her mother, the daughter's name should be printed underneath that of her mother, or it may be written in the left-hand corner. If the daughter is the eldest, the Christian name is omitted; and if there are more than one daughter, they appear as "The Misses."

The card-tray should be put in a conspicuous place on the hall-table, or there need be no special receiver provided, and the cards may be placed on the table itself. When cards only are left, and no personal visit is made, the call must be returned in the same way. Formal calls are interchanged at least once a year, and must only be made between the hours of three and six; calls before luncheon can only be made by very intimate friends or relatives.

Five o'clock Tea.—As has been before stated, some time during a call tea should be offered to the guest. Five o'clock Tea has become quite an institution of recent years, and is growing more and more popular. Though it is called "Five o'clock Tea," it does not by any means follow that it is only taken at five o'clock. It may be provided any time during the afternoon. Most people arrange before-

hand that a caller shall be understood to be the signal for tea; and as soon as the caller has been in the house a few minutes, the tea-things appear, without any apparent sign from the lady of the house.

Ever since its first introduction, Five o'clock Tea has been growing more and more elaborate. At one time it was considered sufficient if cups of tea were brought in on a tray and handed round by a servant; then the teapot itself appeared in the drawing-room; and now the most correct thing is for the tea to be made upstairs.

This arrangement is, indeed, a great change from the times when cake and wine were handed to afternoon callers; but it is a very sensible one. Wine is not needed in the afternoon, and is not nearly so acceptable as a cup of freshly made tea. Doctors tell us that tea is unwholesome, but they grant that it is most refreshing; and people gladly drink it for the latter reason, and lose sight of the former.

If Five o'clock Tea is to be made thoroughly enjoyable, the necessities connected with it must be as pretty and inviting-looking as possible. Small tables provided with shelves for bread-and-butter and cake plates are sold everywhere (see Fig. 4, p. 9). They are very light, so that they can be easily lifted; and if prettily decorated with a table-cloth, and a plant or vase of flowers, help to ornament the room when they are not in actual use as tea-tables. Before the tea-things are brought in, the plant and table-cloth are easily removed, and the afternoon tea-cloth, prettily worked, may take their place.

The china must be dainty, and the tea-cosy should be pretty and handsomely decorated with embroidery. A kettle with a spirit-lamp will also be needed, if the tea is to be made by the hostess. The water should be nearly boiling when it is brought into the room, so that it will boil up in a few minutes. Stands for kettle and spirit-lamp (as shown in the figure) have recently been introduced, and they are very convenient. They stand on the floor, about as high as the afternoon tea-table. They give more room on the table, and are more easily get-at-able than the ordinary table-stands; but they are rather expensive.

If there is no kettle and spirit-lamp, the tea must be made by the servant; but this cannot be quite as satisfactory, and the tea does not somehow taste quite as good. It is, however, very much better to be brought into the room in a teapot than in cups. The last-named arrangement is the worst plan of all.

Bread-and-butter cut very thinly and rolled, and

cake or biscuits, are the only eatables necessary for Five o'clock Tea; but the cake and bread-and-butter must both be the best of their kind. As soon as the tea is made, the lady of the house pours it out, and hands it to her guests. If there are grown-up daughters in the room, one of them would probably undertake this duty. If any gentlemen are present, they should endeavour to assist the hostess in passing cups and saucers, and plates of bread-and-butter. If the hostess has no one to help her, she should endeavour to supply all the wants of one person before attending to a second. If there are several callers, and the hostess first gives every one a cup of tea, then passes round the cream, and then the sugar, the tea will be cold and undrinkable before the bread-and-butter arrives.

When every one is supplied, the lady of the house must provide herself with a cup of tea, which she can enjoy until the time arrives to once more assist her guests by offering them second cups.

During the whole process of the making and pouring out of the tea, the conversation must not be allowed to flag for one instant, and no guest must be permitted either to engross too much attention or to be neglected. Tact, practice, and some skill are needed to accomplish these various duties successfully; but on the whole the process of the tea-making and tea-drinking will be found much more of an assistance than a hindrance. There should be no delay in bringing in the tea-things in the first instance. If fifteen minutes is to be the limit of the call, the tea must

appear very early in the proceedings, as it will take a little time to make and to drink, and the visitor may be made uncomfortable if she feels that her call is of too long duration.

So popular has Five o'clock Tea become, that occasionally invitations are issued for this entertainment, and ladies invite each other to spend the afternoon and drink tea together. A Five o'clock Tea party may be made very enjoyable both to hostess and guests. It is quite an informal party, and is most inexpensive, and the only entertainment provided is tea and talk.

It is a convenient arrangement by which friends living at a distance are able to spend a little time together, without any formal invitation, or entertainment being provided.

Afternoon At Homes have probably grown out of Five o'clock Teas. They are the more formal entertainments of the two, and they require more preparation and forethought. To a certain extent



KETTLE AND STAND.

they are conducted very much in the same way as Evening At Homes. Invitations are issued to as many people as the rooms will conveniently hold. If a large number is expected, the hostess will be far too busily occupied to make the tea herself. She will be engaged in making introductions, and looking after her guests, and will not be able to give her time to kettles, hot water, and cups and saucers.

If possible, the tea should be served in a room adjoining the drawing-room, not in that room itself. If there is no daughter in the house, a friend should be invited to assist, rather than that the important office of pouring out tea should be filled by a servant.

Each guest on arrival should be shown into the tea-room, and afterwards into the drawing-room. Ladies appear in their bonnets and outdoor garments on such occasions, but the gentlemen leave their hats and coats in the hall, or in some ante-room used for that purpose.

The invitations announce that the hostess will receive her guests between certain hours, and all who accept those invitations should appear some time during those hours; after staying a short time they should take their departure.

The meal provided on such an occasion would be rather more elaborate than a Five o'clock Tea. No kind of cake, fancy bread, or tea-cake would be in the least out of place. Coffee should also be prepared for the guests, especially if there are any gentlemen expected, as they usually prefer that beverage to tea.

If it is a large Afternoon At Home, cards should be left by the guests in the hall, as after an ordinary call. Occasionally a series of Afternoon At Homes are given, and a choice of dates is offered to each guest. If for a good reason any one is prevented from appearing on any of the occasions, cards should be sent on the last date mentioned.

Invitations.—After an introduction has taken place, and the first formal call has been paid and returned, the next step which must be taken is an invitation of some kind, if it is considered desirable to cultivate the acquaintance. The various forms in which invitations should be issued are governed by the laws of etiquette.

Care is needed in framing the form of an invitation. It must be complete, nothing must be omitted, yet it must be short. In spite of its brevity, it must clearly define several points to the person to whom it is addressed. If an invitation is properly written, the invited guest will know at once not only the day and hour at which the entertainment is to be given, but exactly the kind of entertainment that will be set before him, as well as the style of dress which he

is expected to wear, and the form that his reply to the invitation must take.

Nothing is more annoying than to receive an ambiguous invitation; to be in doubt as to whether the hostess desires her guests to appear in full evening-dress or in demi-toilet. It is tiresome to have to write for further particulars, yet still more tiresome to appear on the evening unsuitably attired. An evening's enjoyment has been spoilt before now, because the invitation was ill-expressed and badly drawn up.

If invitations are written, the hand-writing must be neat, clear, and legible. The date must be clearly written; if in figures, these must be distinct, to allow of no mistake between a five and a three. Many invitations for formal gatherings are printed on cards nowadays. Either special cards are printed for the occasion, or cards with "At Home" printed on them, and spaces left for names and dates, are used.

All invitations for large entertainments are written in the third person. Invitations to dinner-parties are frequently written in the first person; this form is more convenient, and seems, perhaps, more friendly. The only danger is the question of the style of dress. It is usual, however, for the hostess to mention in such an invitation the names of the other guests expected; and if this is done, the guest would at once understand that the invitation was to a dinner-party, and that evening-dress would be necessary. It is very easy in a few words to intimate whether the invitation is issued for a regular party or only a quiet dinner; but in some way this must be done.

If a dinner-party is a very formal one, or if the guests are strangers, the invitation must be made in the third person; and, if it is a very ceremonious one, on printed cards. Dinner-invitations should be issued in the name of the host and hostess; and if written, care must be taken in the spacing:—

*Mr. and Mrs. Robinson
request the pleasure of
Mr. and Mrs. Johnson's
company at Dinner,
on Friday, February 16th,
at half-past 7 o'clock.*

74, Park Road.—January 9th.

The above is the usual form for a formal dinner-invitation, if written. It must be replied to in the same way in the third person, and should be answered promptly and definitely.

All invitations should be accepted or declined as quickly as possible. It is not only impolite, but most thoughtless and inconsiderate, to keep people waiting for an answer to an invitation. Householders who give an entertainment are generally

wishful to invite a certain fixed number of people to it, and if two are unable to accept the invitation, two more must be speedily asked. If those who are invited cause any delay in answering the invitation, they must also cause great inconvenience to the host and hostess, and they should bear this in mind. For the same reason the reply should convey a definite acceptance or refusal, and must not leave the invitation open. It should be worded in one of the following ways:—

*Mr. and Mrs. Johnson
accept with pleasure
Mr. and Mrs. Robinson's
kind invitation for
Friday, February 16th.*

The Cedars.—January 18th.

Or, if acceptance is impossible,

*Mr. and Mrs. Johnson
greatly regret that a previous engagement
must prevent their accepting
Mr. and Mrs. Robinson's
kind invitation for
Friday, February 16th.*

The Cedars.—January 18th.

In accepting an invitation the form must always be "accept with pleasure," not "will have much pleasure in accepting." The mistake is often made of using the future instead of the present tense of the verb. This is incorrect, because, though the invitation is for a future time, it is accepted at the present time, and so the present tense must be used.

If the invitation is written on note-paper, headed with the address, the date only will be written in the left-hand corner of a card, or below the invitation.

If the invitation is written in the third person, it must be answered in the third; if in the first person, the reply must also be written in the first person. It is perhaps unnecessary to remark that the same person must be used throughout the invitation. It must not be worded thus:—"Mr. and Mrs. Johnson request the pleasure of your company."

For almost every other kind of entertainment, the form of the "At Home" invitation is used, and the particular form of entertainment is notified by a few words or a single word in the left-hand corner. Invitations to an "At Home" of any kind are issued in the name of the hostess only:—

*Mrs. Robinson,
At Home,
Friday, February 6th.*

Dancing, 8 o'clock.

74, Park Road.

The above would be the form used for a dance. The name of the person to whom the invitation is sent may be written at the top of the card, or the name may only appear on the envelope. "Music," "Dramatic Performance," "Lawn Tennis," &c. &c., may be substituted instead of "Dancing," or the address might be put in the left-hand corner.

Cards with "At Home" printed upon them can be bought for a mere trifle, and cards of some kind are always used for dancing-parties and "At Homes." The cards must be quite plain, without ornamentation. If more than one member of a family is invited, a separate card must be sent, though it would be quite allowable to write "The Misses" on one card.

The letters *R.S.V.P.* (*Répondez s'il vous plait*) are occasionally added, but they are scarcely necessary for any formal invitation, as a reply should always be sent.

If the "At Home" is given in the afternoon, two hours may be mentioned—as "From 4 to 7."

If a refusal has to be sent to a formal invitation, it is most polite to send a formal refusal, together with a short note stating the reason for the refusal, and regret at being obliged to decline the invitation.

If a dance is to terminate at twelve o'clock, the word "Cinderella" should appear on the card, to notify the same to the guests; or if the hostess desires them to appear in costume, "Fancy Dress" must be mentioned.

The length of notice which is given of an entertainment varies according to the size and importance of the entertainment. The more ceremonious and the more formal a gathering is to be, the longer must the notice be; and those invited will get some idea of the kind of entertainment by the length of notice given them. As a rule, invitations for a dinner-party would be issued a month beforehand; whilst a fortnight would be considered sufficient for a private dance or an "At Home." An invitation with short notice should only be sent with an apology. It is not considered complimentary to give a very short notice of an entertainment in an invitation, because there is much less certainty of those invited being able to accept it.

If an invitation is declined, a call must be made all the same, within a week of the day on which the entertainment was given.

Before leaving the subject of invitations and writing invitations, it may be well to say a few words as to the etiquette of "Letter-writing."

Letter-writing is no longer considered so important an art as it used to be. When a letter cost more money to send, fewer letters were sent, and those few were very elaborate, and much time and

labour were bestowed upon them. Nowadays there is so much writing, so many notes are written by one person in the course of a day, that too often there is no care taken over them, and the writing is not only bad but illegible, the paper is blotted, and the thoughts ill-expressed.

We fancy that we cannot give the same amount of time to letter-writing that our forefathers did, and letters are too often written carelessly and hurriedly.

In writing a letter, the first endeavour should be to make it legible, the second to write clearly and simply on such subjects as are likely to be interesting to the person to whom the letter is written. We should endeavour to write as we try to speak, as naturally as possible. A business letter must of course be short and to the point; but if the letter is intended to give pleasure, it must be bright, full of interesting news, not too many "I's" in it, and, in fact, worth receiving, and calculated to inspire, at any rate, interest. People away from home are always glad to receive news, and as a rule rejoice in detail, and a kind action will be easily done if an interesting letter is sent to a home-sick friend.

The address should be written at the right-hand corner of the sheet, with the date below it. Very often the address is printed on the paper. Fashions in letter-paper change daily, and it is quite impossible to keep up with them. If the paper is good, easy to write upon, and plain, nothing more is necessary.

The letter should not be commenced too high on the page. It is well to think, before beginning to write, how much space is likely to be needed. A short letter, if possible, should be ended on the first page, and the ending should never be allowed to appear by itself at the top of the second sheet. Punctuation must not be forgotten, and "crossing" should be avoided. If letters are crossed, they are more difficult to read, and difficulties are put in the way of the recipient, when the wish is to give him or her pleasure. The signature should be most distinctly written, especially if the letter is to a stranger. Sometimes people who sign their name forget that it is not as well known to other people as it is to themselves, and they get into a careless way of writing it. They are not pleased if they get a wrong spelling of their name in return, and are apt to forget that they alone are to blame for it. The address and the signature should be written as plainly as possible.

The same form of signature may be used for every one, if it is a simple one; or it may be varied according to whom the letter is written to. The initial of the Christian name and the surname are sufficient for ordinary letters; but if the writer is a lady, she

would do well to put "Miss" or "Mrs.," as the case may be, in brackets by the side of her name, and thereby save absurd mistakes and confusion.

The letter must be folded to the size of the envelope it is to fit. It should be folded so as to open conveniently. At the present time, what is known as the "Court"-shaped envelope is generally used. For this, the letter need be folded once only; but it should be so arranged that when the letter is opened the commencement of the note will be at the top, and the letter will not have to be turned round or over before it can be read. The envelopes and paper should match; if the one is coloured, the other must be coloured also—not white.

The direction on the envelope should be exact, full, and clearly written. The Post Office authorities have often great difficulty in deciphering letters which are indistinctly written, and many letters are delayed through the direction on them being inexact. A mistake in a number may cause the loss of an hour, and the substitution of "road" for "street" the loss of a day. If the letter is addressed to a gentleman, the initial of the Christian name should be carefully noted. There are often two or three gentlemen in one household; and as at the present time every one is called "Esquire," the initial can be the only distinction.

Letters which are likely to be too heavy should be weighed. It is no compliment to send a letter understamped, and oblige the person to whom it is addressed to pay for his treasure. There should be a letter-weigher in every house; and if there is none, the letter must be weighed at the Post Office.

Letters in wrong envelopes have caused great confusion; the mistake may be as easily avoided as it is made. No letter should be sealed until it has been read over; and if it is then put straight into an envelope, directed, and sealed, it is not likely to cause further trouble. Unfastened letters and undirected ones are of course very unfortunate mistakes, which do not occur to careful people.

Care should be taken in the beginning and ending of a letter. Intimate friends and relations may choose any form they please; but with strangers and acquaintances conventional forms should be adopted. To a total stranger the correct form of address would be "Sir" or "Madam," if the letter is a business one. "Dear Sir" and "Dear Madam" are rather less cold and distant, and are sometimes used; but "My dear Sir" or "My dear Madam" should only be used when there is some amount of familiarity. The conclusion of the letter may vary considerably. Most people adopt one form or another, and always use that one. "Yours truly" or "Faithfully yours" will do very well for a stranger, "Sincerely yours" for an acquaintance, and "Affec-

tionately yours" or "Yours affectionately" for a close friend or relative.

In writing a formal or business letter, in the beginning of which the name of the person to whom the letter is sent is not mentioned, it is usual to write "To A. B. C. Robinson, Esq.," in the left-hand corner at the bottom of the page, or else at the top of the letter.

A firm would be addressed as "Gentlemen" instead of "Sir," as more than one individual would be addressed. As has before been stated, it is considered complimentary at the present time to address every one as "Esquire." Tradesmen are sometimes only addressed as "Mr.," but all people in their private capacity are honoured with the title of "Esquire."

Married ladies, as a rule, are addressed as "Mrs. Smith" and "Mrs. Robinson;" though if there are several sons married, the husband's Christian name would be introduced. The eldest daughter in the family is addressed as "Miss;" but the other daughters require the initial of the Christian name, if not the whole name. A son possessing the same initials as his father would be addressed as "A. B. C. Robinson, Junior, Esq." All titles or degrees should appear on the envelope, either before or after the name.

As it is convenient to know the recognised forms of address to persons of various rank and position, a list is given below:—

A Clergyman of any denomination is addressed as "Sir" or "Dear Sir," and the envelope should be directed to "Rev. John Robinson." If the initial is not known, the letter is not addressed to the "Rev. Mr. Robinson," but to the "Rev. — Robinson."

A Doctor of Medicine or a surgeon should be addressed as "J. Robinson, Esq.," with the degree afterwards, whatever it may be.

A Doctor of Divinity is addressed as "Rev. Dr." or "Rev. R. Brown, D.D."

A Bishop should be addressed as "My Lord Bishop," and the envelope is directed "To the Right Rev. the Bishop of —"

Judges are addressed as "Right Honourable."

Knights are addressed as "Sir John —," and baronets as "Sir John —, Bart."

Barons are addressed "To the Right Hon. the Lord —" on the envelope, and the letter should begin "My Lord." A baroness in the same way would be addressed as "The Right Hon. the Lady —," and the letter should begin "Madam."

A Viscount is addressed "To the Right Hon. the Viscount —," and the letter should begin "My Lord."

An Earl.—"To the Right Hon. the Earl of —," and "My Lord."

A Marquis.—"To the Most Noble" or "the Most Hon. the Marquis of —," and "My Lord Marquis."

A Duke.—"To His Grace the Duke of —," and "My Lord Duke."

An Archbishop.—"To His Grace the Archbishop of —," and "My Lord Archbishop."

Members of the Royal Family as "Royal Highness," if sons, daughters, uncles, or aunts, of the Queen; and "Your Royal Highness," if nephews or cousins of the Queen.

The Prince of Wales.—"To His Royal Highness the Prince of Wales," and "Sir."

The Princess of Wales.—"To Her Royal Highness the Princess of Wales," and "Madam."

The Queen.—"To the Queen's Most Excellent Majesty," and "Madam."

Widows of peers receive the title of "Dowager" if the successor to the title is married, as "Her Grace the Duchess Dowager of —." The younger sons and daughters of dukes, marquises, and earls are addressed as "Lord" and "Lady;" but the younger sons of viscounts and barons are addressed as "The Hon. —." Privy Councillors take the title of "Right Hon.," and drop that of "Esq."

Civil or honorary distinctions precede degrees, and examination titles honorary ones: thus the order should be C.B., M.D., or M.D., F.R.S., or "The Hon. and Rev.," or "The Hon. Lieut.-Col.," &c.

Dress.—Much has already been said about the etiquette of dress. Some care and thought is needed to dress suitably on all occasions, and no one can doubt for a minute that this is most desirable, for to a great extent our manners and conduct are influenced by the clothes we wear. A person who is conscious of being well and fittingly dressed is much more likely to be perfectly at ease than one who is only too well aware of the inappropriateness of the costume worn; and, therefore, in issuing invitations, as has already been stated, the style of dress must be indicated by the form of the invitation. An invitation in the third person indicates that full dress is to be worn. A dress for a dancing-party should be of light colour and light material, and gloves must be worn by ladies and gentlemen. A dinner-dress may be of any dark or light handsome material, and gloves must be worn by the lady, but should be removed before the dinner itself commences. For the sake of convenience mittens are used occasionally instead of gloves. An Evening At Home requires full-dress, but at an Afternoon At Home the ladies do not remove their bonnets.

At picnics and excursions, light summer dresses are worn; and at tennis or boating parties, flannel or serge dresses are worn, especially made for such engagements.

At a garden-party the dress must be light and bright, and the bonnet or hat equally so.

Whatever the occasion, the dress must be neat and suitable. As a rule, bright showy dresses should not be worn in the street; and no lady should be so dressed that she attracts public notice and attention.

A lady paying a call should leave her umbrella and cloak, if she carry one, and a gentleman his

walking-stick, in the hall. Out of doors a lady is never seen without her gloves, and the gloves must be put on before she leaves the house; but a gentleman is permitted more licence.

A young lady should never wear much jewellery. Valuable rings are out of place for every-day wear. On occasions of ceremony jewellery is handsome and becoming, but a display of precious stones on ordinary occasions is only vulgar.

THE VENTILATION OF THE HOUSE.

It is only of late years that the paramount importance of pure air has been understood. It cannot be too widely known that consumption, that dreaded scourge of civilised races, is not a disease due to cold air or damp air, but to *confined* air. Cold and damp may cause bronchitis, or pneumonia, or rheumatism; but they do not directly cause consumption, which is, speaking broadly, due to breathing air which has been, more or less, already breathed, and therefore contains both products of combustion and emanations from the body itself. It is probable enough that the products of insensible perspiration have also effect in poisoning confined air; but the main thing undoubtedly is that the air has been *breathed*. Hence it is that when we civilise the savage, or compel him to live in houses, the change from the free open air to that of rooms kills off the race by consumption. For years the more "delicate" animals in our Zoological Gardens perished quickly—it was supposed, from our cold climate; their cells were carefully warmed, and it was no better, but even worse; at last the cells were freely *ventilated*, and the mortality either ceased or greatly diminished. Statistics of our gaols, and barracks, and great institutions, are still more emphatic to the same effect; and it was actually shown by the Army Commission of 1858 that the mortality of the British army when it was in the huts before Sebastopol, during twenty-two weeks ending May 31, 1856, with all its hardships, and including deaths by violence and accident (not in the field), declined to 12.5 per thousand per annum, against 17.9 in the infantry and 20.4 per thousand in the Guards when barracked at home. The *pure air* made all the difference; and medical men now prefer to treat all ordinary cases in isolated tents or huts, where they can have this powerful assistant, than in the best-appointed ward within four walls.

Even yet, however, the subject of ventilating houses is not thoroughly understood, and, to say the truth, presents very formidable difficulties which can hardly be said to be overcome. Very recently the present writer, whilst taking a tricycle-ride not very

far from London, was shown a house near the road which had been built under the superintendence of an architect supposed to be an authority in these matters, and which by desire of the owner had been specially planned with a view to ventilation. The result was, that before it had been inhabited six weeks the mistress told her husband she could not possibly live in it. She was a martyr to agonising neuralgia, the cause of which was clear in the frightful draughts which were too plainly felt by even the harder inmates. What was ultimately done we never heard; but certainly the first result of this *bond fide* attempt at perfect ventilation was not a success. On the other hand, we very recently slept in a house the ventilation of which seemed perfect, except that we were told there was sometimes a very slight draught perceived in winter when the wind was in one particular quarter. Tobin's tubes were in every room, bedrooms included; and the air was perfectly fresh and pure.

Difficulties of Ventilation.—The difficulty of the problem lies in its essential conditions. Polluted air has to be removed, and, to replace it, fresh air has to be introduced. That means *movement* of the air; rather, indeed, it absolutely *is* movement of the air, at a rate depending upon the quantity which has to be renewed. And whenever we come in the way of moving air which is colder than the temperature of the body, we feel what is called a draught, and are liable to suffer its consequences.

Frequent failures like that above indicated, prove that it is utterly impossible to lay down any cut-and-dried plan for ventilating houses. It is found that methods successful in one case are failures in another; and we are sure it will be most generally useful, having shown first what the difficulty is, and before describing various contrivances in detail, to make intelligible the *principles* upon which the architect or householder must proceed in overcoming that difficulty.

Remember what it is. To renew the air we must