



## Golden Rules of Etiquette.

### INTRODUCTIONS.

**S**HAKING hands after an introduction has taken place is merely optional not necessary.

It is not necessary to introduce people who meet at your house on morning calls.

It is optional after such an introduction, with the parties introduced, to continue or drop the acquaintance so formed.

A friend visiting at your house must be introduced to all callers, who are bound to continue the acquaintance as long as the friend is your guest.

A gentleman must always raise his hat, if introduced in the street, to either lady or gentleman.

Letters of introduction to and from business men, for business purposes, may be delivered by the bearers in person, and etiquette does not require the receiver to entertain the person introduced as the private friend of the writer.

### BALL.

A hundred gents or over that number constitute a ball. The lady of the house must stand near the door, so as to receive her guests, to each of whom she must find something to say, no matter how trifling. The host must also be near, to welcome arrivals, and the sons to introduce people. The young ladies and their very intimate friends must see that the dances are kept up, and should not dance themselves till they have found partners for all their friends. They may with perfect propriety ask any gentleman present to be introduced to a partner, and he is bound to accept the invitation; but the lady must be careful whom she asks. Some young ladies do not dance at all, preferring to see their friends amused, and for fear of causing jealousies.

If you escort a lady to a ball, call for her at the appointed hour, in a carriage, and send a bouquet early in the day. Upon arriving at the house where the ball is held, escort your charge to the dressing-room door. She may or may not dance the first dance with you. Ask her. You must see that

she gets her supper, and offer to leave the ball at any hour that she may be desirous of so doing.

No gentleman should wait for the "fiddles to strike up" to engage a partner.

At a public ball, a lady may refuse to have a gentleman presented to her.

Do not remain too late.

"May I have the pleasure of the waltz or quadrille with you," is all that a gentleman need say on introduction. If the lady says yes, he asks permission to write his name on her card.

Always give your arm to a lady in crossing a ball-room.

Do not feel offended if your fair partner fails to bow to you when you meet her after a ball. It is optional; some young ladies are very timid, and fear that gentlemen forget them.

Do not feel slighted if your fair companion does not invite you to enter her home on returning from the ball. If she does invite you, decline.

### AT HOMES—RECEPTIONS—GIVING PARTIES.

Parties in cities consist of—at homes, receptions, conversaciones, private concerts, private theatricals, soirées, dramatic tea-parties, matinées, or a gathering of people.

In the country, the in-door parties comprise small dancing-parties, tea-parties, and conversaciones; but the out-door occasions are of much greater number and variety; lawn-tennis parties, croquet, sailing, and boating parties, picnics, private fêtes, berrying parties, nutting parties, May festivals, Fourth of July festivals, anything for a day spent in out-door frolic.

For "Receptions" and "At Homes," and conversaciones invitations should be sent out a week beforehand.

At a reception you have music and singing, perhaps recitations. Light refreshments are served, and the hostess makes the most of her rooms in display, etc.

Gentlemen should take elderly ladies into refreshments.

Let amateur performers learn something off by heart. Being provided with notes is not stylish.



Let no person offer to turn over the leaves of a music book for a performer, unless he or she can read music rapidly.

If you play an accompaniment show off the singer not yourself.

If you get up private theatricals, secure the best amateur talent.

Be punctual at lawn-tennis and croquet parties.

Gentlemen at picnics must turn into waiters for the *nonce*, and look to the appetites of the ladies.

#### SALUTATIONS.

Do not insult by offering two fingers when shaking hands.

Remove your right hand glove in the street; retain it in the house.

Do not wring off the wrist of the person with whom you shake hands.

The lady recognizes the gentleman first by bowing. The gentleman must wait till he is bowed to by the lady.

When a lady is desirous of ending a conversation in the street she should bow slightly, and the gentleman must instantly take his leave.

If the lady "proceeds upon her way" without breaking up conversation, then the gentleman is bound to join her in the promenade.

At home, the lady extends her hand to every guest.

A gentleman is at liberty to bow to a lady seated at a window, but if he is in the window he is not to bow to a lady in the street.

The gentleman never offers to shake hands with the lady. It is her prerogative to stretch forth her hand, to his.

A gentleman may at all times bow to a lady he may meet on a stairway, even if not acquainted. If at the foot of the stairs, he must bow, pass her and ascend before her. If at the head of the stairs, he must bow, and wait for her to precede him in the descent.

If a gentleman is walking with a friend, and the friend bows to a lady, he is bound to bow although he may be unacquainted with the lady.

#### CALLS.

If a lady has a particular day set aside for receiving callers, call on that day *only*.

You can make a formal call in the morning, a friendly one in the evening.

Gentlemen may call in the morning on the following excuses:—

After a breakfast, luncheon, dinner, reception, or ball.

On the occasion of any joy or grief.

After escorting a lady on the previous evening.

Be prompt on the first call.

In the morning, call after ten o'clock; in the evening, not later than eight.

In the evening informal call leave hat, coat, umbrella, cane, and overshoes in the hall.

If you find your host or hostess attired for going out, beat a hasty retreat.

Never put anything but your name and address on your card when making a social call. Thus:—

*John Smith.*

295 Fifth Avenue, N. Y.

*Martin Burke, M. D.,*

128 Lexington Avenue, N. Y.

*Captain Geyer Copinger,*

U. S. A.

*Lieutenant Joseph Flint.*

U. S. N.



Never consult your watch before taking your departure.

Leave a card before departing for the country or Europe with the words P. P. C. (*Pour Pendre Congé*. To Take Leave) on the left hand corner in pencil.

Leave a card during the illness of your friend.

Leave a card the day after a ball or big dinner party.

After a small party leave a card within a week. Wives leave the cards of their husbands.

The first callers are the residents in the place.

Call upon the gent who comes to stay with your friend.

Do not keep your callers waiting.

Do not remove your gloves when making a formal call.

No callers should fiddle with books, pictures, albums, window-blinds, etc.

When you call on a friend at a hotel or boarding-house write his or her name above your own on *your own card*.

### DINNER.

Gentlemen should stand behind their respective chairs until all the ladies are seated, and then take their own seats. Care should be taken that their chairs do not stand upon the dresses of the ladies beside them.

Grace is said by a clergyman, if there is one present, if not, by the host. The clergyman should be invited to say grace by the host. People usually stand till grace is over.

If the dinner is *à la Russe*, the carving will be done behind a screen. Keep your servants from making a noise behind the screen.

Always say "thanks," or "thank you," to the servant or waiter.

Never decline wine by clapping your hand on top of your glass.

Do not eat ravenously.

Do not smack the lips.

Never take a long, deep breath after you finish eating, as if you were tired eating.

Make no noises in your mouth or throat.

Do not suck your teeth or roll your tongue around the outside of your gums.

Never, no NEVER, NEVER, put your knife into your mouth.

Do not pick your teeth, or plunge your finger into your mouth.

Do not spit out fish-bones upon your plate.

Never take the bones of fowl or birds up in your fingers to gnaw or suck them. Remove the meat with your knife, and convey it to your mouth with your fork. Do not polish or scrape the bone.

Wipe your finger-tips upon the table napkin.

Do not use the tablecloth to wipe your mouth.

Do not either praise or dispraise what is placed before you.

Do not drink or speak when you have anything in your mouth.

When you are helped begin to eat.

Never watch the dishes as they are uncovered, or cry out when you perceive something dainty.

Do not attempt to tuck your napkin, bib fashion, into your shirt collar. Unfold it partially and place it in your lap, cov-

ering your knees. A lady may slip a corner under her belt if there is danger of its falling upon her dress.

Do not talk loudly. Do not whisper. Do not laugh too loudly.

Use the table articles, such as spoon, butter-knife, etc., etc.

Never clean your plate. Leave something on it.

Never attempt to propose a toast or sentiment, at all events till the dessert is well over. We have seen men attempt this before the roasts appeared.

Take chatlis with your oysters or clams.

Take sherry with your soup.

Take champagne with the entrées.

Take Burgundy with game.

Take port with cheese.

Take claret after dessert.

Take a *pousse café*, a liqueur, after coffee.

Never spit the skins of grapes, the stones or pips of fruits. Receive them upon the prongs of your fork, laid horizontally, and place them as best you can upon the edge of your plate.

Do not play with your fingers upon the table.

Do not play with your knife and fork, fidget with your salt-cellar, balance your spoon on your tumbler, or make pills of your bread.

Do not illustrate your anecdotes by plans drawn upon the table with your nail.

Do not stretch your feet out under the table, so as to touch those of your opposite neighbor.

Do not tilt your chair.

Endeavor to take an easy position at table, neither pressing too closely up to it, nor yet so far away as to risk depositing your food upon the floor.

Give your neighbor as much elbow room as possible.

If the dinner is for gentlemen guests alone, and the lady of the house presides, her duties are over when she rises after dessert. The gentlemen do not expect to see her again. Cigars may be served with the coffee, and then the servants may retire.

In case of a stag party, like this, the lady of the house is much better away. Then the *oldest* friend of the host takes her seat.

### BAPTISM.

Let the godfather and godmother be of the same church as the child that is to be baptized.

Never refuse to stand sponsor without good cause.

The godmother should select the godfather.

The godparents should make the infant a present, a silver cup, or a set consisting of knife, fork and spoon.

Very young persons should not be asked to become sponsors.

The nurse carrying the child enters the church first, then come the sponsors, then the happy father, and the guests.

The sponsors stand thus: godfather on the right of the child; godmother on the left.

The sponsors bow when the clergyman asks who the sponsors are.

Do not offer to act as sponsors. The parents make the selection.

Praise the baby under all circumstances.



**FUNERALS.**

Do not speak loudly in the house of mourning. Do not ask to see the members of the bereaved family. Invitations are *printed, and in this form* :—

You are respectfully invited to attend the funeral of Mr. John Smith on Friday, June 28, 1882, at 9 o'clock a. m., from his late residence, 148 West 68th Street. To proceed to Cyprus Grove Cemetery,

If the services are at church :—

You are respectfully invited to attend the funeral of Mr. John Smith, from the Church of the Nativity, Madison Avenue, on Friday, June 28th, at 9 o'clock a. m. To proceed to Cyprus Grove Cemetery.

No further notice need be sent, if the invitation is given through the newspapers.

Do not go to the house of your dead friend until the hour named. The last moments are, indeed, precious to the grief-stricken relatives.

The clergyman leaves the house first, and enters the carriage that precedes the hearse ; the coffin comes next ; then come the relatives.

Do not salute the relatives.

The master of the ceremonies assists at the carriages, also at the church.

Hats must be removed as the coffin passes from the hearse to the church, and from the church to the hearse, and a double line formed.

Wear black clothes, or as near to that color as may be.

Send a carriage for the clergyman.

Send only white flowers, and on the morning of the funeral.

Pall-bearers must be the immediate friends of the deceased.

Gloves and crape, if given, must be presented as the gentlemen enter the house.

Leave cards for the family of the deceased during the week following the obsequies. The proper person to purchase mourning is the nearest lady friend of the family.

No member of the family of the deceased shall be seen out-of-doors till after the funeral.

**HOTELS.**

Ladies traveling alone will request the escort of a waiter from the dining-room door to the table.

Ladies will make up their minds quickly as to what dishes they propose to order.

Ladies will accept table civilities from gentlemen, such as passing salt, etc., etc.

The piano of the hotel is public property, but a lady should be careful about monopolizing it.

Ladies will not linger in the hall, and will avoid the public entrance.

Recognition across the dining-room is not required.

**AMUSEMENTS.**

Gentlemen will always invite another lady to accompany a young lady in taking her for the *first time* to a place of amusement.

Give the ladies as long a notice as possible.

A lady does not bow across a theater, a gentleman does

Do not arrive late at any entertainment.

No lady stares round a theater with an opera glass.

During the performance speak in a low tone.

The gentleman walks before the lady until he reaches the seat, then he bows her into her seat.

Never leave the lady alone.

Never stand in the way of others in picture galleries.

It is permissible for a gentleman to join ladies for a moment or two between the acts.

Be careful to enter a place of amusement as quietly and unostentatiously as possible.

Never laugh loudly, and if you applaud, do so earnestly, but not too energetically.

**BY BOAT AND RAIL.**

Ladies will not permit their escorts to enter any apartment reserved for ladies only.

Ladies traveling alone should consult conductors or captains. Ladies will thank gentlemen who raise or lower windows, coldly but politely.

If a person crushes or crowds you, and apologizes, accept the apology by a cold bow.

Gentlemen escorts must pay the most delicate and earnest care to the lady or ladies under their care. The attention must be unremitting.

At a hotel, the escort must see to everything, rooms, etc., etc.

Courtesies in traveling are always *en règle*, but there must be no attempt at familiarity.

Gentlemen will commence conversations.

Gentlemen will assist ladies to alight from the cars.

A gentleman may offer to escort a lady to the refreshment saloon.

A gentleman may offer his newspaper.

**THE STREET.**

Ladies bow first to gentlemen. The gentleman so saluted lifts his hat and bows.

Gentlemen will offer to carry parcels for ladies.

Gentlemen will not smoke when walking with ladies.

Candy or bananas, or anything else, should not be eaten in the street.

Ladies and old gentlemen are given the portion of the sidewalk next to the houses.

Ladies should not walk too rapidly.

Ladies may accept umbrella assistance from male friends and acquaintances, but from strangers never.

In crossing through a narrow place, or across a plank, or in-doors, or up-stairs, the lady goes first.

A gentleman may assist a lady to cross a puddle or across a crowded street.

A gentleman should never let a lady stand in a railway car, a street car, a stage, or a ferry-boat, if he has a seat to offer her. A man remaining seated while a woman stands, is absolutely hoggish.



A gentleman will pass a lady's fare in a street car or stage.

No lady will salute across a street.

A very stiff bow gives the "cut."

Young people must wait for recognition from their elders.

Gentlemen will open store, and all other doors for ladies to pass, lifting hat at same time.

Do not bow from a store to a person in the street.

### VISITS.

"You'll come and see me some time," is no invitation. Recollect this!

If you are asked by letter to make a visit, reply instanter.

If you are asked to visit friends for any period, write at once and name the time most convenient to yourself.

Hosts should always have a guest room, and special care should be given to it. It should be warmed in winter and cooled in summer. Its comforts should be made a study.

Hosts should either meet or send to the depot for their guests. The baggage should be looked after, and any trouble spared the person invited.

If the guest arrives in the morning, special breakfast should be prepared; if at night, special supper. If the guest is delicate or a late riser, special meals should be prepared.

Guests will conform as much as possible to the habits of their hosts.

Hosts will amuse their guests as much as possible, by enter-

tainments, by taking them to places of interest, and by introductions to entertaining people.

The hostess need not appear between breakfast and luncheon. She has her household duties to attend to.

No guest will make an outside engagement without consulting the host.

Hosts will accept no invitations that do not include their guests.

Guests should bring their own writing materials, sewing materials, wools, etc., etc. Ladies should volunteer to assist the hostess in sewing, etc.

Guests may use the servants as if they were their own, but always in reason.

If a guest injures anything in the house at which he or she may be stopping, such as a glass bowl, a painting, etc., etc., he or she will repair the loss by sending an article similar to that which has been injured.

Gentlemen may send gifts of flowers, candies, bonbons, etc.; and guests may always present the baby with a gift.

Do not open any letters delivered to you in the presence of your host and hostess without saying, "Have I your permission?" Hosts will do the same toward their guests.

No lady guest pays for anything, carriage, boat, car, etc.

Hosts, when their guests are about to leave, will see that the baggage is cared for, and will leave the guest at the depot or boat.

