



### *Introductions*

- *Please apply titles when making introductions (Honorable, Reverend, Professor, etc.) For example, in introducing a clergyman to a local official, it is proper to say: "Mr. Nicks, permit me to present to you the Reverend Mr. Miller." Addressing Mr. Nicks, he says: "Mr. Miller is the pastor of the Antioch Fellowship Church at Sedalia, Missouri." Addressing Mr. Miller, he continues: "Mr. Nicks is at present the Director of Parks and Recreation for the City of Lenexa."*
- *To approach someone in a boisterous manner, saying, "Hello, Old Fellow!", "Hello Bob" or using kindred expressions, indicates ill-breeding. If approached, however, in this vulgar manner, it is better to give a civil reply, and address that person respectfully, in which case he is quite likely to be ashamed of his own conduct.*
- *Husbands and wives indicate pleasant conjugal relation existing when they address each other in the family circle by their Christian names, though the terms of respect, "Mr." and "Mrs.," may be applied to each among strangers.*

### *General Rules of Etiquette*

- *Never point at another person.*
- *Never wantonly frighten others.*
- *Never make yourself the hero of your own story.*
- *Never pick your teeth or clean your nails in company.*
- *Never question a servant or a child about family matters.*
- *Never call attention to the features or form of anyone present.*
- *Never seem to notice a scar, deformity, or defect of anyone present.*
- *Never fail to offer the easiest and best seat in the room to an invalid, an elderly person, or a lady.*



### *Speaking to Children*

- *When speaking to a boy under fifteen years of age, outside the circle of relatives, among comparative strangers, call him by his Christian name, such as "Charles," "William," etc.*
- *Above that age, apply the "Mr." as in "Mr. Brown," etc. To do so will please him, will raise his self-respect, and will be tendering a courtesy.*
- *It is an insult to address a boy or girl who is a stranger to you as "Bub" or "Sis." Children are sometimes very sensitive on these points, resenting such method of being addressed, while they very highly appreciate being spoken to respectfully. Thus, if the child's name is unknown, to say "My Boy," or "My Little Lad," "My Girl," or "My Little Lady," will be to gain favor and set the child a good example in politeness. Children forever gratefully remember those who treat them respectfully.*
- *The inferior is to be introduced to the superior: the younger to the older; the gentleman to the lady.*
- *To shake hands when introduced is optional; between gentlemen it is common, and oftentimes between an elderly and a young person. It is not common between an unmarried lady and a gentleman; a slight bow between them when introduced being all that etiquette requires. The married lady will use her discretion when introduced to gentlemen (she should not be expected to shake hands).*
- *Ladies being introduced should never bow hastily, but with slow and measured dignity.*

### *Etiquette of Shaking Hands.*

- *Present a cordial grasp and clasp the hand firmly, shaking it warmly for a period of two or three seconds, and then relinquishing the grasp entirely. It is rude to grasp the hand very tightly or to shake it over-vigorously. To hold it a very long time is often very embarrassing, and is a breach of etiquette.*
- *In shaking hands, as a evidence of cordiality, regard, and respect, offer the right hand, unless the same be engaged; in such a case, apologize, by saying "Excuse my left hand." It is the right hand that carries the sword in the time of war, and its extension is emblematic of friendliness in time of peace.*

### *Etiquette of the Street*

- *A gentleman should give a lady his arm. A gentleman may take two ladies upon his arms, but under no circumstances should the lady take the arms of two gentleman.*
- *A gentleman will assist a lady out of a carriage. When service is thus performed, he will raise his hat, and bow.*
- *No gentleman will smoke when walking with, or standing in the presence of, a lady.*
- *No gentleman should stand on the street corners, and make remarks about ladies passing by.*
- *Ladies should avoid walking rapidly upon the street, as it is ungraceful and unbecoming.*
- *Staring at people, spitting, looking back after they pass, saluting people across the street, calling out loudly, or laughing at people as they go by are all evidences of ill breeding.*

### *The Etiquette of Conversation*

- *Be cool, collected, and self-possessed, using respectful, chaste, and appropriate language.*
- *Recollect that the object of conversation is to entertain and amuse.*
- *Be patient.*
- *Do not always commence a conversation by an allusion to the weather.*
- *Do not, when narrating an incident, continually say “you see,” “you know,” etc.*
- *Do not use profanity, vulgar terms, slang, phrases, or words of double meaning, or language that will bring the blush to any person.*
- *Do not intersperse your language with fancy foreign words. It shows affectation, and will draw ridicule upon you.*
- *Do not make a pretense of gentility, nor parade the fact that you are a descendant of any notable family. You must pass for just what you are, and must stand on your own merit.*
- *Do not make a parade of being acquainted with distinguished or wealthy people, or having been to college, or of having visited foreign lands. All this is no evidence of any real genuine worth on your part.*
- *Do not attempt to pry into the private affairs of others by asking what their profits are, what things cost, whether Melissa ever “had a beau,” and why Mary never got married.*
- *Do not tell too many long stories.*
- *Do not indulge in satire.*
- *Never will a gentleman allude to conquests which he may have made with ladies.*

### *The Language of the Fan*

- *Carrying in the right hand, front of the face = follow me.*
- *Carrying in the left hand = desirous of acquaintance.*
- *Placing it on left ear = you have changed.*
- *Twirling it in the left hand = I wish to get rid of you.*
- *Drawing across the forehead – We are being watched.*
- *Carrying it in the right hand = You are too willing.*
- *Drawing it through the hand = I hate you.*
- *Twirling it in the right hand = I love another.*
- *Drawing it across the cheek = I love you.*
- *Closing it = I wish to speak to you.*
- *Drawing it across the eyes = I am sorry.*
- *Letting it rest on the right cheek = yes.*
- *Letting it rest on the left cheek = No.*
- *Opening and shutting it = You are cruel.*
- *Dropping it = We are friends.*
- *Fanning it slowly = I am married.*
- *Fanning it fast = I am engaged.*
- *With handle to lips = Kiss me.*
- *Open wide = Wait for me.*



### *Lifting Skirts*

- *When crossing the pavement, the lady should raise her dress with the right hand, a little above the ankle. To raise the dress with both hands is vulgar, and can be excused only when the mud is very deep.*
- *Allowing a dress to trail on the street is in exceedingly bad taste. Such a street costume simply calls forth criticism and contempt from the more sensible people.*

