

table, or window-pane. Don't hum a tune. The instinct for making noises is a survival of savagery.

Don't be servile toward superiors, or arrogant toward inferiors. Maintain your dignity and self-respect in one case, and exhibit a regard for the feelings of people, whatever their station may be, in the other.

Don't go into the presence of ladies with your breath redolent of wine or spirits, or your beard rank with the odor of tobacco. Smokers should be careful to wash the mustache and beard after smoking.

Don't drink wine or spirits in the morning, or often at other times than at dinner. Don't frequent bar-rooms. Tippling is not only vulgar and disreputable, but injurious to health.



III.

In the Drawing-Room.

DON'T, however brief your call, wear overcoat or overshoes into the drawing-room. If you are making a short call, carry your hat and cane in your hand, but never an umbrella.

Don't attempt to shake hands with everybody present. If hostess or host offers a hand, take it; a bow is sufficient for the rest.

Don't, in any case, offer to shake hands with a lady. The initiative must always come from her. By the same principle don't offer

your hand to a person older than yourself, or to any one whose rank may be supposed to be higher than your own, until he has extended his.

Don't, as hostess, insist upon taking a caller's hat or cane. Pay no attention to these articles. It is right that he should carry them; it is not right that you should notice them.

Don't be in a precipitate hurry to get into a chair. It is just as graceful, as easy, and as proper, to stand; and it is easier to converse when in that attitude.

Don't be cold and distant; don't, on the other hand, be gushing and effusive. A cordial yet quiet manner is the best.

Don't stare at the furniture, at pictures, or at other objects, and, of course, don't stare at people present.

Don't fail to rise, if you are seated, whenever a lady enters the room.

Don't stretch yourself on the sofa, or in the easy-chair. Don't lounge anywhere except in your own apartment.

Don't sit cross-legged. Pretty nearly everybody of the male sex does—but, nevertheless, don't.

Don't sit with your chair resting on its hind legs. Keep quiet and at ease in your chair.

Don't keep shifting your feet about. Don't twirl your thumbs, or play with tassels or knobs, or other articles at hand. Cultivate repose.

Don't be self-conscious. "True politeness," says a writer, "is always so busy in thinking of others that it has no time to think of itself."

Don't, in introducing, present ladies to gentlemen; gentlemen, whatever their rank, should be presented to ladies. Young men should be presented to elderly men, and not the reverse; young women to elderly women.

Don't, if you are asked to play or sing, refuse unless you really intend not to perform. To refuse, simply in order to lead your hostess on to repeated importunities, is an intolerable exhibition of vanity and caprice. To every hostess, therefore, we say:

Don't ask any one more than once after a first refusal to sing or play. A first refusal may arise from modesty or hesitation, but a second should be considered final.

Don't touch people when you have occasion to address them. Catching people by the arms or the shoulders, or nudging them to

attract their attention, is a violation of good breeding.

Don't talk over-loud, or try to monopolize the conversation.

Don't talk to one person across another.

Don't whisper in company. If what you wish to say can not be spoken aloud, reserve it for a suitable occasion.

Don't talk about yourself or your affairs. If you wish to be popular, talk to people about what interests them, not about what interests you.

Don't talk in a social circle to one person of the company about matters that solely concern him and yourself, or which you and he alone understand.

Don't talk about your maladies, or about your afflictions of any kind. Complaining

people are pronounced on all hands great bores.

Don't talk about people that are unknown to those present.

Don't be witty at another's expense; don't ridicule any one; don't infringe in any way the harmony of the company.

Don't repeat the scandals and malicious rumors of the hour.

Don't discuss equivocal people, nor broach topics of questionable propriety.

Don't dwell on the beauty of women not present; on the splendor of other people's houses; on the success of other people's entertainments; on the superiority of anybody. Excessive praise of people or things elsewhere implies discontent with people or things present.

Don't fail to exercise tact. If you have not tact, you at least can think first about others and next about yourself, and this will go a good way toward it.

Don't introduce religious or political topics. Discussions on these subjects are very apt to cause irritation, and hence it is best to avoid them.

Don't give a false coloring to your statements. Truthfulness is largely a matter of habit. Where very few people would deceive or lie maliciously, many become wholly untrustworthy on account of their habit of exaggeration and false coloring.

Don't interrupt. To cut one short in the middle of his story is unpardonable.

Don't contradict. Difference of opinion is no cause of offense, but downright contradic-

tion is a violation of one of the canons of good society.

Don't be disputatious. An argument which goes rapidly from one to another may be tolerated; but when two people in company fall into a heated dispute, to the exclusion of all other topics, the hostess should arbitrarily interfere and banish the theme.

Don't be long-winded. When you have a story to tell, do not go into every detail and branch off at every word—be direct, compact, clear, and get to the point as soon as you can.

Don't cling to one subject; don't talk about matters that people generally are not interested in; don't, in short, be a bore.

Don't repeat old jokes or tell time-worn stories. Don't make obvious puns. An occa-

sional pun, if a good one, is a good thing; but a ceaseless flow of puns is simply maddening.

Don't repeat anecdotes, good or bad. A very good thing becomes foolishness to the ears of the listener after hearing it several times.

Don't respond to remarks made to you with mere monosyllables. This is chilling, if not fairly insulting. Have something to say, and say it.

Don't appear listless and indifferent, or exhibit impatience when others are talking. Listening politely to every one is a cardinal necessity of good breeding.

Don't be conceited. Don't dilate on your own acquirements or achievements; don't expatiate on what you have done or are going to do, or on your superior talents in anything.

Don't always make yourself the hero of your own stories.

Don't show a disposition to find fault or depreciate. Indiscriminate praise is nauseating; but, on the other hand, indiscriminate condemnation is irritating. A man of the world should have good appreciation and good depreciation—that is, a keen sense of the merits of a thing, and an equally keen sense of its faults.

Don't be sulky because you imagine yourself neglected. Think only of pleasing; and try to please. You will end by being pleased.

Don't show repugnance even to a bore. A supreme test of politeness is submission to various social inflictions without a wince.

Don't, when at the card-table, moisten your thumb and fingers at your lips in order to

facilitate the dealing of the cards. This common habit is very vulgar. The aristocratic circles of a European court were much horrified a few years ago by the practice of this trick by the American ambassador.

Don't show ill-temper, if the game goes against you.

Don't fail in proper attention to elderly people. Young persons are often scandalously neglectful of the aged, especially if they are deaf or otherwise afflicted. Nothing shows a better heart, or a nicer sense of true politeness, than kindly attention to those advanced in years.

Don't in company open a book and begin reading to yourself. If you are tired of the company, withdraw; if not, honor it with your attention.

Don't stand before the fire, to the exclusion of the warmth from others. Don't forget good manners in anything.

Don't, in entering or leaving a room with ladies, go before them. They should have precedence always.

Don't keep looking at your watch, as if you were impatient for the time to pass.

Don't wear out your welcome by too long a stay; on the other hand, don't break up the company by a premature departure. A little observation and good sense will enable you to detect the right time to say "Good-night."



IV.

In Public.

DON'T neglect to keep to the right of the promenade, otherwise there may be collisions and much confusion.

Don't brush against people, or elbow people, or in any way show disregard for others.

Don't fail to apologize if you tread upon or stumble against any one, or if you inconvenience one in any way. Be considerate and polite always.

Don't stare at people, or laugh at any peculiarity of manner or dress. Don't point at

persons or objects. Don't turn and look after people that have passed. Don't forget to be a gentleman.

Don't carry cane or umbrella in a crowd horizontally. This trick is a very annoying one to the victims of it.

Don't smoke in the street, unless in unfrequented avenues. Don't smoke in public vehicles. Don't smoke in any place where it is likely to be offensive. Wherever you do indulge in a cigar, don't puff smoke into the face of any one, man or woman.

Don't expectorate on the sidewalk. Go to the curb-stone and discharge the saliva into the gutter. Men who eject great streams of tobacco-juice on the sidewalk, or on the floors of public vehicles, ought to be driven out of civilized society.

Don't eat fruit or anything else in the public streets. A gentleman on the promenade, engaged in munching an apple or a pear, presents a more amusing than edifying picture.

Don't obstruct the entrance to churches, theatres, or assemblies. Don't stand before hotels or other places and stare at passers-by. This is a most idle and insolent habit.

Don't stop acquaintances and stand in the center of the sidewalk, forcing every one out of his path. On such occasions draw your acquaintance one side.

Don't stand on car-platforms, thereby preventing the easy ingress and egress of passengers. Remember the rights and the comfort of others.

Don't forget to raise your hat to every lady acquaintance you meet, and to every gentle-

man you salute, when he is accompanied by a lady, whether you know her or not; and when with an acquaintance raise your hat when he does so, though you may not know the lady he salutes.

Don't stop your lady acquaintances in the street if you wish to speak to them; turn and walk by their side, and leave them with raised hat when you have done.

Don't remove your glove when you wish to shake hands, or apologize for not doing so. It is proper to offer the hand gloved.

Don't neglect to raise your hat to a strange lady if you have occasion to address her. If she drops her handkerchief, and you pick it up for her, raise your hat. If in an omnibus you pass her fare to the conductor, raise your hat. Every little service of the kind

should be accompanied by a distant, respectful salutation.

Don't be in haste to introduce. Be sure that it is mutually desired before presenting one person to another.

Don't, in a walk, introduce your companion to every person you may chance to meet. Off-hand street introductions are rarely called for, and commonly serve no end.*

Don't ask questions of strangers indiscriminately. Young women run risks in approaching unknown people with questions, and they should scrupulously avoid doing so. In traveling, inquire of the conductor or

* "It is the bane of social life in America," says a correspondent, "that you are continually being introduced to people about whom you care nothing and whom you do not care to know, unless you are a bagman, a railway-conductor, or a reporter."

of some official; in the street, wait until a policeman can be found.

Don't be over-civil. Do not let your civility fall short, but over-civility is a mistake. Don't rush to pick up a man's hat; don't pick up any article that a stranger or companion may drop, unless there are special reasons for doing so. Be prompt to pick up anything that a lady lets fall, and extend this politeness to elderly or infirm men. But haste to wait on equals is over-civility; it has a touch of servility, and is not sanctioned by the best usage.

Don't rush for a seat in a car or at a public entertainment, in utter disregard of every one else, pushing rudely by women and children, hustling men who are older or less active, and disregarding every law of polite-

ness. If one should, on an occasion of this kind, lose his seat in consequence of a little polite consideration, he would have the consolation of standing much higher in his own esteem—which is something.

Don't occupy more space in an omnibus or car than you require. In this particular women are greater sinners than men. One who has traveled a good deal in local vehicles declares that he has ascertained the exact arithmetical ratio of the sexes, which is as six to five—for, in an omnibus, a seat that will hold six men never accommodates more than five women.

Don't enter a crowded omnibus or street-car. There doubtless are occasions when one can not well help doing so, but many times the vehicle that follows will afford plenty of room. A person who enters a crowded

public vehicle is an intruder, and has no rights that anybody is bound to respect.*

* The manners of the people in public vehicles seem daily to be growing worse, and, if they continue to decline, it will become almost impossible for ladies, at least, if not gentlemen, to enter them. The first thing one encounters when he attempts to take a car, is a cad lazily lounging against the platform-rail, with his legs stretched out, so that, unless you are alert, you stumble over him, while, perhaps, a puff of smoke is blown in your face. Such a fellow should be promptly lodged in the street; but he seems to be under the protection of the conductor, an official whose apparent business it is to give moral support to all the loafers that take pleasure in inconveniencing travelers. One is scarcely within the car ere he is tripped up by another man's extended legs; and, if the occupants are few enough, or compliant enough, to enable him to get a seat, he may find himself by the side of a fellow who is industriously making a pool of tobacco-juice on the floor before him. It is amazing that such a thing should be tolerated; but ladies make no open protest, gentlemen are heedless, the conductor is complacent, and the brute remains undisturbed, although he has no more right to empty this matter in a pub-

Don't bustle into a theatre or concert after the performance has begun, to the annoyance of others. Arrive early and be seated in time. The manager who will resolutely refuse permission for any one to enter an auditorium after the curtain has risen, will win for himself a golden meed of praise.

Don't talk at the theatre or at a concert when the performance is going on. To disturb others who wish to listen is gross ill breeding; but, unfortunately, it is common with

lic vehicle than any other kind of filth. Ere one has left the car the conductor has probably rudely seized him by the shoulders in demanding his fare; he has been compelled to listen to idiotic whistlers and other noise-makers; and his emergence from the vehicle has been accomplished only after a struggle with the boors that congregate on the platform.

the very class who pretend to an exclusive share of good breeding.

Don't at any public entertainment make a move to leave the auditorium before the performance is over. Men who recklessly and selfishly disturb public assemblies in this way have the instincts of savages, not of gentlemen.



V.

In Speech.

DON'T speak ungrammatically. Study books of grammar, and the writings of the best authors.

Don't pronounce incorrectly. Listen carefully to the conversation of cultivated people, and consult the dictionaries.

Don't mangle your words, or smother them, or swallow them. Speak with a distinct enunciation.

Don't talk in a high, shrill voice, and avoid nasal tones. Cultivate a chest-voice; learn