

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

to moderate your tones. Talk always in a low register, but not too low.

Don't use slang. There is some slang that, according to Thackeray, is gentlemanly slang, and other slang that is vulgar. If one does not know the difference, let him avoid slang altogether, and then he will be safe.

Don't use profane language. Don't multiply epithets and adjectives; don't be too fond of superlatives. Moderate your transports. Don't use meaningless exclamations, such as "Oh, my!" "Oh, crackey!" etc.

Don't interject *sir* or *madam* freely into your conversation. Never say *ma'am* at all. Young people should be taught to say "Yes, papa," "No, mamma" (with accent on the second syllable of *mamma* and *papa*), "Yes, uncle,"

"No, aunt," and so on, instead of always "Yes, sir," "No, ma'am," etc. *Sir* is right toward superiors, but it must even in this case be sparingly used.

Don't address a young lady as *miss*. Don't address or speak of a young lady as "Miss Lucy," "Miss Mary," etc.; this is permissible only with those very intimate. Address a young lady by her surname except when, in distinguishing a younger sister from an elder, the use of the *full* name would be awkward.

Don't clip final consonants. Don't say *comin'*, *goin'*, *singin'*, for *coming*, *going*, *singing*. Don't say *an'* for *and*.

Don't mispronounce vowel-sounds in unaccented syllables. Don't say *persition* for *position*, *pertater* for *potato*, *sentunce* for *sentence*. On the other hand, don't lay too much stress

on these sounds—touch them lightly but correctly.

Don't say *ketch* for *catch*, or *ken* for *can*. Don't say *feller* for *fellow*, or *winder* for *window*, or *meller* for *mellow*, or *to-morrer* for *to-morrow*. Don't imagine that ignoramuses only make these mistakes. They are often through carelessness made by people of some education. Don't, therefore, be careless in these little points.

Don't say *secatary* for *secretary*, or *sal'ry* for *salary*. Don't say *hist'ry* for *history*.

Don't say *doo* for *dew* or *due*. Don't say *dooty* for *duty*. Remember to give the diphthongal sound of *eu* wherever it belongs. The perversity of pronunciation in this particular is singular. "A heavy *doo* fell last night," one rustic will say. "Du

tell!" will come as a response from another.

Don't drop the sound of *r* where it belongs, as *ahm* for *arm*, *wahm* for *warm*, *hoss* for *horse*, *govahment* for *government*. The omission of *r* in these and similar words—usually when it falls after a vowel—is very common.

Don't pronounce *route* as if it were written *rowt*; it should be like *root*. Don't, also, pronounce *tour* as if you were speaking of a tower. Let it be pronounced as if it were *toor*.

Don't pronounce *calm* and *palm* as if they rhymed with *ham*. Give the *a* the broad sound, as in *father*.

Don't say *gents* for *gentlemen*, nor *pants* for *pantaloons*. These are inexcusable vulgarisms.

Don't say *vest* for *waistcoat*.

Don't say *party* for *person*. This is abominable, and yet very common.

Don't say *lady* when you mean wife.

Don't say "right away," if you wish to avoid Americanisms. Say *immediately* or *directly*.

Don't say *rubbers* or *gums*. Say *overshoes*. Why should the material of an article of clothing be mentioned?

Don't say *female* for *woman*. A sow is a female; a mare is a female. The female sex of the human kind is entitled to some distinctive term.

Don't say *sick* except when nausea is meant. Say *ill*, *unwell*, *indisposed*.

Don't say *posted* for *well informed*. Don't say *balance* for *remainder*. Don't use trade terms except for trade purposes.

Don't say, "Have the cars come in?" Say, "Has the train come in?" It is better to travel by *rail* than by *cars*. These are simply preferences—matters of taste merely.

Don't call your servants *girls*. Call the cook *cook*, and the nurse *nurse*, and the housemaids *maids*.

Don't use wrong adjectives. There is perhaps no adjective so misused as *elegant*. Don't say "an elegant morning," or an "elegant piece of beef," or "an elegant scene," or "an elegant picture." This word has been so vulgarized by misuse that it is better not to use it at all.

Don't use extravagant adjectives. Don't say *magnificent* when a thing is merely pretty, or *splendid* when *excellent* or some other

word will do. Extravagance of this kind is never in good taste.

Don't use the words *hate* and *despise* to express mere dislikes. The young lady who declares that she "hates yellow ribbons" and "despises turnips," may have sound principles, but she evinces a great want of discrimination in the selection of epithets.

Don't say *hung* when *hanged* is meant. Men, unfortunately, are sometimes hanged; pictures are hung.

Don't say that anybody or anything is *genteel*. Don't use the word at all. Say a person is "well bred," or a thing is "tasteful."

Don't say *transpire* when you mean *occur*. *Transpire* means to become known, and hence is erroneously used in the sense of taking place.

Don't say *yeh* for *yes*; and don't imitate the English *ya-as*. Don't respond to a remark with a prolonged exclamatory and interrogative *ye-es*. This is a rank Yankeeism.

Don't say *don't* for *does not*. *Don't* is a contraction of *do not*, not of *does not*. Hence, "he don't" is not permissible. Say "He doesn't," or use the words in full.

Don't say *ain't* for *isn't*, and, above all, don't say *'tain't*. Say *aren't* for *are not*, *isn't* for *is not*; and, although *ain't* may by a stretch be considered an abbreviation of "am not," it is in better taste to speak the words in full.

Don't say "I *done* it," "he *done* it," "they *done* it." This is a very gross error, yet it is often made by people who ought to know better. "I did it," "he did it," "they did

it," is, it ought to be unnecessary to say, the correct form.

Don't say "I *seen*," say "I *saw*." This error is commonly made by the same people who say "I *done* it." A similar error is, "If he had *went*," instead of "If he had gone."

Don't say "It is *him*," say "It is *he*." So, also, "It is *I*," not "It is *me*"; "It is *they*," not "It is *them*."

Don't say "He is older than *me*," say "He is older than *I*." "I am taller than *he*," not "I am taller than *him*."

Don't say "Charles and me are going to church." The proper form is, "Charles and *I* are going," etc.

Don't say "Between you and *I*." By an ingenious perversity, the same people who insist, in the instances we have cited, upon using

the objective case where the nominative is called for, in this phrase reverse the proceeding. They should say, "Between you and *me*."

Don't, in referring to a person, say *he* or *she* or *him*, but always mention the name. "Mrs. Smith thinks it will rain," not "*she* thinks it will rain." There are men who continually refer to their wives as *she*, and wives who have commonly no other name than *he* for their husbands. This is abominable.

Don't say *lay* for *lie*. It is true, Byron committed this blunder—"There let him *lay*"—but poets are not always safe guides. *Lay* expresses transitive action; *lie* expresses rest. "I will *lie* down"; "I will *lay* it down."

Don't use *them* for *those*. "*Them* boots," "*them* bonnets," etc., is so gross an error that we

commonly hear it only from the uneducated.

Don't say, "I am *through*," when you are announcing that you have finished dinner or breakfast. "Are you through?" asked an American of an Englishman when seated at table. "Through!" exclaimed the Englishman, looking in an alarmed way down to the floor and up to the ceiling—"through what?"

Don't misuse the words *lady* and *gentleman*. Don't say "A nice lady." If you must use the word *nice*, say "A nice woman." Don't say "A pleasant gentleman," say "An agreeable person." Say "What kind of man is he?" not "What kind of gentleman is he?" Say "She is a good woman," not "a good lady." The indiscriminate use of *lady* and

gentleman indicates want of culture. These terms should never be used when sex pure and simple is meant.

Don't say "I *guess*" for "I *think*," or "I *expect*" for "I *suppose*."

Don't use *plenty* as an adjective, but say *plentiful*. So say the purists, although old writers frequently violated this rule. "If reasons were as *plenty* as blackberries," says Falstaff. If we obey the rule, we must say "money is *plentiful*," not "money is *plenty*."

Don't use the word *please* too much. Say, "Will you kindly oblige me," or something equivalent.

Don't fall into the habit of repeating worn-out proverbs and over-used quotations. It becomes not a little irritating to have to listen to one who ceaselessly applies or misap-

plies a threadbare stock of "wise saws" and stupid sayings.

Don't use *fix* in the sense of putting in order, setting to rights, etc. This is a condemned Americanism. *Fix* means to make fast, to permanently set in place, and hence the common American usage is peculiarly wrong.

Don't adopt the common habit of calling everything *funny* that chances to be a little odd or strange. *Funny* can only be rightly used when the comical is meant.

Don't use *mad* for *angry*. This has been denounced as peculiarly an Americanism, and it *is* an Americanism so far as current usage goes; but the word is employed in this sense in the New Testament, it is occasionally found in old English authors, and, according to articles recently published in the London

"Athenæum," it is not uncommon in certain out-of-the-way places in England.

Don't use a plural pronoun when a singular is called for. "Every passenger must show *their* ticket," illustrates a prevalent error. "Everybody put on *their* hats" is another instance. It should be, "Everybody put on *his* hat."

Don't say "blame it on him," but simply, "blame him." The first form is common among the uneducated.

Don't use *got* where it is unnecessary. "I have *got* an umbrella" is a common form of speech, but *got* here is needless, and it is far from being a pleasing word. "I have a book," not "I have *got* a book," and so in all similar cases.

Don't use *less* for *fewer* in referring to things of numbers. *Less* should be applied to

bulk only; "*less* than a bushel, *fewer* than a hundred," indicates the proper distinction to be made in the use of the two words.

Don't use *quantity* for *number*. "A quantity of wheat" is right enough, but what are we to think of the phrase, "a quantity of people"?

Don't use adjectives when adverbs are required. Don't say, for instance, "This pear is *uncommon* good," but "This pear is *uncommonly* good." For rules on the use of adverbs consult books on grammar.

Don't say "awfully nice," "awfully pretty," etc.; and don't accumulate bad grammar upon bad taste by saying "awful nice." Use the word *awful* with a sense of its correct meaning.

Don't say "loads of time" or "oceans of time."

There is no meaning to these phrases. Say "ample time" or "time enough."

Don't say "lots of things," meaning an "abundance of things." A *lot* of anything means a separate portion, a part allotted. *Lot* for *quantity* is an Americanism.

Don't say that "the health of the President was *drank*," or that "the race was *ran*."

For *drank* say *drunk*; for *ran* say *run*.

Don't use *smart* to express cleverness, brightness, or capability. This use of the word is very common, but it is not sanctioned by people of the best taste.

Don't habitually use the word *folks*—"his folks," "our folks," "their folks," etc. Strictly, the word should be *folk*, the plural form being a corruption; but, while usage sanc-

tions *folks* for *folk*, it is in better taste not to use the word at all.

Don't speak of this or that kind of food being *healthy* or *unhealthy*; say always *wholesome* or *unwholesome*.

Don't say *learn* for *teach*. It is not right to say "will *learn* them what to do," but "will *teach* them what to do." The teacher can only teach; the pupil must learn.

Don't say *donate* when you mean *give*. The use of this pretentious word for every instance of giving has become so common as to be fairly nauseating. Good, plain, vigorous Saxon is never nauseating. If one can not give his church or town library a little money without calling it *donating*, let him, in the name of good English, keep his gift until he has learned better.

Don't pronounce *God* as if it were written *gawd*, or *dog* as if it were *dorg*. In each case *o* should have the short sound, the first word rhyming with *rod*, the second with *log*.

Don't say *ruther* for *rather*. Pronounce *rather* to rhyme with *father*.

Don't use *admire* for *like*. "I should admire to go with you" is neither good English nor good sense.

Don't notice in others a slip of grammar or a mispronunciation in a way to cause a blush or to offend. If you refer to anything of the kind, do it courteously, and not in the hearing of other persons.





VI.

In General.

DON'T conduct correspondence on postal-cards. A brief business message on a postal-card is not out of the way, but a private communication on an open card is almost insulting to your correspondent. It is questionable whether a note on a postal-card is entitled to the courtesy of a response.

Don't write notes on ruled or inferior paper. Don't use sheets with business headings for private letters. Tasteful stationery is considered an indication of refined breeding,

and tasteful stationery means note-paper and envelopes of choice quality, but entirely plain. One may have his initials or his monogram and his address neatly printed on his note-paper, but there should be no ornament of any kind.

Don't—we wish we could say—fasten an envelope by moistening the mucilage with your lips; but this custom is too universally established for a protest against it to be of any avail. No one, however, can defend the practice as altogether nice. It was once incumbent on a gentleman to seal his letters with wax, and many fastidious persons adhered to the practice long after wafers came in. A Frenchman, it is said, once challenged an Englishman for sending him a letter fastened by a wa-

fer. "What right," exclaimed the punctilious Gaul, "has any gentleman to send me his saliva?"

Don't cultivate an ornamental style of writing.

Don't imitate the flourishes of a writing-master; keep as far away from a writing-master's style as possible. A lady's or gentleman's handwriting should be perfectly plain, and wholly free from affectations of all kinds.

Don't, when you inclose a letter to a correspondent to be forwarded, omit to place a stamp on the letter.

Don't fail to acknowledge by note all invitations, whether accepted or not. Never leave a letter unanswered. Don't fail to acknowledge all courtesies, all attentions, all kindnesses.

Don't, in writing to a young lady, address her as "Dear Miss." The use of *Miss* without the name is always a vulgarism, if not an impertinence. It is awkward, no doubt, to address a young woman as "Dear Madam," but there is no help for it, unless one makes a rule for himself, and writes, "Dear Lady."

Don't, in writing to a married lady, address her by her Christian name. Don't, for instance, write "Mrs. Lucy Smith," but "Mrs. Charles Smith."

Don't omit from your visiting-cards your title, *Mr.*, *Mrs.*, or *Miss*, whatever it may be. It is very common in the United States for gentlemen to omit *Mr.* from their visiting-cards; and sometimes young ladies print their names without a title, but

the custom has not the sanction of the best usage.*

Don't scold your children or your servants before others. Respect their *amour propre*.

Don't bring children into company. Don't set them at table where there are guests. Don't force them on people's attention.

Don't, as master or mistress, give your orders in an authoritative manner. The feelings of those under you should be considered. You will obtain more willing obedience if your directions have as little as possible of the tone of command.

Don't trouble people with your domestic mishaps, with accounts of your rebell-

* In England a young lady does not commonly have a separate visiting-card; her name is printed on the card of her mother, with whom her visits are always made.

ious servants, or with complaints of any kind.

Don't repeat scandals, or malicious gossip.

Don't sneer at people, or continually crack jokes at their expense; cultivate the amenities and not the asperities of life.

Don't be that intolerable torment—a tease.

The disposition to worry children, cats, and dogs simply displays the restlessness of an empty mind. Don't chaff.

Don't underrate everything that others do, and overstate your own doings.

Don't scoff or speak ill of a rival in your profession or trade. This is in the worst possible taste, and shows a paltry spirit. Have the pride and self-respect to overstate the merits of a rival rather than understate them.

Don't borrow books unless you return them promptly. If you do borrow books, don't mar them in any way; don't bend or break the backs, don't fold down the leaves, don't write on the margins, don't stain them with grease-spots. Read them, but treat them as friends that must not be abused.

Don't play the accordion, the violin, the piano, or any musical instrument, to excess. Your neighbors have nerves, and need at times a little relief from inflictions of the kind. If you could manage not to play on instruments at all, unless you are an accomplished performer, so much the better.

Don't be selfish; don't be exacting; don't storm, if things go wrong; don't be grum and sullen; don't fret—one fretful person in a house is ruin to its peace; don't make

yourself in any particular a nuisance to your neighbors or your family.

Don't fail to heed all the "don'ts" in this little book. Perhaps you think the injunctions are not needed in your case. This is true of many of them, no doubt; but the best of us are not perfect in manners any more than in anything else.

