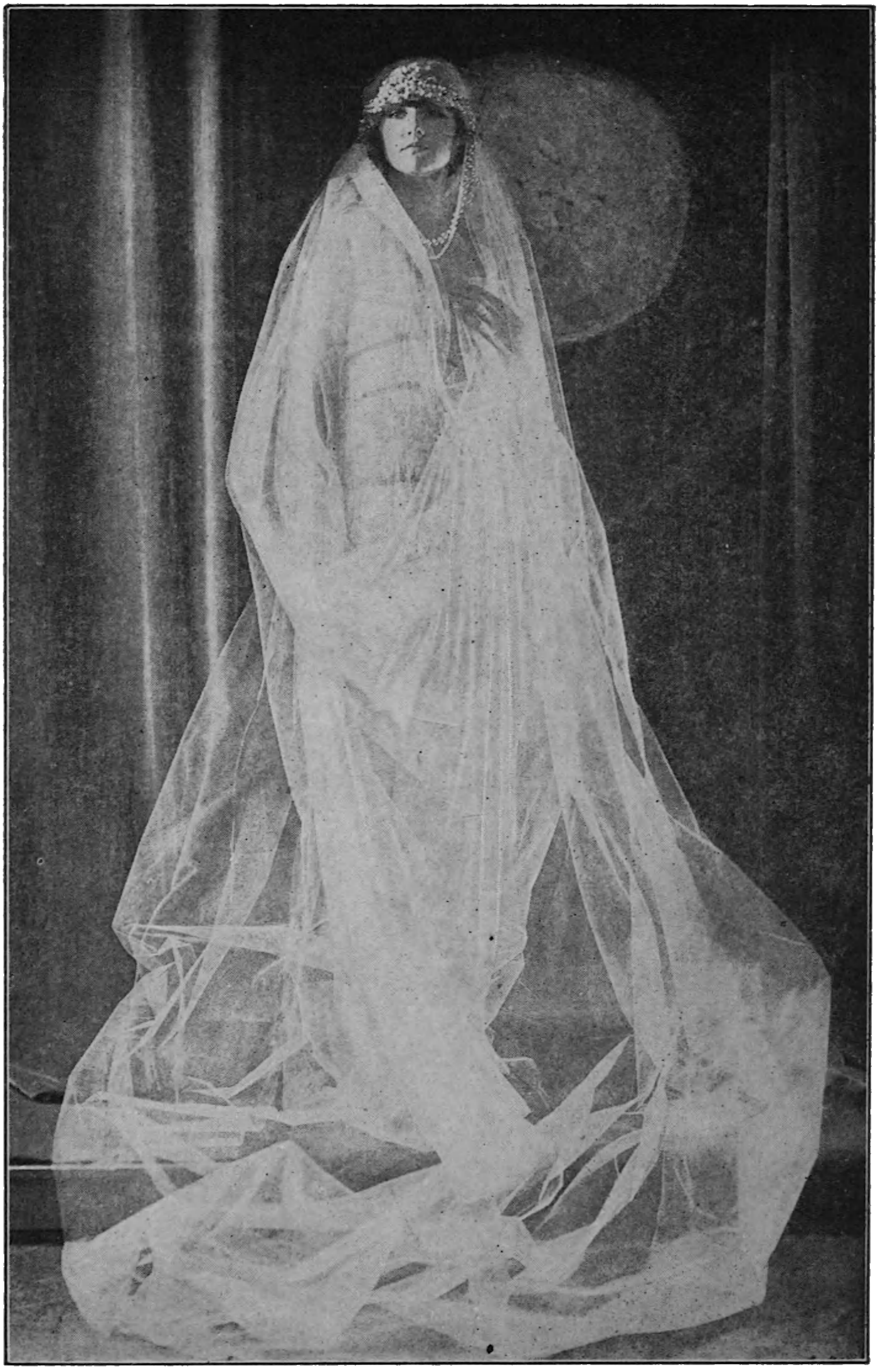


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BOOK OF ETIQUETTE



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ON HER WEDDING DAY

The greatest charm of the bride's costume lies in its simplicity

BOOK OF ETIQUETTE

BY

LILLIAN EICHLER

VOLUME I

ILLUSTRATED

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PREFACE

Success without culture is like old-fashioned strawberry short cake without the whipped cream. It has no flavor.

There are certain little courteous observances, certain social formalities that bespeak the true lady, the true gentleman. Some of us call it good form. Some of us call it culture. Some of us call it etiquette. But we all admit that it makes the world a better place to live in.

In Italy, young men and women are considered *ben educat*o, not when they can read and write, but when they know the established forms of convention—when they can show by a correct dignity and ease of manner that they are perfect in their knowledge of the rules of good society. And, after all, don't you yourself judge people by what they do, and say, and wear? Don't you read in their manner and appearance the secret of their inner worth? Isn't character and disposition revealed in the outer personality?

Perhaps you have heard the story of the "gentleman" who prided himself on being perfect in the art of etiquette. On one occasion, he passed a lake and heard a drowning man call for help. Quickly he threw off his coat and was about to plunge into the water, when he suddenly re-

membered that he had never been introduced to the struggling victim. Putting on his coat again, he proceeded on his way quite self-satisfied.

This is an instance where common-sense would have been the better part of etiquette. Too rigid an observance of the laws of good society makes them nothing short of an absurdity. The purpose of correct manners is not to enable us to strut about in society and command the admiring glances of the people around us—as the peacock, in its vanity, parades before onlookers in a proud dignity that is quite obviously assumed. The true service of etiquette is so to strengthen and simplify the social life that we are able to do what is absolutely correct and right without even stopping to think about it.

That, then, is the purpose of THE BOOK OF ETIQUETTE—to give to the reader so clear and definite an understanding of the social life that he will be able to have at all times, under all conditions, that unaffected grace and charm of manner that the French like to call *savoir faire.* It has been written, not for the exceedingly ill-bred or for the highly polished, but for those who find a certain sense of satisfaction in doing what is correct—sincere men and women who, in the performance of their business and social duties, find that there is a constant need for cordial and gracious relationship with those around them.

If the following chapters awaken in the reader the desire for closer companionship with the vast world of human nature, of which we are all a part; if it takes from his nature all that is coarse, awkward and unrefined, substituting instead of gallantry of spirit and a gentleness

of breeding; if it makes him a more loving and a more lovable person—then THE BOOK OF ETIQUETTE will have served its purpose.

Incidentally, the author is indebted to Mr. L. E. Smith, without whose coöperation this book would never have been written.

Lillian Eichler.

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PART I

"The power of manners is incessant—an element as unconcealable as fire. The nobility cannot in any country be disguised, and no more in a republic or a democracy than in a kingdom. There are certain manners which are learned in good society, of that force that, if a person have them, he or she must be considered, and is everywhere welcome, though without beauty, or wealth, or genius."

—*From Emerson's Essays.*

BOOK OF ETIQUETTE

CHAPTER I

INTRODUCTION TO ETIQUETTE

WHAT IS ETIQUETTE?

At a meeting of army officers during the Civil War, one of them began to relate a questionable story, remarking, as if to excuse his lack of good taste, that "there were no ladies present." General Grant, who was acting as chairman of the meeting, remarked, "No, but there are gentlemen"—and he refused to allow the officer to continue the story.

What is a gentleman? The question is an old one. It cannot be ancestry, for often the son of most noble and honored parentage is merely a coarse compound of clay and money, offered to society as a gentleman. It cannot be dress—for surely Beau Brummell was not what the world loves to call a gentleman, despite his stiffly starched cravats and brightly polished boots. It cannot be money, for then many a common thief, made wealthy by his ill-gotten gains, would be entitled to the name of gentleman.

No, it is something that goes deeper than ancestry or dress or wealth—something that is nobler and finer than any, or all, of these. Perhaps it can be best expressed by this beautiful example of what true etiquette can mean:

Henry Ward Beecher, on a very cold day, stopped to

buy a newspaper from a ragged youngster who stood shivering on a corner. "Poor little fellow," he said, "aren't you cold standing here?" The boy looked up with a smile and said, "I was, sir—before you passed."

The word *etiquette* itself does not mean very much. It comes from the same origin as the word "ticket" and originally meant the rules of court ceremony printed on tickets that were given to each person presented at court. But through generations the ideal of perfected culture surged, until to-day we have a code of manners that is the pride and inspiration of refined living.

LAWS OF SOCIETY

Etiquette, after all, is not the finished work, but merely a tool that opens the portals to a broader life, to a greater social happiness. Through its influence we are brought into close companionship with the really worth-while minds of our day. By faithful constancy to its rules we gradually mold our characters until, in our outward dignity and charm, the world reads and understands our ideals.

There is in every human nature the desire for social happiness—which is, frankly, in other words, the desire so to impress by one's manner that one will be welcome and respected wherever one chances to be. And it is only by adhering to the fundamental laws of good society that this social happiness can ever be attained.

In observing the established etiquette of modern society it is necessary to pay particular attention to one's appearance, manner, and speech. It must be remembered that the world is a harsh judge and is perfectly willing to condemn us by outward appearances. In the street-car,

in the ball-room, at the theater—every day people are reading the story of our characters and ideals.

Society has its own definite code of manners that must be observed before one can enter its portals. There are certain rules that must be followed before one can enter its envied circle. There are conventionalities that must be observed in requesting a lady to dance, in acknowledging an introduction, in using the knife and fork at the dinner table. There are certain prevailing modes in dressing for the theater and reception. To know and adhere to these laws is to be admitted to the highest society and enjoy the company of the most brilliant minds.

Etiquette is an art—the art of doing and saying the correct thing at the correct time—the art of being able to hold oneself always in hand, no matter how exacting the circumstance. And like music or painting or writing, the more you study it, the more you apply yourself to its principles, the more perfectly your own character is molded.

CONTROL OF THE IMPULSES

The cultured man is never angry, never impatient, never demonstrative. His actions and speech are tempered with a dispassionate calmness and tranquillity that the French admiringly call *sang froid*. He knows how to control his emotions so effectively that no one can read, in his self-possessed expression, whether he is angry or pleased, discouraged or eager.

Perhaps the most striking and admirable thing about a man of breeding is his carefully disciplined impulses. He may at times lose control of himself, but he is never petulant, never incoherent. He may be greatly enthusiastic

about some unexpected happening, but he never becomes excited, never loses control of his reasoning faculties. He never gives the appearance of being in a hurry, no matter how swift his actions may be—there is always about him the suggestion of leisure and poise.

Swearing is essentially vulgar. It was Dr. Crane, the famous essayist and philosopher, who said in one of his delightful talks, "The superior man is gentle. It is only the man with a defective vocabulary that swears. All noise is waste. The silent sun is mightier than the whirlwind. The genuine lady speaks low. The most striking characteristic of the superior ones is their quiet, their poise. They have about them a sense of the stars." Strong feeling, anger, have no place in the social life.

We are all uneasy at times. We all have our embarrassing moments. But the well-bred person knows how to conceal his emotions, and impulses, so well that no one but he himself knows that he is uneasy or embarrassed. It is not only exceedingly unpleasant, but it is also very poor form to show by our gestures and frowns and speech that we are annoyed by some circumstance that is entirely beyond our control.

Impulsiveness is often the cause of serious breaches of etiquette—breaches that are, socially speaking, the ruin of many a rising young man, of many an otherwise charming young woman. The gentleman never shows by hasty word or angry glance that he is displeased with some service. The lady never shows, either in her speech or manner, that she is excited with some unexpected happening, or disappointed because something did not happen the way she planned it. It is only by studying the rules of etiquette and knowing absolutely what is right to do

and say under all conditions that one acquires this splendid self-possession and composure of manner.

REGARD FOR THE RIGHTS OF OTHERS

William De Witt Hyde, in his book, "Practical Ethics," says, "Politeness is proper respect for human personality. Rudeness results from thinking exclusively about ourselves and caring nothing for the feelings of anybody else. The sincere desire to bring the greatest pleasure and least pain to everyone we meet will go a long way towards making our manners more polite and courteous."

The man or woman who is truly cultured, truly well-bred, tries to make everyone happy and at ease. It is only the exceedingly vulgar person who finds pleasure in hurting the feelings of the people with whom he comes into contact. It makes no difference how wealthy or how poor a person is, how ignorant or educated he happens to be—as a fellow-being he is entitled to a hearty sympathy and respect. Both servility and arrogance are ungentlemanly. Gentleness, simplicity and a sincere regard for the rights of one's companions are the distinguishing marks of a fine character.

THE DANGER OF INTOLERANCE

There is no room for intolerance in the social world. To be honored, respected, one must have a certain friendliness of spirit. The *gentleman*, the *lady* treats everyone, from the lowliest beggar to the most distinguished personage with consideration. It is only the man who is unpretentious, who is always eager to please, who is as courteous and considerate in manner to his inferiors as

to his equals, that fully deserves the name of gentleman.

The author recently chanced to witness an amusing incident which might be of value to repeat here. It shows forcibly how important the little things are, and how they reveal to the gaze of the world the true story of our actual worth:

An elderly man, who showed quite obviously by his lordly and self-satisfied manner that he was accustomed to travel about in his own car, was on one occasion forced to ride home in the subway. It was rush hour, and thousands of tired men and women were in a hurry to get home. The man impatiently waited his turn on a long line at the ticket office, constantly grumbling and making it disagreeable for those about him. When he finally did reach the window, he offered a ten dollar bill in payment for one five-cent ticket and deliberately remained at the window counting and recounting his change while the people behind him anxiously awaited their turn. When at last he did move away, he had a half smile, half frown of smug and malicious satisfaction on his face which, interpreted to the people he had kept waiting, said that he now felt repaid for having had to travel in the same train with them.

This man, in spite of his self-satisfied manner and well-tailored suit, was very far from being a gentleman. The shabby young man behind him, who also offered a bill in payment for his ticket, but stepped quickly to one side to count his change, and smiled cheerfully at the man behind him, was infinitely more of a gentleman than the one who maliciously, and with evident keen enjoyment, kept the long line waiting.

The true worth of a gentleman is revealed, not in his fashionable clothes or haughty demeanor, but in his re-

gard for the rights of cthers. It is the little kindnesses that count—and the instinctive recognition of the rights of others. As England's inimitable *J.* M. Barrie has so aptly remarked, "Those who bring sunshine to the lives of others cannot keep it from themselves."

WHY IT PAYS TO BE AGREEABLE

Why should we know the laws of etiquette? Why should we know the way to do and say things? Why should we be agreeable? These are questions that will undoubtedly arise in the mind of the young man or woman who is eager to cultivate and refine his or her manner and speech.

The answer is: to make one's own life happier—to bring into it a new sunshine, a new joy of living that was not even dreamed of when the mind and spirit were shrouded in the gloom of discourtesy, coarseness and vulgarity.

For how can the boor be happy? With his gloomy face, sour disposition, complaining habits and inherent lack of good taste and culture, he sees only the shadows of life. People are repulsed by him, never attracted. Brilliant men and women, people of refinement and taste, will have nothing to do with him. He lives his own life—his ill-bred, complaining, gloomy, companionless life—an outcast from that better society of which we all long to be a part.

Culture and cheer go hand-in-hand. The cultured man or woman is always cheerful, always finding something good and beautiful in all mankind and nature. Cheerfulness itself means poise—a wholesome, happy, undaunted poise that makes life well-balanced and worth the living.

The person of low, vulgar tastes and desires is seldom contented, seldom happy. He finds everywhere evil, ugliness, selfishness, and a tendency for the world generally to degrade itself to the lower levels of coarseness. He finds it because he looks for it. And he looks for it because it already exists in his mind.

And yet, he may be educated; he may be a recognized power in the financial world; he may even possess enviable talents. But if he lacks that glorious open-hearted generosity, that sincere sympathy and simple understanding with all mankind, that helpful, healthful, ever-inspiring agreeableness of mind and spirit—the world will have none of him.

The man who feels constantly grieved and injured at some injustice, real or imaginary, is sacrificing some of the best things life has to offer. He does not know what it means to be greeted with a smile of pleasure and a warm handclasp. He does not know what it means to be taken whole-heartedly into one's confidence, to be relied upon, to be appealed to. He does not know what it means, in his hours of darkest adversity, to receive the genuine sympathy and encouragement of a friend.

But with culture, with development of mind and spirit, with the desire to adhere truly to society's laws and regard as inviolable the rights of others, there comes a new understanding of human relationship. Where once everything seemed narrow and selfish, one now sees love and beauty and helpfulness. Instead of harsh words and unkind glances, there are words of cheer and encouragement, smiles of friendliness and understanding. The world that once seemed coarse, shallow and unpolished, seems now strangely cordial and polite.

THE SIMPLEST CULTURE

Yes, it pays to be agreeable. We are all like huge magnets, and we tend to attract those things which we ourselves send out. If we are coarse and unrefined, we attract to our company those people who are also coarse and unrefined. If we are disagreeable and unmindful of the rights of others, they in turn will be disagreeable to us, and unmindful of our rights. And similarly, if we are kind and agreeable, we are bound to meet and attract people of the same kind.

There is a pretty little story of a woman and a child, in which the simple friendliness of a little girl opened the door for a woman whose life had been embittered by much hardship and disappointment. She was strolling one day through a mountain farm-house. She did not know where she was going, and she did not care. She just wanted to forget, forget.

She stopped near a well and gazed angrily about her, wondering how there could be so much peace and quiet in a world that held nothing but turmoil and heartache for her. She was an attractive woman, and her smart clothes and haughty bearing were a disappointing contrast to her scowling face and angry eyes.

Suddenly she glanced down. A tiny girl was watching her intently—a little girl who had lived all her seven short years in the untutored expanse of the mountains. The woman was annoyed, and she did not hesitate to show it.

"What are you looking at; what do you want?" she demanded irritably.

Instead of returning the frown, the child smiled and stepped a little closer. "I was just thinking how pretty

your face would be if it smiled instead of frowned," she answered.

The woman's face relaxed. The bitter look in the eyes vanished and was replaced by a bright new light. The scowl became a grateful smile, and with an impulsive sob of pure joy, she knelt down and hugged the little girl who had been the first in a long time to speak gently to her, the first in a long time to return her frowns with sincere smiles of friendliness. And when she finally left the little child, and returned to the exacting conventionalities of the town, she was a nobler, better and finer woman.

The simple heart of a child who knew no other creed or law than the sincere love of all mankind triumphed over the bitterness of a woman who had known years of education and worldliness.

Culture is of the heart and spirit rather than of the outward appearance. But it is by what we do and say that we prove that it truly exists within us.

CHAPTER II

ETIQUETTE'S REWARD

THE ORIGIN OF MANNERS

Why do we observe certain set rules of convention? Why do we greet people in a certain ordained way—by nodding or by lifting the hat? Why do we make introductions and send invitations and cultivate our manners and speech? To find the answer we must trace civilization back to its very source.

One of the first necessities of the savage was to devise some means of showing savages of other tribes that he did not mean to fight—that he wanted to live with them peaceably. At first it was difficult to do this; primeval man was always suspicious, always watchful. He had to be, for his life depended upon it. But slowly certain peaceful observances and signs were established, and the savages began to understand them as greetings of peace and good-will. The salutation and greeting of to-day is a direct result of this early necessity.

This peace-greeting, as we shall call it, was the first semblance of order, the first token of good fellowship that appeared out of the primeval chaos of warfare and destruction. A certain greeting, and things were on a peaceful basis. But let that greeting be forgotten, and the savage's life was the forfeit.

Man developed, and with him developed civilization.

From that first "peace greeting" there came certain set salutations, certain forms of homage that bound men together in mutual protection and friendliness. Then slowly, out of this first beam of manners, this first bit of restraint from the savagery of primeval man, there were created certain ceremonies. Some were weird dances to the spirit of the Sun; others were animal or human sacricies to some God of Fear; still others were strange ceremonies for the departed spirit of the dead. But they were ceremonies—and as such they presaged the ceremonies upon which all etiquette, all good manners, are based to-day.

We find that the history of manners keeps pace with the history and evolution of man. And we find that manners, or ceremonies, or respect for fellowmen—or whatever you want to call it—was the first tie that bound men together. It is the foundation upon which all civilization is built.

THE MANNERS OF TO-DAY

Certain sensible rules of etiquette have come down to us from one generation to another. To-day only those that have stood the test of time are respected and observed. They have been silently adopted by the common consent of the best circles in America and Europe; and only those who follow them faithfully can hope to be successful in business and in social life.

There are some people who say that etiquette, that manners, are petty shams that polish the surface with the gilt edge of hypocrisy. We all know that a few people believe this. Who of us has not heard the uncultured boor boast that he is not restricted by any "sissy manners"?

Who of us has not heard the successful business man decline an invitation to a reception because he "had no time for such nonsense"? To a great many people manners mean nothing but nonsense; but you will find that they are almost invariably people who never win social or business distinction.

The rules of etiquette as we observe them nowadays are not, as some people suppose, the dictates of fashions. They are certain forms of address, certain conduct of speech and manner, that have been brought down to us through centuries of developing culture. And we observe them to-day because they make contact in social life easier and more agreeable; they make life more beautiful and impressive.

You do not have to observe the laws of good conduct if you do not wish to. Certainly not. You may do just as you please, say just what you please, and wear just what you please. But of course you must not complain when you find the doors of good society closed against you, when you find that people of good manners and correct social conduct avoid you and bar you from their activities. Good manners is the only key that will open the door to social success—and men and women often find that it fits the door to business success as well.

GOOD SOCIETY IN AMERICA

Everyone loves to mingle with cultured, well-bred people; with brilliant and celebrated individuals. Everyone loves to attend elaborate social functions where the gay gowns of beautiful women are only less charming and impressive than their faultless manners. But it is not

everyone who can be admitted to these inner portals of good society.

It is a well-known truth that manners rather than wealth decide social rank. A man may be fabulously wealthy, but if he does not know how to act, how to dress and speak, he will not be respected. American society has rules of its own, and those who are not willing to learn these laws are shunned, banished. Etiquette is the wall which divides the cultured from the uncultured, which keeps the ill-bred out of the circles where they would be awkward and uncomfortable, and where they would undoubtedly cause mortification to others.

On the other hand, to know these rules of good conduct is to be admitted to the highest circles of society. To know that one is correct banishes at once all uncertainty, all embarrassment. And one mingles with perfectly-mannered people, calm in the assurance that one knows just what is correct, and that no matter what happens one can do or say nothing to reflect on one's breeding.

THE TRUE LADY AND GENTLEMAN

It is not enough to be wealthy. It is not enough to be widely famed. But if one is well-mannered, if one knows how to conduct oneself with poise, grace and self-confidence, one will win respect and honor no matter where one chances to be.

There are very few men indeed who do not value good manners. They may ridicule them, they may despise them—but deep down in their hearts they know that good manners have a certain charm, a certain power, that wealth and fame together do not possess. They know that right in their own business spheres there are men

who owe their success and position to the appearance that they make, to the manner in which they conduct themselves. And they know that there are beautiful women who are coldly repellent; while some plain women win the hearts of everyone with whom they come in contact, merely by the charm of their manners.

The perfect gentleman is not the dude, the overdressed "dandy" who disdains the workingman in his patched clothes and who sniffs contemptuously at the word "work." The true gentleman is kindly, courageous, civil. He is kind to everyone—to the tottering old man he helps across the street, and to the mischievous young rascal who throws a ball through his window. He does not know what it is to become angry, to lose control of his temper, to speak discourteously. He never shows that he is embarrassed or ill at ease. He is as calm and unconcerned in the presence of a world-wide celebrity as he is when he is with his most intimate friend. Nor is he ever bitter, haughty or arrogant. And he is as far from being effeminate as he is from being coarse and brutal. In short, he knows the manners of good society and he does not hesitate to use them.

The perfect lady is not the ornamental butterfly of society, as so many would have us believe. She is gentle, and well-dressed and graceful—not merely ornamental. She does some useful work, no matter what it is. She is patient always, and generous. She never speaks harshly to tradespeople or to servants; gentleness and reserve are the very keynotes of her manner. She is never haughty, never superior. She is kind and courteous to everyone, and she conducts herself with the calm, unassuming grace that instinctively wins a responsive respect. In her manner towards men she is reserved, modest. But she is self-reliant and not afraid to assert herself. Her speech and

manner are characterized always by dignity, repose and self-confidence.

It is only by knowing the laws of good conduct, and by following them faithfully, that one can hope ever to become a true gentleman or a true lady.

THE SECRET OF SOCIAL SUCCESS

Every man who so wishes may become a gentleman, and every woman may become a lady in every sense of the word. It requires only the cultivation of those qualities outlined above. And it is here that the use of etiquette lies, that the importance of good manners is most strikingly portrayed.

Etiquette teaches you how to be gentle, calm, patient. It tells you how to be at ease among strangers. It tells you how to cultivate grace, poise, self-confidence. Not only does it tell you how, but it *gives* you poise and self-confidence. By teaching you the right thing to do at the right time, it eliminates all possibility of mistakes—and hence all embarrassment and awkwardness vanish.

The existence of these fixed social laws, these little rules of etiquette, makes it easy for the man and woman who have not been bred in the best society, to master the knowledge which will enable them to enter that society and mingle with the most highly cultivated people without feeling embarrassed or uncomfortable. It tears down the barriers between the wealthy and the poor, between the educated and the ignorant. By knowing what to do and say and write and wear on all occasions, under all conditions, any man or woman can enter any society and mingle with any people. The old proverb might well be changed to read, "Culture makes the whole world kin!"

Of course if a man suddenly became wealthy and he wished to enter the highest society, his wealth might serve as an opening. But he would soon find that money was not enough—that he needed manners. He might mingle with society for years, slowly acquiring the correct table manners, the correct mode of address, the correct manner of making introductions, the correct way to conduct himself at all times, in all places. But it would take many years before the rough edges of his previous uncultivated manners were rubbed away. Instead of waiting for years of contact with cultured people to bring him the correct manners befitting a man of wealth, he need only learn at once from a dependable authority the etiquette of society, the good form that has been crystallized into rules after years of social intercourse. It is the easiest road to social success.

WHAT MANNERS WILL DO FOR *YOU*

Every day you come into contact with people, with strangers, who judge you by what you do and say. They go away carrying an impression of you—and it depends upon your manners whether it is a good impression or a bad impression.

It is a mistake to think that good manners are meant for the elaborate ball room or for the formal dinner. Society is not necessarily too formal or too "showy." Society implies also that society of fellowmen you meet every day of the year—people you come into contact with in the social and business worlds. And in order to make contact with these people agreeable and pleasant, in order to win the admiration and respect of strangers, in order to avoid embarrassment and humiliation because of bad

blunders at most conspicuous moments, it is essential to know what is right and what is wrong.

Good manners will enable you to be easy and graceful at all times. You will be able to mingle with the most cultured people and be perfectly at ease. You will lose all self-consciousness, all timidity. And instead you will become dignified, well-poised, calm. Instinctively people will respect you; in business and in society you will find yourself welcomed and admired.

ETIQUETTE'S REWARD

Etiquette is like the binding of a book—just as the binding reveals the name of the book, and protects the valuable pages that are inside, so does etiquette reveal the breeding and culture of an individual, and protect him from the disrespect, ridicule and snubs of the world.

Etiquette will make you dignified. It will make your actions and speech refined, polished, impressive. It will make you a leader instead of a follower, a participant instead of a looker-on. It will open the doors of the highest society to you, make you immune to all embarrassment, enable you to conduct yourself with ease and confidence at all times, under all circumstances.

The rewards of etiquette are too numerous to recount. If you follow the laws of good conduct, if you do only what is right and in good form, you will find yourself an acknowledged leader, an acknowledged success, no matter in what station of life you may be. The world is quick to perceive good manners, just as it is quick to perceive the blunders in etiquette. If you study the rules of good conduct, and follow good form in everything you do and say, you will become courteous and kind and well-

mannered. Etiquette will attract people to you, make you and your home a center of social activity. But most of all, it will make you respect yourself. And that is more important than riches or fame—for self-respect is the only thing that brings true happiness.

Remember the words of the prophet, "He who respects himself will earn the respect of all the world."

CHAPTER III

ENGAGEMENTS

OF SPECIAL IMPORTANCE

There is perhaps no time when the rules of etiquette need to be so strictly observed as during the period of courtship. All the world loves a lover—but this does not keep the world from watching closely and criticizing severely any breach of good manners, especially on the part of the young lady.

Any public display of affection anywhere at any time is grossly unrefined. Love is sacred, and it should not be thrown open to the rude comments of strangers. The young couple should conduct themselves with quiet dignity and reserve, neither indulging in terms of endearment or caresses, nor purposely ignoring each other so as to create the impression that they are not, after all, so very much in love. There is no reason why their conduct in public after they are engaged should be any more demonstrative than it was before.

At parties, dinners, and other entertainments it is their privilege to be with each other more than they are with anyone else, but this does not mean that they should neglect the other guests. If the occasion has been planned especially for them they are in part responsible for each one present finding it an enjoyable one. And each one should be very cordial to the friends of the other.

Many an engagement that held promise of golden happiness to come was abruptly broken because one or the other was not sufficiently circumspect in conduct. A young lady must remember that while she is not exactly expected to give up indiscriminately all her friends of the opposite sex, she must not receive them as guests, or go to the theater or ball with them, without the knowledge and consent of her fiancé. He is, of course, expected to be equally considerate of her with regard to his own relations with other women.

The engaged couple of to-day enjoys much greater freedom than the engaged couple of our grandmothers' time. The chaperon has been almost entirely dispensed with, except in a few individual cases. Although it is still considered rather poor form to attend the theater or opera together, without other friends in the party, it is often done without any very serious consequence to the young people. Perhaps it is because the young men and women of this country have that instinctive grace and dignity of manner that the severe laws of conduct practiced abroad have been deemed unnecessary.

THE PROPOSAL

At one time, not so very long ago, it was considered an irrevocable law of etiquette that a young man obtain the formal consent of a young lady's parents before asking her hand in marriage. Prevalent customs have almost eliminated this formality, and modern mothers and fathers, by the welcome which they accord him in their home, show a young man whether or not they think him eligible for their daughter's hand. And it is really a much wiser plan to object to a friendship when it first

begins instead of waiting until it has developed into something more serious. If the young man wishes to proceed upon the old-fashioned formula he may do so, first assuring himself insofar as he is able that his attentions are welcome to the young lady.

The time for the proposal depends upon attending circumstances. Someone has said that there would be fewer divorces if more proposals were made in the middle of the day under ordinary conditions, but the timid or romantic youth usually prefers the witchery of moonlight and the magic of solitude. The proposal itself should be sincere and earnest. Glowing terms and impassioned emotion are, indeed, very bad taste; and often the more simple a proposal is the more forcibly it expresses the suitor's ardor.

If he is accepted the well-bred young man will immediately seek the young lady's parents and impart the happy news to them. At this point, if it has not already been disclosed it is customary for him to reveal his true status, financially and socially, and answer politely any questions that her parents may ask him. If there are dissensions he must explain calmly and carefully, making sure all the time to keep complete control of his feelings and not to allow himself to become either angry or impatient.

THE ENGAGEMENT RING

It is the custom to seal the engagement pact with a ring. As soon as the prospective bridegroom has won the consent of the young lady whom he wishes to be his wife, he places the engagement ring on the third finger of her left hand. The convention is that the ring be a diamond solitaire set in gold or platinum, or, if it is preferred, a diamond set with other stones. It is always

wise to consult the individual preference of the young lady in determining the choice of the ring, and it is her privilege to choose whatever kind she wants regardless of tradition or convention.

ANNOUNCING THE ENGAGEMENT

After the proposal has been accepted announcement of the fact is made, and it is here that the young lady takes the leading part.

There are several established conventions in announcing the engagement. Each one is good form, and the choice is merely a matter of taste and convenience. But always the initiative must come from the family of the future bride. The young man must not even announce the engagement to his best friends until he is quite sure that his fiancée has already made it known to her friends.

It has always been a popular custom in better society to give the announcement of an engagement as nearly an appearance of "leaking out" as possible. Perhaps it is because it adds to the interest of the occasion. To obtain this effect, a number of intimate friends and relatives are invited to a dinner party—really the engagement dinner—where, in the course of the conversation, the news of the engagement is casually imparted to the guests for the first time. It is usually announced by the father of the young lady; sometimes by her older brother, and in some cases by her mother.

The guests, of course, will offer warm and sincere congratulations. The happy couple mingle among their guests and receive their good wishes with modesty and smiles of thanks.

Sometimes the young lady gives a luncheon for her friends, at which the announcement is made. It is always very pretty to make the announcement in some novel way, and if the hostess does not find her own ingenuity equal to it she will find her stationer her best guide. He has various novelty cards, etc., specially designed for such occasions.

Often, instead of formally announcing the engagement, the young lady gives the news to several of her closest friends, depending on them to spread it among their friends and acquaintances. This manner of announcement is usually followed with a little informal reception, to which are invited the members of the prospective bridegroom's family and the relatives of both families.

THE MOST USUAL METHOD

Perhaps the best way to announce an engagement is for the young lady and her mother to send small engraved cards to their circle of friends and relatives, making the announcement in a simple statement, and mentioning an afternoon when they will be "at home" to visitors. The young man may also send notes or cards to his friends, having first made sure that his fiancée has already announced it to her friends. The "at home" offers a splendid opportunity for each one to meet the friends of the other, and for the families of the two young people to become better acquainted. Care must be taken that there is no constraint, no drifting into "circles." The young lady must welcome her future husband's friends with sincere cordiality, and see that they are properly introduced to her own friends. He must mingle with her friends and

make himself companionable and agreeable. To be constantly together, selfishly enjoying each other's company while the neglected guests are left to their own devices is a breach of etiquette and must be conscientiously avoided if the "at home" is to be hailed a success.

If this last method of announcing the engagement is decided upon, the home should boast no decorations except flowers simply arranged. The young lady and her mother, in conservative afternoon frocks, receive together. The young man is usually presented to the guests by his future father-in-law. Entertainment, such as music and dancing, may be provided for the occasion if it is convenient. Simple refreshments may be served—dainty sandwiches, cakes, tea and sweets are appropriate when served in an attractive manner.

It is also customary to place an announcement in the society columns of the newspapers simultaneously with the giving of the dinner party. It should always be written by the parents about their daughter, or by the guardian if she has no parents—never by the engaged girl herself.

ANNOUNCING AN ENGAGEMENT IN THE NEWSPAPERS

The vogue to-day seems to favor announcing engagements in the newspaper rather than through the issuing of announcement cards. Such items of announcement should be sent to the society editor of the paper selected, and should be signed with the full name and address of the sender. Brief items are always better than long ones.

Here are two typical newspaper announcements of recent engagements:

"Mr and Mrs. Henry M. Bower announce the engagement of their daughter Rose to Mr. Walter Barrie of Boston. The date of the wedding will be announced in this paper later."

"The engagement of Miss Lillian Hall to Mr. Robert G. Manning is announced by Mr. and Mrs. John B. Hall. The wedding is to take place in St. Thomas's Church on the 15th of June."

ENGAGEMENT GIFTS

It is not customary for elaborate engagement gifts to be presented, even by near relatives. In fact, the mode of the engagement gift has been gradually disappearing until to-day congratulations are considered sufficient. However, the close friends of the young lady may send her, with their congratulations, pleasing bits of chinaware, glassware, and sometimes even silver. Odd pieces of bric-à-brac and quaint, unusual gifts, and antiques are always acceptable. Markings on gifts are usually in the maiden name of the bride—but if any doubt is felt as to which she herself would prefer, it is best to ask her.

There is an old tradition regarding the giving of tea-cups as an engagement present. A lover, who was obliged to go away on an extended sea journey, gave to his betrothed a delicate china cup, asking her to drink tea from it every afternoon. He said, "If I am unfaithful, the cup will fill to overbrimming and the tea pouring over the sides will crack the thin china. Then you will know

I have broken faith." The custom has been brought down to us, and now we find that the giving of a tea-cup or a tea-set as an engagement present signifies faithfulness—and it may mean faithfulness to friendship or love as the case may be. We usually find that a young lady's spinster friends are partial to the custom; they seem to find particular enjoyment in presenting her with dainty tea-cups, either separately or in sets.

Expensive gifts should never be exchanged during an engagement, barring of course the engagement ring. The young man may present his prospective bride with books, flowers or candy, but articles of wearing apparel are considered bad taste.

To be modest, gracious, dignified during the engagement, to continue one's social duties faithfully, neither neglecting one's friends nor becoming self-consciously enthusiastic, to be self-possessed and unaffected even while one is the center of much lively interest and animated discussion—this is the end to be desired, and the young man and woman who have accomplished it are indeed fortunate.

BRIDAL SHOWERS

A good many years ago a friend of a young woman who was about to be married decided that the only gift she could afford was too slight an offering to express the love and good wishes that she felt. Knowing that there were other friends who felt the same way she called them together and suggested that they present their gifts at the same time. Then and there the idea of the "shower" was born.

The custom has prevailed and in most instances to-day

the shower has a special purpose, such as the linen shower or the kitchen shower or the book shower. It is a very charming way of presenting gifts that would seem too trifling if they were presented alone.

Intimate friends of the bride are the guests at a shower. It is usually a very informal affair and nearly always a surprise to the bride. The gifts may be hidden in a *J*ack Horner pie, they may be wrapped in all sorts of odd packages, or they may be presented in any of a hundred and one attractive ways. Originality in this, as in all entertainments, is greatly to be desired.

The young lady who is honored with a shower thanks the guests verbally, and afterward she may write each of them a little note expressing her gratitude. It is necessary to do so if the affair was an elaborate one and the gifts were expensive.

LENGTH OF THE ENGAGEMENT

The question of how long an engagement should last is usually governed by attendant conditions. There is, however, a marked tendency for engagements to be short; in fact, fashion now demands that the wedding-day be at least tentatively fixed before the engagement is announced.

Many times there are excellent reasons why it should be of several years duration. It is best not to announce the fact formally, though it may be understood among one's friends. Matters of this kind are to be determined by the two people who are most concerned, and if a young man and his fiancée have decided that they would like to have a long engagement the rules of etiquette have nothing to say against it.

RESPONSIBILITY FOR THE WEDDING

The father and mother of the young lady who is about to be married assume all responsibility for the preparation for and the celebration of the wedding. The groom is not expected to pay for anything except the ring and flowers for the bride and, if he wishes, the flowers for the bridesmaids and trifling gifts for the ushers and other attendants. The clergyman's fee also devolves upon him, but all other expenses are paid by the bride's parents or guardians. Indeed, it would indicate a great lack of tact or delicacy on the part of the groom to offer to provide a part of the trousseau or to pay for any of the other expenses incidental to the occasion.

Announcement cards, invitations, music, flowers and other decorations for the church, the preparations for the breakfast or reception to follow the ceremony—all of these are paid for by her parents. The wedding should never be more elaborate than the parents of the bride can afford.

FAMILIES AND FRIENDS

It is always very delightful when the families of an engaged couple find themselves congenial, and every effort should be made by the young people to bring about, if it does not already exist, a harmonious relationship between their immediate families. It is almost equally desirable that each shall like the friends of the other and heroic efforts must be made to do so. A pleasing way to bring friends together is by means of an informal reception. The invitations should be cordial notes written by hand. The following indicates the usual form:

Bayside, April 4, 19—

Dear May:

No doubt you already know that I am engaged to be married to Ralph Curran. Thursday afternoon from three to five mother is giving a little reception for his friends and mine, and we both hope that you will be able to attend.

Cordially yours,
Helen Hall.

For the members of the immediate families or for very close friends a dinner is suggested but the most important point for the family which is doing the entertaining to keep in mind is the style of living to which the other has been accustomed, and nothing should be done which might embarrass them. If the family has been accustomed to great elegance the one that is acting as host need have no fear for people who are worth knowing appreciate simplicity wherever they find it; but if they are in very moderate circumstances it is the cruellest kind of discourtesy to attempt to overawe them with ceremonious hospitality.

It is ordinarily the family of the groom that is first to approach the other with an invitation of some kind, but extenuating circumstances make the convention vary. Often a young girl is invited to visit in the home of her fiancé before her marriage. It is an invitation which she may accept with perfect propriety.

CHAPTER IV

WEDDING INVITATIONS AND ANNOUNCEMENTS

THE WEDDING INVITATION

Not later than fifteen days, and not earlier than four weeks before the date set for the marriage, wedding invitations are sent to those friends, relatives and acquaintances who are to be present at the ceremony. When the wedding is to be a large church affair, invitations are sent to all those whose names appear on the visiting lists of the two families. They are also issued to relatives and friends of the bride and groom who may be traveling abroad, to the important business associates of the groom, and those of the bride's father. Intimate friends and relatives in mourning are also invited, whether they are expected to attend or not.

For a home wedding, more discrimination is shown in the issuing of invitations. Intimate friends and relatives of both families are invited, but no casual acquaintances. In sending out the invitations, the bride-to-be and her mother should take into consideration the number of people who will fit comfortably into the reception or drawing room.

SIZE AND MATERIAL

Formal wedding invitations should always be engraved. They are issued in the name of the bride's parents, or,

if she is an orphan, in the names of a married brother and his wife, of her guardian or her nearest male relative.

Pure white or cream-tinted paper, unglazed but smooth in surface, should be used for wedding invitations. A conventional size, although each year sees another size in wedding invitations, is seven inches in length by six inches in width. These dimensions vary, but never more than an inch or so. They fold once into the envelope. Plain script is favored for the engraving of the wedding cards; old English script, Roman capitals and block lettering are all effective. A good stationer will show you the types of lettering most suited to wedding invitations at the present time. It is his business to be able to advise you.

If there is a family crest (the bride's family) it may be embossed in white in the center at the top of the engraved sheet, but not on the flap of the envelope. A recent fashion is to have the bride's initials embossed in white where the crest would appear. Both are effective; but such decorations as gilt-edges, entwined letters or coats-of-arms in colors are in bad taste.

Very fine paper should be selected for the wedding invitation. No tint except cream may be used; pure-white is considered the very best form. The paper should be of medium weight, unglazed, and smooth. Light-weight paper through which lettering can be easily seen should not be used. Nor should the paper be so thick and heavy that it breaks when folded.

KINDS OF ENVELOPES

The wedding invitation demands two envelopes. The first, matching in texture and quality the paper of the

invitation, is used as a protection for the card. It remains unsealed. The second envelope is a trifle larger, though it must also be of a similar texture. Into this envelope the card and the inner envelope are slipped for mailing.

The large envelope is sealed and stamped. It bears the complete name and address of the person for whom it is intended, while the inner envelope bears only the name. The church cards are enclosed with the wedding reception if there is necessity for them. And if there is to be a wedding reception to which this particular guest is invited, a special card is also enclosed. The "at home" cards of the bridal couple are sent separately after the wedding.

ADDRESSING THE ENVELOPES

The wedding invitation is addressed to Mr. and Mrs. Blank. The expression "and family" following the name of a husband and wife is not used in polite society. If there are unmarried daughters to be invited, a separate invitation is addressed to "The Misses Blank." Sons may be invited either by sending a separate invitation to each one, or addressing one invitation to "The Messrs. Blank." All these invitations, in their proper envelopes, addressed appropriately, are placed in the large envelope for mailing. This single envelope is addressed in full to the matron of the family, "Mrs. Henry Mason Blank."

INVITATION TO CHURCH WEDDING

The invitation to a church wedding is worded with a bit more formality than the invitation to the home ceremony. It is sent out two or three weeks before the day

set for the wedding. The church wedding invitation requires no written acknowledgment, except in those rare cases when there is a request for it. Instead of the initials, R. S. V. P., it is better form to say simply, "Please reply." Invitations for the home wedding, of course, require prompt acknowledgment.

Following are two forms of church wedding invitations which may be used:

Mr. and Mrs. John Grey Taylor
request the honor of
.....
presence at the marriage of their daughter
Helen Marie
with
Mr. Raymond Mitchell
on Thursday, the ninth of May
at four o'clock
St. Thomas's Church
New York

Mr. and Mrs. John Grey Taylor
request the honor of your presence
at the marriage of their daughter
Helen Marie
and
Mr. Raymond Mitchell
on Friday, the fourth of June
at six o'clock
at the Presbyterian Church
Boston

In the first invitation, the name of the guest is written by hand in the space left for that purpose. The use

of "marriage and" and "marriage with" is now customary in preference to "marriage to." All three words are in good form, however, and any one of them may be used. Below is a model engraved admission card, used when the church wedding is to be a large one and tickets of admission are necessary. The correct size is denoted:

PLEASE PRESENT THIS CARD

at St. Michael's Church

on Monday, the fifth of May

INVITATION TO HOME WEDDING

For the home wedding, invitations are engraved as for the church wedding, but for the phrase "request the honor of your presence" the phrase "request the pleasure of your company" is substituted, though "honor" may be used in place of "pleasure" if one prefers.

As in the case of the church wedding, a space may be left for the name of the guest to be filled in, or the form that follows may be used:

Mr. and Mrs. Robert Guy Brown
request the pleasure of your company
at the marriage of their daughter
Helen Rose
and
Mr. Henry Van Buren
on Tuesday afternoon, June the first
at four o'clock
Twenty-two West End Avenue

When the wedding takes place in the country, or a guest at a great distance is invited, a small card like the one following is generally included:

Train leaves Grand Central Station
for Glenville at 11:42 A.M.

Returning train leaves Glenville
for New York at 6:10 P.M.

Wealthy people often place a special train at the disposal of special city friends whose presence is eagerly desired at the wedding. A card, like the one following, is enclosed with the invitation, and it serves as a pass, entitling the bearer to a seat in the reserved train. Here is the form most generally used:

The special train leaves
Grand Central Station for Glenville
at 11:42 A.M.
Leaves Glenville for Grand Central Station
at 6:10 P.M.
Please present this card at station door

WEDDING IN A FRIEND'S HOME

Sometimes, either because of convenience or personal preference, arrangements are made to have a wedding take place at the home of a friend or relative. The following wording is suggested as the correct form for the invitation:

The pleasure of your company is requested
at the marriage of
Miss Marian Benson Joyce
to
Mr. John H. Brown
on Monday, the fifth of June
at twelve o'clock
at the residence of
Mr. and Mrs. Herbert Smith Hopkins
Eighteen Johns Street

WHEN CARDS ARE ENCLOSED

When a church wedding is followed by a reception or breakfast, special engraved cards are enclosed with the invitations to those guests whose presence is desired. It may be a very small card, inscribed merely with these words:

Reception
from four o'clock
Forty-six Lafayette Street

For the wedding breakfast a card of this kind is usually enclosed:

Mr. and Mrs. John Hay
request the pleasure of
.....
company, at breakfast
on Thursday, the fifth of May
at twelve o'clock

INVITATIONS TO SECOND MARRIAGES

The second wedding invitation of a widow should be issued in the name of her parents or nearest living relatives. She uses her own first name with the surname of the deceased husband. Here is the correct form:

Mr. and Mrs. Robert Manning
request the honor of your presence
at the marriage of their daughter
Mrs. May Ellis Bruce
to
Mr. Stanley Kenworth
on Monday, September the fifth
at six o'clock
St. Paul Chapel

It may be that the woman who is to be married for the second time has no near relatives to serve as hosts for her. Her invitations may be like this:

The honor of your presence is requested
at the marriage of
Mrs. Helen Roy Chadwick
and
Mr. Bruce Kenneth
on Wednesday, August the tenth
at four o'clock
Church of the Redeemer

Announcement cards are sent after a wedding if there were no invitations issued. They are often sent instead of invitations to friends who live at too great a distance to be present at the ceremony. They require no ac-

knowledgment though it is customary to send either a note expressing good wishes or a gift of some kind. If one lives in the same community one should call on the bride's mother, and if the bride's card is inclosed, on the bride herself shortly after she returns from the honeymoon. This is the usual form for the announcement card:

Mr. and Mrs. Roger Smith
announce the marriage of their daughter
Rose Madeline
to
Mr. Frank Breckenridge
on Thursday, April the first
one thousand nineteen hundred and twenty-one

In case of a second marriage of the bride, the announcement card reads in this manner:

Mr. Robert G. Gainsworth
and
Mrs. Herbert Gaylord Smith
announce their marriage
on Tuesday, August the Eleventh
one thousand nineteen hundred and twenty-one

The bride uses the announcement above only when she is a widow. A divorcée uses her own first and second names, with the surname of the divorced husband.

The announcement card is engraved on sheets of white paper similar in size and texture to those used for the invitation. It is posted on the day of the wedding. The

forms given above may be modified by adding the name of the church in which the ceremony was held, or the home address of the bride if it was a home wedding.

With the wedding invitation or the announcement card the "at home" card of the bride may be included, giving the date of her return from the honeymoon and her future address. Thus:

Mr. and Mrs. K. N. Littleton
At Home in Forest Hills
After the eighteenth of August

INVITATION TO WEDDING ANNIVERSARY

Unlike the wedding invitation, that of the anniversary may display some delicate, unostentatious design significant of the occasion. It is engraved on sheets or cards which may display the entwined initials of husband and wife, and the year of the marriage and wedding anniversary. For a silver wedding, the engraving may be done in silver, and gold lettering is permissible for the fifty-year anniversary. The two most approved forms for anniversary invitations are given below:

1875 *1900*
Mr. and Mrs. Henry *Guy Ascher*
At Home
Wednesday evening, May third
after eight o'clock
Thirty-two Pine *Street*

1863 *1913*

Mr. and Mrs. Henry Guy Ascher
request the pleasure of *your company*
on the Fiftieth Anniversary
of *their marriage*
on Thursday, June the third
at eight o'clock
Thirty-two Pine Street

INFORMAL WEDDING INVITATION

When a recent death in the family, or when personal preference results in a so-called "quiet" wedding, when only the immediate family and very close friends are invited, a short note written either by the bride-to-be or her mother, is the only invitation. Following is a note of this kind from the bride-elect to her friend—and immediately below it the correct form of acknowledgment:

Dear Janet:

Two weeks from Monday, on the ninth of September, Mr. Brill and I are to be married. We are asking only a few of our most intimate friends to be present, and would be very glad to have you among them. The ceremony will take place at four o'clock.

With kindest regards, I am

Sincerely yours,
Harriet B. Howe.

Dear Harriet:

I shall be delighted to attend your wedding on September ninth, at four o'clock.

With cordial good wishes to you and Mr. Brill, I am

Sincerely yours,
Janet B. Robbins.

ACKNOWLEDGING THE FORMAL WEDDING INVITATION

When a breakfast or reception card is included, a response must be made promptly. The form of the invitation should be followed as nearly as possible. It is written on the first page of a sheet of social note paper, and addressed to the parents or guardians of the bride. Here is the form used for acceptance:

Mr. and Mrs. John Mortimer
accept with pleasure
Mr. and Mrs. Henry B. Fletcher's
kind invitation to be present at the
marriage of their daughter
Helen Marie
to
Mr. Thomas Wolcott
on Tuesday, the seventh of May
at twelve o'clock
and afterward at the wedding breakfast

Regrets are usually worded in this manner, following closely the invitation. The reason for non-attendance may or may not be given:

Mr. and Mrs. John Mortimer
exceedingly regret that they
are unable to accept
Mr. and Mrs. Fletcher's
kind invitation to be present at the
marriage of their daughter
Helen Marie
to
Mr. Thomas Wolcott
on Tuesday, the seventh of May
at twelve o'clock
and afterward at the wedding breakfast

In the fourth line of the first acknowledgment above the two last words "at the" may be prefixed to the fifth line; the same holds true of the fifth line of the second acknowledgment. A good stationer will be able to give you the exact prevalent vogue in this matter.

WHOM TO INVITE

It is necessary for the young man and woman who are about to be married to make out their list of those to whom invitations are to be sent together. If the wedding is to be a large affair, not only their friends but the friends of their parents as well, and business acquaintances of both families should be invited. Relatives and friends in mourning should be invited but no resentment should be felt if they do not attend. If the wedding is a small one great care should be taken lest the guests are so numerous as to overcrowd the church or home. Especially is this true of the home where the space is usually more circumscribed.

SENDING THE INVITATIONS

All invitations should come from the home of the bride, even those that are for the personal friends of her husband even if they are unknown to the bride. They should be mailed from one month to two weeks or ten days before the day set for the wedding. If the bride is an orphan they are sent in the name of her nearest relative. If there is an older brother they may be issued in his name, but never in the name of a sister unless she is a great deal older than the bride or is herself a married woman. If the bride has lost one parent and the other has remarried she may use her own judgment as to whether to send the invitation in the name of her parent or in the names of them both. The latter is usually preferred, as a matter of consideration toward the step-parent.

RECALLING THE WEDDING INVITATION

A sudden death in the family, illness, accident, or other serious happening, warrants the recall of wedding invitations. The parents of the bride should immediately notify guests of the postponement of the wedding, by issuing printed cards. A good size for these cards is three and a quarter inches in length by one and one-quarter inches in width. The text is usually worded in this manner:

Owing to the sudden death of Mr. Henry Robert's *father, Mr. and Mrs. James* Curtis *are compelled to recall the invitations for their daughter's wedding on Thursday, February the fourth.*

or

Mr. and Mrs. James Curtis beg to recall the invitations issued for the marriage of their daughter, Grace Helen, and Mr. Henry Roberts, on Thursday, February the fourth.

BREAKING AN ENGAGEMENT

A broken engagement is always embarrassing for both the young man and the young lady. Friends, if they are truly well-bred, will not ask questions, and relatives will not demand explanations. The obligations which such a situation entails are unpleasant, but it is infinitely better to go through the ordeal than to face a marriage which is certain to end in disaster.

At such a time it is important for the young lady to have the utmost dignity and self-possession. She is not expected to make any announcement or offer any explanations. If a reception has been scheduled, her mother sends brief notes or engraved cards to those who have been invited, informing them that the engagement has been broken. The young lady, if she wishes, may confide in her intimate friends; but to be bitter, to condemn her former suitor in any may, to suggest that perhaps he was not all that she thought he was at first, not only reflects on her own good judgment, but is very poor form and shows lack of delicacy.

If the announcement of the engagement has been made in the papers such a notice as this might be inserted in the name of the person or persons who first made the announcement:

Mr. and Mrs. C. D. Simmons announce that by mutual consent the engagement between their daughter Agnes and George Francis Richards is at an end.

If invitations have been sent out a similar announcement may be dispatched to each intended guest. These should be engraved on white cards of the size recommended by the stationer.

If the engagement was announced only to intimate friends the bride should send each of them a note stating that the engagement is at an end. It is much better *never* to give an explanation. Such occasions as this must have given rise to the proverb, "Least said, soonest mended." Even to the bride's dearest friend the following note is sufficient:

Bellevue, June 1, 19—

Dear Ruth:

Since I wrote you last week something has happened which has made George *and me reconsider our engagement. You will therefore please disregard the invitation for Thursday afternoon.*

Ever sincerely yours,
Margaret Franklin.

RETURNING GIFTS

When an engagement is broken off the young people return all expensive gifts and all letters that have passed between them. The young lady always, of course, returns the engagement ring.

If wedding presents have been received from friends these also must be returned with a brief note explaining that the wedding is not to take place. It is necessary to thank the donor as warmly as if nothing had happened.

It takes a great deal of courage to face the situation bravely and to go through it without a sacrifice of dignity. One thing must be remembered: *Don't be afraid of what people will say.* It is not their happiness which is at stake.

WHEN DEATH INTERVENES

Often a death in the family occurs when preparations are under way for a wedding. If the death is that of a parent or very dear relative the wedding should be postponed, if circumstances permit, as a mark of respect and sincere sorrow for the deceased. But if the wedding must take place as scheduled, or even two or three months after the death, good taste and delicacy demand that it shall be quiet and simple, with only a few near relatives and friends present.

If the ceremony is performed in church there should be no garlands of gay flowers to strike a festive note. A bit of fern or other green foliage here and there is sufficient decoration. The bride may have one bridesmaid and a maid of honor—but an elaborate bridal train is considered poor taste within six months of a dearly beloved one's death. The ceremony itself is dispatched with expedience and rapidity, yet without any semblance whatever of haste.

Whether it is held in church or at home, the wedding during the period of mourning is characterized by a solemn simplicity that has none of the triumphant joyousness of the elaborate wedding. And still the occasion sacrifices none of its happiness, for sorrow brings to human nature the same mellow sweetness that the flight of time brings to untasted wine.

To pay fitting reverence to the dead, weddings and receptions of all kinds should be postponed. But if circumstances decree that they shall take place, then the occasion may be marked by so quiet and unpretentious a ceremony that the respect due the deceased is in no way violated.

CHAPTER V

WEDDINGS

THE CHURCH WEDDING

The bride and groom decide between them the church where they wish the wedding to take place and the clergyman whom they wish to officiate. When there is no religious difference between the couple the matter is a very simple one and the church which the bride's family regularly attends is the one chosen, but when he is of one faith and she of another it may assume serious proportions. If neither is inclined to yield gracefully the laws of etiquette decree that the groom should give in, not only because chivalry demands it but also because the wedding day by right and tradition belongs primarily to the bride.

The church should be decorated for the occasion but not with great elaboration. Palms, ferns, and smilax, roses, lilies and other flowers are appropriate. Ribbon also may be used effectively. White streamers are sometimes used to mark off the seats which are to be occupied by the relatives and intimate friends of the bride and groom, but there are many people who do not like to indicate so definitely the lines of demarcation among their guests.

Extravagance in any of the appointments of the wedding are in extremely bad taste. It is sometimes well to

remember the delightful logic of the old lady who said that she did not dress better than she could afford to at home because everybody knew her and there was no use trying to impress them; and she did not dress better than she could afford when she went to the city because nobody knew her and it did not make any difference whether she impressed them or not. No set form of decoration can be given, but magnificent ornamentation is out of place in a simple chapel or church, and in every place profusion beyond one's means is not only ill-bred but foolish.

ATTENDANTS

Among the Anglo-Saxons the custom of an impressive escort for the bride had its origin. To-day it is a matter of choice, and the bride may have as many or as few as she pleases. Her maid of honor is usually her sister or her best friend and her bridesmaids are chosen from among those who are dearest to her. The groom chooses the best man and the bride and groom together select the ushers.

THE BRIDESMAIDS

Although the number of bridesmaids is entirely a matter of choice, it is the fashion at an elaborate church wedding to have not less than five nor more than ten. A maid or matron of honor, two little pages or flower girls, and, if it is desired, a third child to bear the cushion to the altar, completes the bridal train.

The bevy of bridesmaids consists of the bride's dearest friends. If she has sisters, one of them, as well as one of the bridegroom's sisters, must be included in her escort.

For maid or matron of honor, the bride selects a sister or intimate friend.

It is sometimes customary for the bride to provide the dresses of her bridesmaids. This, however, is dependent upon circumstances and conditions, and is not really essential. It is important, though, that the bride visit each bridesmaid personally and request her services at the wedding, unless she lives at some distance.

The bride, if the wedding is to be an elaborate one, may suggest to the bridesmaids the kind of gowns she would like them to wear. The young ladies may be trusted to follow her wishes implicitly. No one would willingly mar a friend's wedding by appearing in a gown that does not agree with the general plan. The gowns need not be identical; but the colors must be the same, or at least harmonize. Light shades are always the fashion for bridesmaids. White, of course, for the bride.

The bridesmaids should be invited many weeks before the wedding so that they will have ample time for preparation. Nearly always the dress has to be made, and this takes time.

It is customary for the bridesmaids to be dressed alike or very nearly alike. The custom had its origin in primitive times when evil spirits were supposed to attend wedding ceremonies and the bride and groom were surrounded by friends of their own age and sex dressed similarly so that the spirits could not single out the happy couple for their evil designs. It is a far cry from that time to this, and the only reason why the bridesmaids are dressed similarly now is because the effect is so much prettier than could be attained by a miscellaneous array of gowns, however beautiful each one in itself might be.

They carry flowers, either cut flowers or bouquets, but

their bouquets are never so elaborate as that carried by the bride. Usually they wear a bit of jewelry which was presented by the groom. This, too, is a curious survival of primitive marriage customs when the groom had to capture the bride, and because she was fleet-footed and wild (or perhaps because he was lazy), bribed her friends to lure her to the place where he was waiting.

REHEARSALS

Elaborate weddings should always be rehearsed at least once beforehand. In arranging these rehearsals the bride must have in mind the convenience of her attendants, and by consulting them, should settle upon a time that will be agreeable for the majority. The requests for one's presence at a rehearsal may be made verbally or by notes. Refreshments are usually served afterward at the home of the bride.

She must arrange for the opening of the church, and she should provide a way for the young ladies who are at some distance to get there. The details of the ceremony should be practiced until the whole thing can be accomplished with ease and grace. Every possible effort must be made to eliminate a stilted and wooden effect on the actual day of the wedding.

REGARDING THE USHERS

At the rehearsal they should receive careful instructions (usually from the clergyman), as a large part of the smoothness and charm of the wedding ceremony depends upon their knowledge of the right thing to do at the right time.

On the day of the wedding, they must be at the church at least an hour before the scheduled time for the ceremony. It is part of their duty to welcome the guests and escort them to their seats. An old custom was for the usher to offer his right arm to a lady, and although it still prevails, a more accepted form is for him to welcome each guest with a smile, precede her down the aisle, and with a graceful indication, direct her to her place.

Front seats should always be reserved for the relatives and most intimate friends of both families. At most fashionable weddings, the names of the people to receive these front seats are tabulated on cards and given to the ushers. Another custom that is permissible is to mark off the number of seats in front that are to be reserved with a white ribbon, extending from aisle to aisle and terminating at the end seats with pretty bows or festoons. This manner of reserving seats for the "guests of honor" is not only effective, but is also decorative.

THE WEDDING DAY

June and October, because the weather is usually beautiful and flowers are more abundant than at other times, are the favorite months for brides, though there is not a single month out of the twelve that does not see its full quota of elaborate weddings. During Lent there are fewer than at any other time.

There is an old superstition which says that Friday is an unlucky day for a wedding, but the prejudice that rose from it has so largely been done away with that the only choice among the days of the week is that which rises from the bride's personal convenience and desire.

A wedding may take place at any hour of the day.

Morning weddings are usually very simple. Elaborate ceremonies are usually performed at high noon or in the evening while the wedding that is neither very simple nor very elaborate (and this means most weddings) takes place in the afternoon. In a great many instances the hour has to be arranged with reference to the time the train on which the bride and groom expect to leave departs.

ARRIVING AT THE CHURCH

The wedding party should arrive promptly at the church a few minutes before the time mentioned for the ceremony. Few moments are more tensely anxious than those in which a belated member of the wedding party is awaited by the others. For this reason, it is always better to assemble at the home of the bride rather than in the vestibule of the church or elsewhere. Except the groom and best man, who await the others in the vestry and the ushers who have gone on ahead an hour or so earlier.

The bride's mother, the maid of honor and guests leave the home of the bride first. They are followed by the bridesmaids. The last to leave are the bride and her father.

The bride's mother is escorted to her place (the aisle seat of the front pew on the left side) by the head usher. Those of her children who have no part in the procession accompany her. The family of the bridegroom are similarly conducted to their reserved place, the front pew on the right side. As soon as the bridesmaids and the bridal party arrive at the door of the church, the bridegroom is informed, and the entire cortège assembles in the vestibule. The organist has previously been informed as to what musical selections are to be played, and as

soon as he gets his cue, he strikes a chord—and while the mellow notes of the organ peal forth (usually the beautiful tones of the wedding-march from "Lohengrin") the doors at the foot of the aisle slowly swing open.

WEDDING MUSIC

The bride usually enters on Lohengrin and goes out on Mendelssohn. Throughout the ceremony, except when prayers are being said, there should be soft music and the organ should continue to play until all the guests have left the church, unless chimes are rung. In the event that there are chimes they should begin to ring as soon as the bridal party has left the church. The music for a church service may be very stately and impressive. Besides the organ stringed instruments may be employed and soloists or a choir may be asked to sing. Music is especially pleasing during the time when the guests are waiting for the wedding party to assemble.

The musical program in the home is not very different. A piano and one or two stringed instruments furnish the instrumental music while friends of the bride and groom may be requested to sing. These should be rewarded by a gift from the groom. There is a wider choice in the kind of music which may be used at the home wedding, for the beautiful secular love songs which are out of place at the church are most appropriate here.

THE WEDDING PROCESSION

The order of the wedding procession depends largely upon the number of attendants. The following arrangement is frequently observed: The ushers enter first, walk-

ing slowly down the aisle two by two. The bridesma follow in the same manner, the maid of honor, who unattended, comes next, followed by the bride, who le on the arm of her father. Flower girls may precede procession or they may walk just in front of the bride a page or pages may be added to the group to bear train of the bride's gown. The bride is always the l to enter and she comes alone or with whoever is to g her away at the altar.

As they reach the altar the ushers separate, one l moving to the right, the other to the left. The bric maids do likewise, and the maid of honor steps to left of the bride while she and her father advance tow the space left at the foot of the altar for them. At t point the groom nd best man come forward and bride slips her hand from her father's arm and places in the hand of the groom, who leads her to the clergym Her father stands at her right.

THE CEREMONY

The ceremony is performed in accordance with the ri prescribed by the religious belief of the young peo who are about to be married. The clergyman is person to consult about any embarrassing situations t might arise.

As the wedding ring is worn on the same finger t has previously worn the engagement ring the bride usua removes the latter and places it on the correspond finger of the right hand. She may allow it to rem there after the ceremony or she may place it on the sa finger with the wedding ring. It is allowable to leave

ring in place and slip the wedding ring on

about the ring itself. Like many another of
es to-day its use is a survival from primitive
women were chattels and a man's wife was his
is slave to do with as he pleased, and the ring
y iron, a sign of bondage. Not more than a
the ring was too heavy to be comfortable on
ut now it is a slender band of gold or platinum
thout scroll-work or other ornamentation, as
may desire. Its symbolism is very beautiful.
us metal is an emblem of the purity of the love
man and his wife and the circle itself is a
eternity.

ntering the church the bride removes the glove
ft hand and she may give it with her bouquet
l of honor to hold during the ceremony. The
ripping one finger of the glove so as to leave
the ring is a very foolish one and has never
r among people of good breeding.

part of the best man to look after the groom.
s may be required in connection with many of
nary details of the wedding even in the pro-
the license. At the wedding itself he takes
the ring and the clergyman's fee, giving the
he groom just before the ceremony requires him
on the bride's finger.

e's father remains directly behind her until the
asks, "Who giveth this woman to this man?"
nes forward, takes his daughter's hand, lays it
the groom and says, "I do." He then turns
etires to the pew where his wife is sitting.

LEAVING THE ALTAR

When the final blessing has been pronounced the br group may stand at the altar for a while receiving t friends and then break up informally, or the proces may leave the church in reverse order from that in wl they entered, the bride and groom walking first toget followed by the best man and the maid of honor and bridesmaids and the ushers walking in pairs. The a mobile of the bride and groom should be waiting at door to whisk them away to the home of the bride, wl preparations are made for the wedding journey.

THROWING THE BOUQUET

It is a pretty custom for the bride to throw her bou among the bridesmaids (especially lovely when the wed takes place at home and the bride turns to throw flowers as she mounts the stairs). It is a happy omen the young lady who catches the bouquet. She may di it among the others or she may keep it for herself. I not compulsory for the bride to part with the houque she prefers to keep it herself. She may press the flo or she may have rose beads made from the petals or may dispose of it in any way she desires.

A well-known young society woman who was mar recently in one of New York's most exclusive churc ordered all the flowers used in decorations to be sent certain hospital to gladden the slowly dragging hour the sufferers. She has created a precedent that e bride should be proud and happy to follow.

After all, the greatest happiness is in making ot happy. The joy of the wedding day will gain a

hen a kind deed adds to its pleasure. Rather
ers in a hospital enjoy the colorful fragrance
s than permit them to wilt, forgotten, in the

RICE, ETC.

y a shower of rice follows the departing
satin slippers are thrown after the car. Care
ken not to overdo this ancient custom, for
is considered good luck for one of the satin
alight on the top of the car, it is certainly
give the occasion any appearance whatsoever
y.

esting to trace this custom back to its origin.
ancient Egyptians and Hebrews a slipper or
symbol that denoted an exchange of property.
hat time were regarded as property, and they
n exchange for other property. Later we find,
axon marriages, that the bride's father de-
ioe to the bridegroom, who touches her on the
in token of his ownership and authority. The
vailed, and still later we find that the idea of
s associated with the throwing of slippers at
Rice and grain were combined with the cere-
owing shoes, obviously indicating a plea to the
roductiveness to bless the marriage with an
upply of nature's bounties.
he custom is still in vogue. Old satin slippers
ls of rice are thrown after the departing
would not be an objectionable custom if some
iastic individuals did not overdo it to the
it becomes almost riotous. After a solemn,
ell-ordered wedding ceremony, and a charming

reception, it is nothing short of ridiculous to spoil it by boisterously overdoing an old tradition. The cultu person is always well-poised, always calm—whether it during the tense moments of the wedding-vow utteran or the half-glad, half-sad moments of seeing the hap pair off.

THE WEDDING RECEPTION

Fashionable weddings, if not celebrated with a wedc breakfast, are followed by a reception either in the af noon or evening. All the bridal attendants are pres and those relatives and friends who have previously ceived invitations.

The reception takes place in the drawing room of bride's home. The room is decorated with flowers, in the hall is a refreshment table on which is punch, ca and boxes containing favors for each of the guests.

The bride and groom stand together under a floral and accept the congratulations and good wishes of guests. The bride's mother and father are at the d of the drawing room to welcome them, and the pare of the groom are also ready to receive and welcome guests as they arrive.

It is an important duty of the ushers, at the wedd reception, to introduce to the bride all those guests wh she does not know. She accepts their congratulati with a smile and a cordial word or two in acknowledgm of the introduction.

THE WEDDING BREAKFAST

Wedding breakfasts, though an old English cust are often held after the church wedding. If it is deci

ests to be invited should be informed at least
advance. The occasion has all the dignity
y of a dinner party.
and groom enter the dining room first. They
by the bride's mother and the groom's father,
oom's mother and the bride's father. The
and ushers are always invited to the wedding
nd they follow immediately after the parents
y couple. The precedence of the other invited
ranged by the mother of the bride.
ı at a wedding breakfast is never elaborate.
or bouillon, salads, birds, ices, jellies and bon-
ıe usual order. Coffee and dainty cakes are
The wedding cake, if one is served at all, is
ıe bride.
e gives one-and-one-half to two hours to her
he wedding breakfast. Then she retires to
:companied by the maid of honor and her most
ends among the bridesmaids; and when she
ain she is in traveling costume. The groom
:ired to change his clothes, and he meets the
foot of the stairs. The motor is at the door
, and after the last whispered good-bys, warm
and hasty kisses—the bride and groom are off!

THE WEDDING PRESENT

om of giving wedding presents dates from
n Dutch history when the relatives and friends
and groom took upon themselves the responsi-
rnishing the new household.
ste and discrimination should be exercised in
g of gifts and they should be sent early. Two

months before the wedding is not too soon. It is wis the friends whenever possible to consult each other so they will not duplicate gifts. If most of the silver, is gotten from the same jeweler he is a great help in se ing something that is not only appropriate in itself in harmony with the other gifts.

Anyone who receives an invitation may send the l a gift, though it is not absolutely necessary to res to the invitation in this way. To the question: "W shall the gift be?" the answer is the prettiest and useful article within one's means. China and silver always appropriate, and cut glass, linen, books, and checks or gold pieces are most acceptable.

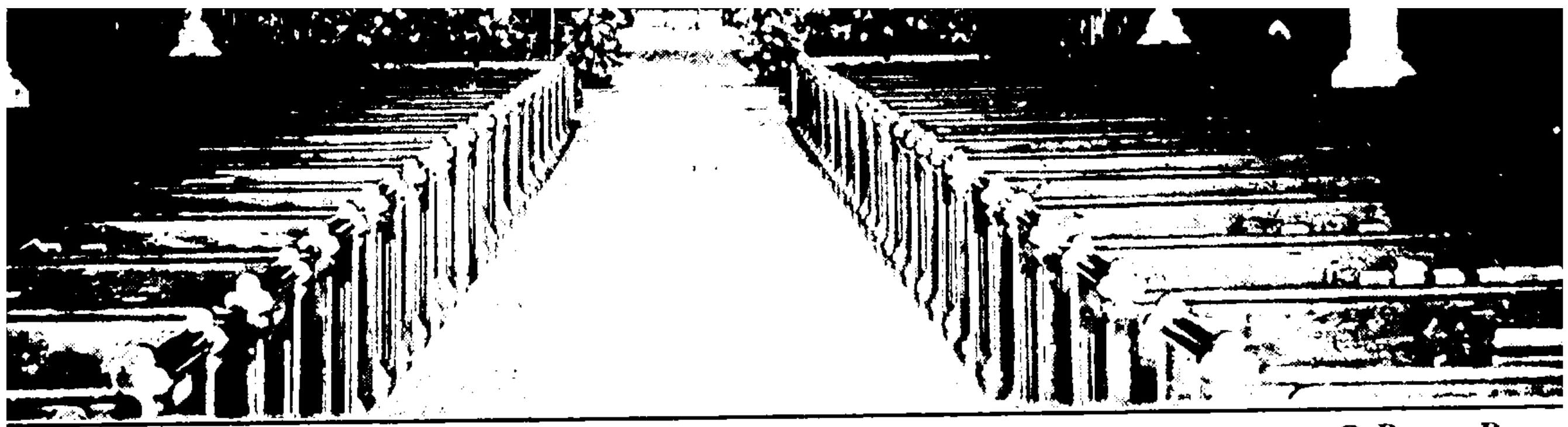
There is a slight prejudice against giving money present at a wedding or at any other time, but one only to see the joy that the bride and groom get ou spending the money over and over again before they fi do spend it to have this prejudice dispelled.

Silver and linen are usually marked with the initia the bride, more often than not with the initials of maiden name. If there is any doubt as to which prefers and one is not able to find out indirectly, it is missible to ask her.

Gifts should always be accompanied by the card the donors, but these should be removed when they placed on display.

ACKNOWLEDGING WEDDING PRESENTS

It is not sufficient merely to keep the cards whicl company the wedding gifts but there must be some sy by which the bride can remember which gift each on companied. She may indicate this on the card itself o



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CHURCH DECORATED FOR A FORMAL WEDDING

The decorative scheme must always be adapted to the church itself

a list of the names of the donors with the
he gifts opposite, but she *must* be absolutely
he is thanking the right person.

neymoon is to be only two weeks or thereabouts
ay wait until her return to thank her friends,
to be of long duration she should write the
knowledgment as soon as she finds it convenient
These personal notes—and a personal note is
oper way to thank one for a wedding present—
written by the bride, but she should always
to introduce her husband's name unless the
very intimate one for her alone. The following
graceful way for both husband and wife to ex-
gratitude:

July 1, 1921.

Rosalind:

rge and I both wish to thank you for the picture. When we return from Atlantic we shall hang it in our living room where our friends can enjoy it with us. We hope ou will be among the first to visit us in our ome.

Very sincerely yours,
Annie Beard Hill.

es the groom receives personal gifts from his. To these he writes notes of thanks in his

THE HOME WEDDING

eddings can often be made as impressive as ddings. With correct decorations the most

spacious rooms in the bride's house can be transfor into an interior as lovely as the interior of a beautif decorated church.

For instance, at a fashionable home wedding, held cently, the drawing room was decorated with massive fl wreaths and clusters of palms. A huge bell of flov hung in the center of the room, and a canopy of flow occupying one corner, simulated a chapel. The ef was altogether delightful.

Only close relatives and friends should be invited the home wedding. The bridegroom does not enter home of the bride until a half hour before the cerem begins, and when he does arrive, he and his best man not mingle with the other guests but retire to an adj ing room provided for them. The clergyman also ret to this room when he arrives, and it is here that he d his official robe. The three remain until it is annou that the bride is ready to enter the drawing room.

The bride's mother, assisted by her husband, rece the guests. It is not considered good form to begin ceremony until they have all arrived. Then, when ev thing is in readiness, the bride is met at the head of stairs by her father, and is conducted by him to entrance of the room. Usually there is no elaborate w ding procession, and even in the most fashionable h wedding there is often only a maid or matron of hono. precede the bride. There are rarely more than half a d bridesmaids at most. The order of precedence is sim to that of the church wedding; the clergyman perfo the ceremony under a floral canopy, and when it is c pleted, he steps aside and the newly married couple t his place to receive the congratulations and good wi of the guests.

ding breakfast or reception proceeds immedi-
the conclusion of the ceremony. Everyone
a guest; and everyone present attends the

THE SECOND WEDDING

woman marries for the second time, her wed-
d be very conservative. Elaborate ceremonies
eed, be out of place. However, the more im-
onditions of the ceremony are followed very
g the same lines.

s for the girl-bride only. The woman who mar-
ıe second time indulges in none of the age-old
hat the first bride does. She does not wear a
; she does not carry orange blossoms; she does
lower girls or pages or bridesmaids. The more
ous the second wedding is, the more it is in
e with the rules of etiquette.

le-for-the-second-time may have a maid of honor
ıe occasion. If she has a church wedding and
nerous guests, she may have a maid of honor to
ɛr to the altar. As in the first wedding, her
es her away. Her family assumes all responsi-
the expenses involved unless she prefers to do

If a reception is given after the ceremony, the
:r of precedence is followed as after the first
the reception may be held either in the home
le's parents, or in her own home.

ied in church, there are none of the elaborate
ıs that characterize the first bridal, although
e always acceptable. Especially if the second
takes place only a short time after the mourn-

ing period for the first husband, any conspicuous displ
is in very bad taste.

SOME IMPORTANT CONVENTIONS

It is customary for a widow to remove the engagem
ring and wedding ring of her first husband before the d
of her second wedding. The sight of them cannot be
any way pleasant to her new husband, and they may b
source of sorrowful memory to her. It is best to disca
them as soon as the second marriage is decided upon.

There has always been some doubt as to whether
not the family of the second-bride's first husband shou
be invited to her wedding. Absolutely. There is
reason why they should be ignored, any more than a
of the other friends and acquaintances of the bride.
fact, she owes them a special courtesy, and if they acce
the invitation, they must be treated with the kind
attention and courtesy. They must always occupy sea
below the white ribbon, if the wedding is held at chur
If there is for any reason dissension or disagreement b
tween her and her first husband's family, she will not
course invite them. But that may only be an individu
case; the general rule is to invite them and treat th
with the utmost consideration.

Gifts at the second wedding will not be as elaborate
those at the first wedding. However, each gift must
acknowledged with a cordial note of thanks. In fa
all the etiquette of the first wedding is observed, exce
that it is on a much simpler scale.

As for the man who marries for the second time, h
too, follows the original dictates of wedding etiquet
and eliminates only the farewell bachelor dinner. H

eremony and reception is on a considerably less
nt style.

SEEKING ADVICE

rl or woman who is about to be married can
et helpful suggestions from her friends who
married or have witnessed fashionable weddings.
ter in charge is especially qualified to give you a
l of important advice, and one should never
o consult him. In his official capacity he has
served at many weddings, many of them well-
ect, some of them marred by the very blunders
n teach you to avoid.

WEDDING ANNIVERSARIES

is something strangely beautiful and poetic in
ration of a wedding anniversary. It arouses
g sentiments and mellows old memories into a
happiness. Here are the wedding anniversaries
usually celebrated in our better society:

he Paper Wedding—first year.
he Wooden Wedding—fifth year.
he Tin Wedding—tenth year.
he Leather Wedding—twelfth year.
he Crystal Wedding—fifteenth year.
he China Wedding—twentieth year.
he Silver Wedding—twenty-fifth year.
he Ivory Wedding—thirtieth year.
he Woolen Wedding—fortieth year.
he Silk Wedding—forty-fifth year.
he Golden Wedding—fiftieth year.
he Diamond Wedding—seventy-fifth year.

Although many families celebrate all of these a versaries, it is more generally the fashion to disregard those that come before the quarter-century mark. first anniversary to be celebrated is usually the si wedding. The most favored way of doing this is to ha dinner party or a reception. Sometimes, especially w there are young unmarried daughters, a dance is gi and a dinner follows later.

THE SILVER WEDDING

Cards for the silver wedding reception should be prin on white or silver-gray paper. They may be printed silver or black. They may be worded in the usual home" form, or may be in this form:

Mr. and Mrs. S. Brown
request the pleasure of .....'s *presence*
at the linner reception of *their*
Silver Wedding
on Tuesday, June the fourteenth
at seven o'*clock*
1897 *1922*

If an invitation like the one above is issued, the gue will undoubtedly send beautiful gifts of silver—unl as is often the case, it is requested in the invitation t no gifts be presented. Sometimes, in fact, the bride groom of twenty-five years commemorate their silver w ding by themselves, sending handsome gifts of silver those who started out in married life at about the sa time that they did, but who have not been materially fortunate.

THE RECEPTION

eption celebrates the silver wedding, the hus-
ts his wife in receiving. Often the occasion
the precise hour at which the marriage took
usually the preferred time is in the late after-
vening. The "bridal couple" should make an
have as many as the original party of bridal
present as possible. It will be interesting for
an and the maid of honor to have a little chat
fter twenty-five years.
sband leads the way to the dining room with
his arm, and she sits at the right of him at the
the historic wedding cake is included in the
it is placed before the bride, just as it was
e years ago. The table decorations should be
silver, with a touch of green.
nu will be the regular formal dinner menu, served
ished with a regard for decorative effect.
ire in order, and a toast is usually proposed for
e. The husband responds with a little speech
e honors his wife, and she acknowledges with a
is in itself sufficient eloquence for the occasion.
r favors, packed neatly in small white boxes and
silver ribbon are effective novelties at the silver

TIN AND WOODEN WEDDINGS

ral frolic is in order at the tin wedding. It is
lebrated, in fact, unless the ten-year-married
nd wife wish to gather together all their old

friends and have a jolly good time. Gifts are usually the form of tin kitchen utensils, tin candle-sticks, tin fa tin ornaments—even tin tables and chairs are offered gifts to celebrate the tenth anniversary. A dinner, v much like the ordinary informal dinner except for additional "tin" celebrations, follows the reception.

Wooden weddings are not very often held, althou some very fashionable ones are recorded in the annals social history. Rolling-pins, step-ladders, and wooc kitchen utensils cause much merriment when presented gifts, and the occasion is generally one of much pleas raillery. Wooden ornaments make very appropriate gi for this wedding, and a bit of wood artistically carved always welcome to the five-year bride who loves pre things for the home.

THE GOLDEN WEDDING

To have lived fifty years together, to have shared fifty years each other's sorrows, joys and hopes, is to ha enjoyed one of the greatest gifts life has to offer. It is occasion well worthy of the most elaborate celebration.

A golden wedding has a touch of the romantic, a tou of the sentimental about it. Poets like to write about people like to dream about it. When it becomes a reali all the world likes to watch—and wonder. It is a sole and dignified event and should be treated as an occas of the utmost importance.

The couple should issue pure white cards engraved gold, announcing the celebration of the fiftieth anniversa of their wedding day. It is touching to have the maid honor and the best man present, if they are both s living. As many of the original bridal attendants as

ould be invited, and all the old friends and
es of the family. There must be no levity,
must be treated with reverence and honor,
asion must be given every appearance of digni-
nce.

e silver wedding, gifts are always presented to
uple at the golden wedding. Delicate pieces of
y are always pleasing to the "bride." The
ay be presented with gold shirt-studs, cuff-
gs. Gold services, gold chased cups, golden
golden candle sticks are most appropriate.
er should be elaborate. A huge wedding cake,
ith a frosting of the surnames and wedding
couple is worthy of holding the place of honor
r of the table. Once again the "bride" enjoys
e of being the first to cut the cake—and in or
lice that is given to the guests there should be
golden token, a ring or thimble or tiny jewel
is is too costly, a golden flower such as a daffo-
placed on each plate.
ful and touching sentiment to be observed on
wedding is for the bride to wear something
edding day. Perhaps it is a treasured bit of
veil. Perhaps it is a fan, or a pair of gloves,
wedding dress itself. She also carries a bou-
ite flowers—as she did fifty years ago on her
ng day.

OLDEN WEDDING A GLORIOUS ACHIEVEMENT

l indeed is the celebration of the golden
With her children and grandchildren and
uped around her, with her husband at her side,

doing her every honor he might pay a newly-won b
the bride of fifty years can be naught but inexpres
happy—though memories of lost youth rise consta
to haunt her. It is glorious—this reaching fifty yea
married life—and any couple may well be proud to
memorate its occasion.

And, after all, isn't it happiness that makes life w
while? Of what use is wealth and power and positic
we cannot have the ones we love, the ones who love
The man and woman who have lived together in ha
companionship for fifty years have more in their lov
each other than the man who has lived alone for
years and amassed tremendous riches.

CHAPTER VI

THE BRIDE'S OUTFIT

ORIGIN OF THE TROUSSEAU

t study the marriage customs of many countries development of the trousseau idea can be fully ut it is interesting—especially to the bride—to at at her impressive marriage ceremony to-day ly repeating the ancient customs of her ances- ry far back that Europe itself was not yet

the first trace of it in the book of Genesis (Gen. Perhaps you remember the story. Abraham's iezer brought handsome jewels to Rebecca as a marriage compact. It is one of the earliest of outfitting for the wedding. And then we ce of it among the early Eskimos, where the must supply his bride with all the clothes for the "honeymoon." Later, in Roumania, clothes and shoes are a very important part s to the bride. Largely from the customs prac- is latter country, but also from Italy, Sweden, , the idea of the marriage trousseau sprang. elopment is most marked in Roumania. Here e tiniest girls, some of them as young as five rking on bridal finery—each one striving to ther in beauty and elaboration of work. Each

finished article is laid carefully away in a huge c until such time as a suitor appears. In days gone by bridegroom had the privilege of examining the trous and deciding whether or not it was complete, and ofte choice rested upon the worth of the bride's outfit.

Perhaps it was because a complete outfit was so necessary to the young girl starting out upon her duties as a wife that the development of the trousseau been so rapid. In the year 1308, at the wedding of ward II to Isabella of France, the trousseau playe important part indeed. Here is a description of the br outfit, as taken from E. L. Urlin's book, "A Short His of Marriage:"

"She (Isabella) brought two gold crowns orn mented with gems, gold and silver drinking vesse golden spoons and fifty silver plates. Her dress were made of gold and silver stuff, velvet and taffeta She had six dresses of green cloth, six of rose scarl and many costly furs. For linen she had 419 yard and the tapestries for her chamber were elabora with the arms of England and France woven gold."

Elaborate, yes, and certainly "fit for a queen." perhaps we will find the trousseaux of our misses of twentieth century more interesting!

THE TROUSSEAU OF TO-DAY

It would be ridiculous to attempt to list the art that must be included in the trousseau of the brid to-day. This matter must be entirely dependent u

es, means and convenience. There can be set of rules to govern the contents of one's tfit. But there are certain conventionalities uss that may be of value to the bride in pre- ner wedding.

of course, something very beautiful in the making one's trousseau entirely by hand. s an old tradition about "sewing happiness dding outfit" that brides like to believe. But nce at the shop windows with their lavish dis- daintiest creations, and when we think of the modiste with her developed sense of the ar- ust admit that it is not a practical custom. be the practice for each young girl to have st" into which she put linens, etc., against the y. This was during the time when most of the were made by hand.

rather a foolish waste of time for the girl of eans to sit for endless hours sewing on rows f lace when machine made garments may be nable figures. If she chooses her things care- ill bear the stamp of her personality almost as he had fashioned them herself; and, of course, any finishing touches that she can add which he things peculiarly her own, such as initials ams, crocheted edges, etc.

tifying to note that the trousseau of to-day ntain such frilly, useless things as did the of our grandmothers' time. Linens boast deep material and neat hemstitching instead of huge l inserts of lace. Underthings are made and a regard for wear and utility, rather than e pretty to look at. The entire outfit shows a

tendency to be more useful and less ornamental. W is, of course, as it should be.

And now let us consider some of the more impor items to be included.

ABOUT THE LINENS

In selecting her linens the bride should pay partic attention to quality; the amount she buys depends u the size of the new home, and upon the means at her c mand. There must be sheets and pillow-cases; towels and kitchen towels, napkins and table-covers. she is fond of handwork, there may be hand-embroid linens for the bed-spreads, hand-embroidered linen sc and hand-embroidered centerpieces of linen. One brid know included a twenty-yard bolster of uncut linen ir trousseau in addition to the items mentioned above. one can afford it, it is best to start out with a gene supply of linens, as somehow the older they grow, longer we have them, the more precious they becom

Linens are usually initialed. When household and sonal linens are marked, they bear the initials of bride's maiden name. Towels for the bath are ma with a single initial in white or colored thread, to m the border. Table-covers, if initialed at all, have the ters placed in the center, half-way between the mi and edge of the table; napkins are initialed in the co White linens are invariably initialed in white.

FOR THE BRIDE

"Girl, do not exult in thy wedding dress; see how r trouble lurks behind it," says an old Syrian proverb.

e little American bride who does not exult in wedding things—who does not glory in the ttons and laces and ribbons of her trousseau? over of the beautiful—especially in clothes—new charm in these pretty things that portend ppiness to come.

re her underthings—soft, frivolous, much-be-emises, camisoles and petticoats. Some are of nuslin or soft, crinkly crêpe. Others are of *de-chine*, and lately, knitted undergarments of vored. Then, there are the dresses, her chief here is one smart street dress of serge or poiret fternoon frock or two of taffeta, georgette or e prefers; one elaborate evening gown for im-casions, and one very much less elaborate for g affairs. And if she is a wise bride, she will mart dark-colored suit, with several fluffy little Then, of course, there are the crisp, neat, be-le frocks for the morning-at-home. But she make the mistake, which is all too common to getting several times as much as she needs.

tails, such as hose, shoes and hats are best de-he bride herself. In fact, the entire trousseau etermined by the bride in proportion to such considerations as her means, the length of the , and the distance of the trip she expects to e items above were offered as a suggestion, and ld or detract according to the dictates of com-

It is suggested, however, that the trousseau nd carefully selected, rather than large and for the fashions are constantly changing and so momentous an occasion as one's wedding needless extravagance.

THE WEDDING DRESS

The origin of the white gown for the bride is not difficult to trace. White, since time immemorial, has the color used to denote purity. White animals, in tain countries, are held sacred, just as the white fl are sacred elsewhere. The exclusive use of white fo bride is supposed to have grown out of an old custo the Patagonians, who cover the body with white pai the eve of the wedding ceremony.

To-day the keynote of the wedding gown is simpl The days of elaborate gowns with trains so heavy wit weight of precious jewels that eight girls had to them, is over. The sensible American bride knows simplicity is more becoming to the solemn dignity o occasion than extremely elaborate dress.

With styles constantly changing as they do, it wou of no value to offer any descriptions here. However little item, taken from the announcement of a fashio wedding recently held, may offer some helpful suggest "The gown in which Miss ———— became the Cou ———— was of heavy white satin cut with an a austere simplicity. The drapery of the skirt was m with a garland of lilies and orange-blossoms. The veil was bordered with old English point lace, an hei of the ———— family."

From a study of the descriptions of other bridal g at recent important weddings, we find that satin is wi doubt the favorite material. *Crêpe-de-chine* and white brocade are also used; and the bride may whichever material she likes best, something soft clinging unless she is inclined to be too slender,

more suitable. Undoubtedly, no matter what
f the gown happens to be, it should boast a
a draped skirt is always a popular wedding
e length of the sleeves and skirt is entirely gov-
he fashion of the moment.
tin slippers and white gloves enhance the simple
the wedding gown. Jewels are rarely worn,
haps, one large gem—a gift of the groom.

THE BRIDE'S VEIL

ng to the marriage rites of the ancient Hebrews,
n days when marriage itself was unknown in
ntries, a canopy must be held over the bride
by four intimate friends of the family. Later,
hat this custom among the early Hebrews,
an Anglo-Saxon custom of erecting a "care
square vestment) above the bride and groom.
is developed that of covering the bride alone;
e beautiful bridal veil is the result of those
stoms.
long ago, the veil was of tulle, and from the top
de's head it fell over her shoulders, completely
; her to the very tips of her shoes. This all-
; veil is no longer considered good form. In its
the very charming veil that is gathered into a
flower-trimmed crown at the back of her head,
acefully to the train of the dress, leaving the
ely uncovered.
l is always of filmy material. Tulle is favored;
is particularly beautiful, especially if it is old
has been a long time in the bride's family. How-
is preferable to imitation lace. Orange blossoms

or tiny lilies-of-the-valley may be entwined around crown of the head, a spray or two nestling in the fold the veil.

WEDDING FLOWERS

Important, indeed, is the bride's bouquet. Man delicate flower pressed between the leaves of a book cherished in mind and heart alike is silent and eloq proof of this fact.

The most conventional form is the shower bouq This is a veritable cascade of flowers and ribbon; w roses, orange-blossoms or lilies-of-the-valley—or a c bination of all three—are massed together in the cer entwined with narrow satin ribbon. From this "hear flowers" lengths of ribbon wound around individual f ers trail almost to the hem of the bride's gown. It duces a most charming effect.

Often an ordinary bouquet of flowers is carried, w is just as pretty if not as elaborate as the shower bouq Green foliage is, of course, permissible; but there tendency against flowers of bright hues. Appearing tirely in white, is one of the customs which, ordinarily, bride should observe, not only for the traditions w around it, but the suggestions of sweet dignity, purity girlishness that are associated with it. Lilies are app ing bridal flowers for this same reason.

An exception is the civil wedding, or the hurried, sir wedding when the bride is attired in traveling cost But this will be taken up in detail in a later paragrap

DRESS OF THE MAID OF HONOR

Satin is the most favored material for the dress of maid of honor. It may be white, trimmed with

it may be entirely pale pink or pale blue or becoming color. On no occasion may the maid e dressed in pure white.

ss is always different from those worn by the s. The style is a matter of taste and prevalent If the wedding takes place at noon in a church, is either sleeveless or with very short sleeves, y or may not have a train, according to the he wearer. Like the bride, she wears white d carries flowers.

vedding is held in the afternoon or evening, at maid of honor's gown is less formal. It may be afternoon frock of taffeta or satin, sometimes ed georgette dresses are worn—that is, for the alone. When it is in the evening, a silk gown orn.

MARRYING IN TRAVELING DRESS

'ten, when a wedding takes place before twelve · when because of a difference of religious opinion ony is performed by a *J*ustice of the Peace, or wedding is to be a very simple one, or when ber of other possible reasons the bride wishes it a smart traveling suit instead of the white own.

it should be conservative in style and color. hould be in the form of a corsage. Neither bou- cut flowers are carried when one is in traveling Instead of a suit a dress may be worn but it n attractive afternoon frock or street dress, not g dress of any sort.

When the bride is a widow marrying for the se time her dress is characterized by extreme simpl whether the wedding takes place in the afternoo evening.

CHAPTER VII

FUNERALS

FUNERAL CUSTOMS

s no more eloquent commentary on the vanity of
shes than the pomp and ceremony which, since
yllable of recorded time have attended funeral
Kings and emperors have erected splendid maus-
vhich they and their families might be buried,
have kept slaves at work for twenty years on a
oeneath whose stones their bones might rest,
lonely forests have builded great mounds under
r chiefs may wait for the time to go to the
unting grounds. Slave and emperor, prince
r—it is all the same. Last week in New York
lied in the ward where they treat patients free
yet for more than fifteen years she had been
emiums on an insurance policy which would
r to have a funeral "as good as anybody's
Three weeks ago a boy in a small town in
t nearly all he had in defraying the expenses of
l of his mother. In this case, and indeed in
ther, a simple ceremony would have been far
ropriate, for even in paying the last tributes
to the dead there must be the saving grace of
ense. It is like salt—everything is the better
h of it.

Recently a candidate for the Doctor's degree at or
the largest universities in the country chose for the
ject of his thesis "Funeral Customs throughout the A
It is too large a subject for us to enter into here, a
would profit us little, for the day of hired mourners
splendid pageantry together with obtrusive music
gorgeous flowers is past. Simplicity characterizes
entire service among well-bred people everywhere.
music is soft and the flowers in many cases are sent t
hospitals where they may gladden the sufferers ther
stead of being allowed to wilt neglected on the g
More often than not, nowadays, there is added to
notice of the funeral which is inserted in the newspa
the sentence, "Please omit flowers."

Even in the most primitive times it was felt that
dead were going forth on a long, long journey from w
they would never return, and their friends wanted t
whatever they could to speed them along the way. It
in this manner that the custom of offering gifts to
dead came about. These gifts range all the way f
food and household utensils to clothing, weapons
money. The money was sometimes gold, sometimes s
and sometimes paper, but in most instances it was to s
as a tip to the ferryman who was to row them ac
the river that separates this life from the next.

THE FUNERAL OF TO-DAY

Not long ago a New York newspaper devoted a
page in its magazine section to an article called "A Ki
Mother Buried." The purpose of the article was to re
forcibly the mockery of some of our elaborate fune
of to-day, and show how they are proportionately no

an those barbarous rituals of the early days. is worthy of repetition here.

n savage queen was murdered by her son. To he people that she had died a natural death, hade her burial especially elaborate and im- First a huge hole was dug in the ground, in dead queen was placed in an upright position. was placed a large jug of water. And into hole were placed also ten young girls, who were ed alive to accompany the dead queen upon her The hole was then covered with earth, and above ds of men were set to fighting each other until d was soaked with blood. This was not only to dead queen, but to keep ill-luck away from the

e horrified when you read about this savage You wonder at the superstitious ignorance that n girls to be buried alive, and thousands of n to be slaughtered, merely in honor of a mur- en and her brutal son. But considering the of those savages and our knowledge to-day, cation and our education, we find that we are no excessive praise. The funerals to-day are paratively as ridiculous and uncivilized, though ncy is certainly toward better things.

e one specific instance, there is the widow who ery dollar left her by a departed husband to n elaborate funeral for him. In the eyes of the must be buried "right"; and though it leave her e makes an impressive funeral service. Would it been more sensible to bury him simply and unos- ly, preserving a little of the money left her for ities of life? It is one of the ironies of life that

often more attention and honor are paid to the dead they ever receive in life.

If we study present-day funerals carefully we will that they have much in common with those savage bu of other days. It is because we do things merely bec others did the same things before us. We have cer beliefs because tradition says they are true, and there no matter how absurd they are, they are *right*, and must hold to them with the same fervor of conviction makes the savage cling to his.

WHEN DEATH ENTERS THE FAMILY

Aside from its psychological aspects—those entai fear, superstition and the belief in religious and traditi customs—death brings with it heartache and sorrow. lose a beloved one in death is to be conscious of the tangible something that binds the world together, upon which all civilization is based. We call it l and we know that it is the deepest tie of affection- deed, the deepest emotion—of which human natur capable.

And so, death brings with it sorrow and misery. T of us who are most directly concerned can think of rules of etiquette, no customs of good society, wher are suffering a deep bereavement. We think only of great loss, and of our great sorrow. That is why necessary for us all to know the rules of correct cond so that when death does enter our household we will stinctively do what is correct. It is a test like this shows innate good breeding.

One great rule to remember, for those who com contact with people who have lost a beloved membe

is that sorrow is sacred, and that it is one of nforgivable breaches of good behavior to in- it. A note of condolence, or a brief visit is a social duty; but constant intrusion upon grief d and inconsiderate as it is ill-bred.

TAKING CHARGE

rld over, funeral customs have one factor in the belief that the dead man has not ceased to s belief finds expression in rites and ceremonies. his reason that funeral and mourning practices y conventional. Another reason, perhaps, is eath is a shock, and a round of conventional s alleviates that strained feeling during the readjustment.

he members of the bereaved family should be left alone to their grief as possible. Nothing in e of business should be thrust upon them. A ber of the family should take complete charge; nediate duties may be left in the hands of the utside relatives. But whoever does take charge that the family is not troubled with the minor d that the funeral ceremony is carried out ac- the family's pre-confided wishes.

ties of the person, or persons, who take charge and varied. The first duty is to see that all are drawn and that the door-bell is muffled. nouncements must be made in the newspapers, rs must be selected, and the arrangements must ith the sexton for the funeral itself. The clergy- is to officiate must be interviewed and all the ncerning services, music and decorations of the

church must be determined. Upon the person in ch also rests the duty of seeing that the undertaker not take advantage of his authority to the exten making the funeral unduly lavish.

It is within the power of the person who takes ch at a funeral to mitigate considerably the grief of family. And it is a service that the family will not forget.

ANNOUNCING THE DEATH

Modern funeral customs demand a few lines in the n papers making public announcement of a death. tendant ceremonies are also included for the benefi friends and acquaintances of the family. Following typical announcement of a death, copied with onl change in names from the newspaper:

> Radcliff—At her residence, 410 West Fiftieth Street, Rose Speyer Radcliff, daughter of James and Helen Wilson Speyer, and beloved wife of Robert L. Radcliff. Funeral services in the Chapel of St. Bartholomew's Church, Park Avenue and Fiftieth Street, New York City, on Saturday morning, 11 o'clock. Interment at Waterbury, Conn.

When an announcement of this kind appears in newspapers all friends and relatives of the family expected to appear at St. Bartholomew's Church on urday morning at 11 o'clock to attend the services. the words "Funeral private" or "Interment private" added to the announcement, it is the height of ill-bree

cept very intimate friends and relatives to be
ery often the request "Kindly omit flowers," or
it flowers" is added to the announcement of a
this event it is still the privilege of a friend to
s to some member of the family or to the family
after the funeral ceremony has taken place.

SOME NECESSARY PREPARATIONS

here are servants, one should be stationed at the
ceive cards and messages. Otherwise this duty
ıpon the person who is taking charge. The
ould wear a black gown, white collar and cuffs
.e apron and white cap with black ribbons. If a
nt is stationed at the door he wears a complete
y.

ıe growing taste for privacy and simplicity,
he foolish demonstrations of grief, expressed in
isplay, have been eliminated. It is now a very
rence for the room in which the dead body lies
with wreaths and masses of flowers, for people
ing to realize that this is a relic of ancient
e burial customs, and that it is not so much a
ion of grief as a display of vanity. Of course
tty way of expressing sentiment to send a
ing to some one who has died; but modern prin-
good conduct acclaim it better taste, and cer-
e dignified, to express these sentiments of regard
her way. A short expression of sorrow appear-
mi-public announcement in the newspaper after
ıcement of the death may be offered by a group
or business associates but it is not good form for
of the family of the deceased to insert such an

announcement in the papers. Family grief is priv and publicity cheapens it.

The somber crêpe announcing to the world that a d has occurred in the family is also fast becoming a t of the past. One can easily see in this custom of cr hanging a relic of that custom of ancient Patagonia required all belongings of the deceased to be painted bl Even the body of the person who died was covered black paint. The black crêpe of to-day is merely ano form of that same custom. Now, instead of the b black ribbon, a wreath or long sprays of white or flowers are entwined around the flowing ends of w ribbon. This is especially appropriate when the dece is a young person—man or woman. For a girl of te years, or for a very young child, a sheaf of white r or white carnations with white ribbons should be u roses and violets with a white ribbon, or roses wi black ribbon denote the death of an older unmarried or woman. The plain crêpe streamers are usually for married people. Custom still demands this flower- ribbon tribute to the dead on the door of his or her dence, but gradually this custom, too, will be relegate the forgotten things of the past.

THE LADIES OF THE FAMILY

A close friend or relative of the bereaved family sh make the necessary purchases for the women membe that family. It is considered bad form for them t seen abroad before the funeral. A dressmaker shoul summoned to the house if orders are to be given for mo ing dress.

The duty of writing necessary notes and seeing ca

ves upon some intimate relative or friend. etters written in the name of the family are on k-edged or plain white paper, and signed with of the people for whom they are written. Thus, rr's husband has died, and her cousin is attend- e incident preparations and duties, the notes s written for Mrs. Carr would be signed with and not the name of the cousin, but with the the cousin beneath the signature.

ies of a bereaved family should not see callers, nost intimate friends, unless they are able to eir grief. It is a source of discomfort to the well as to the mourner, to enact a scene of ria in the drawing-room. Yet, at a time like an hardly be expected to be in full control of tions. Therefore it is always wise for the keep to their rooms until after the funeral.

THE FALL-BEARERS

ard of honor is to be appointed, the person in uld consult the wishes of the immediate family. o are asked to serve receive an invitation by y messenger, sent either by the head of the the deceased or by the person in charge. Rela- eldom appointed as pall-bearers. A request to all-bearer should be refused only for the most reasons.

nber and age of the pall-bearers is a matter of not of obligation. But it is considered good ave six young girls, dressed in white, as the nor for a young girl or woman. They should l from among intimate friends. Similarly, six

young men are appropriate for a young man who
died; while for an elderly married man, eight gentl
from among his closest friends and business associ
form the usual guard of honor.

The pall-bearers, in the invitation, are told just
they are expected to assemble at the house of the
ceased, and they should make it a particular point t
on time. There can be no greater breach of good man
and in fact no greater unkindness, than to keep a fu
party waiting. If the pall-bearers are to be women,
carriages or cars may be sent for them individually;
as a general rule, pall-bearers are shown to their car
or car before the door, when the funeral procession be

It is customary for all who attend a church funer
assemble at the church, but this rule does not pertai
the pall-bearers. They are the only ones who accom
the immediate family and relatives from the house.
less a special request to the contrary has been made,
bearers may send flowers if they wish.

DUTIES OF PALL-BEARERS

A prompt answer is necessary upon receipt of an in
tion to serve as pall-bearer. Illness or absence from
at the time of the funeral are the only excuses for refu
to accept the invitation. The written answer mus
followed by a personal call at the home of the dece
and cards must be left.

Formerly, the duty of the pall-bearer was to carry
cloth or velvet pall that covered the coffin—hence
name. Later the custom developed into a more impor
duty—the pall-bearers actually carried the casket
and out of the church. This is still done, although

d form is for the pall-bearers to appear solely
of honor for the dead.
atter case, they walk before the casket which
by the undertaker's or sexton's assistants.
before the hearse and stand in silent reverence
uncovered, while the casket is being placed
again when it is taken out to be conveyed into
They do not enter their cars until the hearse
on ahead.
all-bearer should speak a few words of con-
the members of the bereaved family. However,
ot make obvious efforts to observe this duty,
he intrude upon grief. He offers his words of
ly when it is convenient and when he is brought,
ies, into the presence of his sorrowing friends.
be kind, and most of all, tactful. He should
ything that will cause a fresh outburst of grief.
lays after the funeral, it is expected that the
call and leave his card for the mourners.
sary only for him to inquire at the door after
and to leave his card. It is more considerate
to see members of the family.

THE CHURCH FUNERAL

it is closely allied with religion, the funeral
is nearly always conducted at church. Of
s is something entirely dependent upon con-
l personal preferences, but the church funeral
nore dignified and impressive.
l-bearers and nearest relatives of the deceased
t the house. Otherwise, all who are to attend
l assemble at the church. The casket is borne

from the house by the undertaker's assistants, the bearers preceding it two-by-two. As soon as the h drives off, the pall-bearers enter the carriages or immediately behind it, and the relatives follow in the cars in the order of their relationship.

When the procession is ready to move, the music b and the casket is borne down the aisle to the alta the sexton's assistants. Sometimes the pall-bearers c the casket to the altar.

ORDER OF PRECEDENCE

When attending the body of their child, parents arm in arm, their other children following immedi behind them in the order of seniority. Pall-bearer variably precede the casket. A widow attends the l of her husband on the arm of her eldest son or daug with her other children just behind. After them com deceased man's parents, followed by his brothers sisters. Similarly, a widower follows the body of his attended by his eldest son or daughter. Children fo ing the body of their only parent take precedence acc ing to their ages, the elder always leading. A widow has no children follows her husband on the arm brother or other near masculine relative.

During the services at the church, the relatives oc the front pews on the right of the center aisle. The bearers sit in the opposite pews on the left-hand After the services the procession leaves the church i same order observed upon entering. If prayers are offered at the grave, the car of the clergyman fo immediately after the hearse.

t religions have different burial services, but
atters of faith rather than of etiquette.

THE HOUSE FUNERAL

funeral should always be very simple. Few
used by people of good taste.
use funeral, a number of folding-chairs may be
by the undertaker. The casket is placed on a
nd at one end of the drawing-room, such flowers
l being placed on and around it. The room may
ot be darkened according to the wishes of the
Each guest should be greeted at the door by
esentative of the family and shown to a seat in
g-room. A row of seats should be reserved near
for the immediate family, one being set aside
ergyman who is to officiate. Though it is not
it is very courteous to send a carriage or an
e for him. A Protestant clergyman does not
fee but if he has come some distance or if the
hes to express their thanks in that manner they
one which he is privileged to accept with per-
iety.
t necessary to appoint pall-bearers for a home
A quiet reserve and dignity should characterize
on, and it should be carried out with the greatest
expediency possible. If music is desired, the
or choristers should be in an adjacent room and
should be very low and soft.
do not remove their wraps during the ceremony,
arry their hats in their hands. The women mem-
bereaved family enter on the arms of masculine
and if they intend going to the cemetery, they

wear their hats and veils. The members of the fa however, do not enter the drawing-room until the cle man arrives.

After the ceremony the guests quietly disperse, those remaining who intend going to the cemetery. not expected that expressions of sympathy be offere this occasion; cards are left for the family immedia after the announcement of the death, and a call condolence is made, according to society's rules, with week after the funeral. Thus it is superfluous to sympathy at the services, unless one is a very dear fr and wishes particularly to do so.

A POINT OF IMPORTANCE

Very often the women of the family, or perhaps one woman, finds her grief uncontrollable. Even tho the funeral is private, and only relatives and close fri are present it is the privilege of the bereaved to kee her room and find solace in solitude. The world will censure her for being absent; it is a time when petty ventions may safely be overlooked. When one is griev suffering, miserable; and prefers to find peace alone, w out the sympathies of others, she has every right in world to do so. And she is breaking no rules of g conduct, either, for people of good breeding will recog the depth of her overpowering grief.

Surely it is better to remain away from the services t to go in a state of hysteria. When sorrow is so poign private home services are usually held, in which case immediate members of the family may gather in a r adjoining that in which the guests are assembled. I in the deepest grief it is possible to remember and obs

law—"be calm, be silent and serene," and tears
ays mean sorrow, nor loud wailing, grief.

REMOVING SIGNS OF GRIEF

heir return from the funeral, the family should
indows open with the warm sunlight streaming
hem and all outward signs of sorrow removed.
n and flowers on the door are generally taken
oon as the procession leaves.
house, all signs of the bereavement should be
The furniture should be placed in its usual order.
ıg connected with the funeral must be out of
he members of the family should be greeted with
ıpon their return, that would possibly give cause
sorrow. A considerate friend or relative should
ıd to attend to these details. It is not enough to
ything in the hands of the undertaker and his
.
en relatives should remember that the bereaved
want to be by themselves, and that solitude is
greatest solace for grief.

SECLUSION DURING MOURNING

ree weeks after a bereavement, women seclude
s and receive no visitors except their most inti-
nds. After this they are expected to be suf-
esigned to receive the calls of condolence of their
nd acquaintances. They themselves make no
l six months after the death.
wearing crêpe veil and crêpe-trimmed gowns, a
hould refrain from taking part in all social

gaieties. After the crêpe has been discarded, she attend concerts, dinners and luncheons, and the the but she attends no large social functions or fashio dinners until at least a year after the date of death. usual round of social duties, including balls and the o are not resumed until colors are once again adopte

A man does not observe the etiquette of mournin rigidly as his wife or daughter; but it is necessar mention here that it is exceedingly bad form for hi resume his active social duties, such as club dinners entertainments, the theater, calls, small dinners friends, until at least two months have elapsed. If ness permits, he may observe ten days or two week absolute seclusion.

DRESS AT FUNERALS

Those who attend the funeral should not appea gay or brightly-colored clothes, in deference for the ings of the sorrowing relatives. Women who wear sir unrelieved black display an excellent taste although subdued color is equally good. Gentlemen should either complete suits of black, or those of material enough to be suited to the solemnity of the occasion. trousers with a black cutaway are permissible. A hat, gloves and necktie are worn. Vivid colors, eithe a man or woman, show a disregard for the feeling o mourners, a lack of respect for oneself, and a dis ignorance of the laws of good conduct. It is not a occasion and levity of any sort is atrociously bad f

INTERMENT AND CREMATION

Etiquette has nothing to say with regard to the posal of the body of the deceased. Whether it is to b

cremated, whether the casket shall rest in a vault or a mausoleum or whether the ashes shall d in an urn or scattered upon a well-loved river upon some other chosen spot is entirely a mat- onal preference.

uette unites with the laws of beauty and refined in protesting against the erecting of hideous s with absurd inscriptions. The purpose of the is to mark the resting place and to bear the the date of the birth and death of the person neath it. If the life itself has not left a record ast a marble slab will not do much to perpetuate times there is a special achievement or a mark ion which may with propriety be cut into the ie family of the deceased may inscribe thereupon sion of their grief or love; but flowery inscrip- ig to the past and since there are no words that ately express the grief of a sorrowing family o has died it is perhaps best not to attempt it.

ur at which the interment is to take place is to suit the convenience of the family. In cities ltiplicity of duties makes attendance in the day- lt it is customary to have evening services, but other circumstances the funeral is scheduled to during the day.

MOURNING DRESS

urns instinctively to the somber garments of for the slight measure of comfort which they odern ideas of enlightened civilization look with n long crêpe veils and any other form of mourn- s so pronounced as to be ostentatious. Black

is very depressing, especially to young children, a mother, however deep her sorrow because of the deat one of her children should keep this in mind and sh at any rate, not wear black every day. If she likes may wear mourning when she leaves the house. It sort of protection, for strangers and thoughtless fri will not be so likely to make remarks that will woun they have the black dress to remind them of the bere ment which the mother has suffered. Under any o circumstances the wearing of colors at home and b abroad is a form of hypocrisy, and is, of course, t deplored.

Black fabrics for mourning should not have a s finish nor should they be trimmed except in the sim way possible. Serge, cloth, duvetyn, Canton crêpe, gee, chiffon, and georgette are appropriate but one sh avoid velvets and most fur trimmings. The most suit furs are plain black seal, fox, lynx, etc., though others be worn. Bright linings are not permissible.

A woman in mourning does not wear jewelry aside f the wedding and engagement rings. Dull bar pins be used whenever needed and a brooch, plain or set pearls, may be worn. Dress accessories should be of black, purse, gloves, etc. Handkerchiefs may have a b border or they may be pure white.

The length of the mourning period depends upon tie which existed between the deceased and the berea Except for an elderly woman whose husband has died who never intends taking off black the longest perio usually two years, the first in deep mourning, the nex "second mourning" during which time gray, lavender, ple and black-and-white may be worn. This may shortened at discretion to six months of deep mour

y six months of semi-mourning or three months
ourning and six of half mourning. The change
k to colors should never be so abrupt as to be

loes not wear mourning for her fiancé except un-
uating circumstances. If he died on the eve of
ng it is permissible but if the date for the wed-
not been set or if the engagment had not been
d it is questionable form for her to go into
for him. It is a very delicate matter and the
t of appeals is the young lady herself. But she
member that the garments of mourning are after
symbol of grief and she should hesitate a long
re assuming them. Her mourning outfit is like
widow and she wears it for the same length of

n should never wear black. Upon the death of
they may wear white perhaps relieved by lavender
nonths or so. They do not use mourning sta-
nd they do not carry black bordered handker-
A girl fifteen or sixteen may wear delicate grays,
, and mixed goods as well as white, but she should
black.
is no iron-clad rule concerning mourning, and
or may not wear it. Even a widow, a daughter,
her is under no compulsion to do so, though to
n bright colors shortly after the death of a be-
is certainly an evidence of bad taste.

MOURNING DRESS FOR MEN

ourning outfit for men is not so pronounced as
omen. A black suit with dull black shoes, black

gloves and white linen constitutes first mourning. M
men use only the black band around the coat sleeve.
custom grew out of the English practice of having
servants wear the black band in households that c
not afford a complete mourning outfit, and for this re
has met with disfavor among the fastidious in this c
try. It has this much in its favor: it accomplishes
purpose of full mourning with the added virtue of e
omy, and when one's life has to be conducted on a fr
scale it is better to wear the simple black band tha
spend one's substance foolishly for mourning.

A widower wears mourning for a year or a year a
half while a man grieving for some other relative
his wife may wear mourning a year or six months a
prefers. First mourning consists of a suit of black
white linen, and dull black accessories such as shoes, gl
cuff links, etc. The hat may have a crêpe border b
should not be a very wide one. For second mour
his suit is of gray or black, with gray gloves, white l
etc. Men should never carry black bordered ham
chiefs. A man wears mourning for a wife, a child, a
ent, or a brother or sister the length of time depen
upon the strength of the bond which held them toge

MOURNING STATIONERY

White stationery of a good quality is correct fo
occasions and mourning is no exception. That whicl
a narrow black border is good but a border nearly an
wide is in bad taste. After three months have passed
stationery is permissible.

Since there are no formal invitations issued during
period of mourning there are no special forms for t

, however, in addition to the regular mourning
cards acknowledging expressions of sympathy.
y be had from any up-to-date stationer's. They
nay not have the black border. The following
mple of such a card:

Mr. and Mrs. N. C. Graham
k you for your kind expression of sympathy
ng their recent bereavement.

siting card may have an unobtrusive border of
The border on this and on the stationery may be
from time to time during the period of mourning
remain the same until it is discarded altogether.

CHAPTER VIII

CHRISTENINGS

ANNOUNCING THE BIRTH OF THE CHILD

When a child is born the mother and father annou
the fact to their friends by means of cards. These
be obtained in the prevailing style from any good
tioner. Sometimes only one card is sent bearing
names of the parents and that of the child or the w
"Son" or "Daughter" if the name has not been dec
upon. Another fashion which has become standar
the use of two cards, one somewhat larger than the o
nary visiting card and attached to it by a tiny white
bon one very much smaller bearing the name of the
fant. There are also dainty and attractive cards
cially designed for the occasion. While these are no
formal as the plain white cards they are, when ch
with discrimination, very delightful and almost as
sonal as a note. Notes are usually sent only to o
most intimate friends.

RESPONDING TO THE ANNOUNCEMENT

Friends of the parents will, of course, hasten to
gratulate them upon their good fortune. They may
flowers, magazines, jellies, etc., to the mother and to
youngster some little article pleasing because of its be

ity. Gifts are not necessary, however, and a sincere note expressing one's happiness at the ne of the parents is quite sufficient. The note *be perfunctory.* You must remember that the your friend is the most wonderful infant that to earth to live (and if your private opinion contrary it is best to keep it private), and that hal phrases are entirely inadequate. On the d it will not do to gush. Simplicity and sin- the best means to attain the end desired.

GODPARENTS

old world the selection of godparents is a very t duty and the office of the godfather and the r is actual rather than theoretical; but in this t has a tendency to become a mere form. This t be the case, for it is a high tribute to a friend ı to be the godfather of one's child and it is often nt thing for the child. It assures him at least l older than himself who has a very special in- his welfare.

may be four sponsors, or two, as one chooses, nerica there are usually only two, a godfather odmother. Whenever possible they should be person and they should never be asked through y engraved card. For the sponsors are always friends of the mother and father or relatives they feel the highest regard. It is the interest ld that is at stake and this should be taken into tion by the parents before they make their final

ties of the godparents are not onerous. They

promise always to befriend the child and at the tim
the christening they present it with a gift of some so
jewelry, garments, carriage or toilette accessories. T
are present at the baptism, if possible, and accomp
the mother and father to the altar. The father and
father have little to do beyond lending the grace of t
presence to the occasion. The godmother carries th
fant to the altar, resplendent in his christening robe,
at the proper time hands it to the clergyman. If t
are no sponsors the office of the godmother at the ch
may be filled by the baby's nurse or by the mother her

INVITATIONS TO A CHRISTENING

The christening is rarely an elaborate affair and
only guests are relatives and close friends. If it is
too much of a tax on the mother it is very lovely for
to write personal notes to each guest asking him or
to be present at the ceremony. If there is to be a
siderable number present engraved cards may be
patched. Examples of both the formal and the infor
invitation are given below:

June 6, 19—.

My dear Grace,

The baby is to be christened next Sunday at four o'clock at the Brick Church and both Harry and I are anxious to have you present. I think Harry Jr. would be also if he were old enough to know what it is all about.

Cordially yours,

Alice F. Duncan.

Mr. and Mrs. Harry T. Duncan
equest the pleasure of your company
at the christening of their son
on Sunday afternoon, June 6
at four o'clock
at the Brick Church.

A CHURCH CHRISTENING

christening is to be an occasion of great formal-
laboration the church should be decorated, not
y as for a wedding but simply and prettily with
d ferns and delicate white flowers or in some
' that will indicate that the event is for a child
or an older person.
ild's christening robe should be simple but ex-
He may be brought in more gracefully if he is
ı a pillow or a *porte-bébé*.
ther usually wears a reception gown, hat, and
The women sponsors are similarly dressed while
line guests wear the prescribed outfit for after-
eptions, the cutaway coat, etc., unless the
g takes place in the summer when light flannels
ıbstituted.

THE HOUSE CHRISTENING

s very little difference between a christening that
ce at home and one at church. The house
decorated and a font may be placed in the
oom. The mother's gown is less formal than
he would wear to the church but the other de-
practically the same.

AFTER THE BAPTISM

After the ceremony is over and the youngster has duly admired and sent back to the nursery, there ma a reception or tea or even a dinner or breakfast, acc ing to the time of the christening, for the guests. the baptism took place at church the guests may immediately from there to the home, allowing the a mobile containing the mother and father to precede by a few minutes. If it took place at home matters simplified, for the guests may pass into another roo the font may be placed to one side.

If there is a breakfast or luncheon served the cle man who performed the ceremony is invited to be pre and whether or not it is customary to ask a blessin is requested to pronounce one. He enters the di room with the child's grandmother, or if both gr mothers are present, with the elder.

GIFTS

Each person who is invited to the christening i pected to remember the infant with a gift of some In view of the fact that there is usually nothing th needs and that he is too young to appreciate anyt many people give for the future rather than for the ent. Sometimes a friend of the mother will give th fant daughter a silver spoon, adding duplicates each after on its birthday or at Christmas until they fo complete set. Books which he will appreciate later be given. Money in the form of gold pieces or chec most appropriate and is one of the most popular of

and toilette accessories, jewelry, etc., are, of
table but one should make sure that there is an
d for them. Most people nowadays live in a
ount of space with neither a garret nor a cellar
hings in.

eness itself is always the same. The rules of which are merely the forms in which it finds n, vary with time and place. A sincere regard ights of others, in the smallest matters as well as est; genuine kindness of heart; good taste and mand, which are the foundations of good man- never out of fashion."

—Samuel R. Wells.

CHAPTER I

INTRODUCTIONS

PURPOSE OF THE INTRODUCTION

ays of gallant cavaliers and courteous knights
ed profusely and doffed their feathered hats to
ground when introduced to ladies of the court

To-day, simplicity is the keynote in introduc-
s in everything else. But the significance of those
; introductions of yore remains. We find that
duction of to-day is still made and acknowledged
ertain measured grace and courtesy of manner.
lacks in old-time picturesque gallantry it gains
friendliness that is in accord with whole-hearted
for which the Americans are famous.

day, in the social and business worlds alike, there
istant need of introducing people correctly. But
ct introduction does not consist merely of making
ngers known to each other—perhaps just tempo-
To create an immediate friendliness between two
ho have met for the first time, to do away with
ancy and embarrassment, to create smooth and
conversation, to make the strangers want to
their acquaintance—that is the purpose of the
ntroduction. And its achievement rests entirely
man or woman who is the medium of introduction.

at many people have the mistaken impression
introduction is meant solely to make two people

known to each other for the short time that they a company together. The correct introduction help create friendship—the kind of friendship that lasts. is not enough to exchange names. It is not enoug present one person to another, and then forget abo completely. The adroit introducer draws the strar into conversation at once, and leads casually into c nels that he, or she, knows are of interest to both.

To introduce people correctly is an art in itself, like any other art, it requires constant study and I tice before one becomes adept.

CREATING CONVERSATION

We have mentioned conversation as being an means of establishing immediate understanding bet two strangers—or between a stranger and a grou guests. Let us consider first the best means to em in creating conversation between two persons who just been introduced.

Elaborate manner should be avoided. Simple w and phraseology are always most effective, especially one's manner and tone are sincere. Brevity is al virtue to be developed in introducing people. If a scie and a student meet in your home for the first time, student is presented *to* the older man. The hos hostess might introduce them in this manner: "Mr.] ers, let me present Mr. Brown, who is making a stud social science at Pennsylvania University." Naturall introduction of this kind would lead directly into a cussion on science—and both men would feel entirel ease in each other's company.

In introducing a gentleman to a lady, the same ru

terest for creating conversation holds true. The ight say, "Miss Murray, allow me to present h, who stopped at the Palms last summer just u arrived." Of course, the young people would ely have something to talk about, and there would ained feeling of the sort that usually follows in of a poor introduction. Or, if Mr. Smith is r, and Miss Murray is very fond of reading, the ould say, "Miss Murray, I'm sure you will be o meet Mr. Smith, who writes such charming You remember how much we enjoyed 'The Rose "

at deal depends upon the strangers themselves, or not conversation will move forward, but the who has introduced them skilfully has certainly m a pleasant opening.

WHEN TO INTRODUCE

itroduce or not to introduce?" has often puzzled women of better society. It requires infinite tact, a certain keen knowledge of the world, to deter- t whom one should and one should not introduce friends.

loes not refer to home or private entertainments eryone is an invited guest. In this case, the host ess make whatever introductions they deem neces- ng sure that a stranger is carefully presented guest. When the reception is a large one—a ball, nce—the roof may serve as an introduction; that guests may take it for granted that everyone being an invited guest, has already the endorse- the hostess. Thus they may address and converse

with anyone they choose, without trespassing any
of good conduct.

If a lady passes two gentlemen, one of whom she kn
both raise their hats and greet her, but no introduct
are made. If he stops for a moment—and it must be
for a very brief moment—he does not present his
panion. Street introductions are bad form unless
little group joins forces and walks on together.

In the business world, introductions are made when
a mutual acquaintance or friend is present. Busines
troductions are governed very largely by diplomacy.
though the gentleman will make sure that his busines
troduction is just as courteous and graceful as his s
introduction.

Granting that all your friends and acquaintances
of the very best society, it is quite safe to say that
may introduce two people to each other, or a grou
people to one another, whenever you chance to be a mu
friend. Whether or not the acquaintanceship conti
depends entirely upon the people who have been in
duced. It is certainly better form to introduce two pe
even though you are in doubt as to their similarity
character and personality, than to have one of
friends—or several of them—feel slighted. There
few things more unkind and discourteous than to neg
introducing strangers to each other.

IMPORTANCE OF CARE

An awkward or haphazard introduction can not
effective. A common fault seems to be to mumble hurri
over names—a very bad fault, indeed, as it leaves
strangers in ignorance as to each other's identity. Na

pronounced carefully and distinctly, leaving no
atever in the minds of those who are being pre-
each other. To slur over names in haste or em-
ent, is to create a strained and uncomfortable
ere.

everything else in good society, ostentation is
y vulgar. Deep bows, flourishes, and forced
have no place in the right sort of presentations.
mple introductions, with a note of sincere cordi-
e certainly more impressive than much elaborate
of hands and bowing.

SPECIAL INTRODUCTIONS

of course, an established rule that a man should
e presented to a lady. But the rule does not hold
n a lady is presented to some gentleman of excep-
high and distinguished position. Thus, if a lady
ted to the President of the United States, or to
resident, or prince, duke, or archduke, the gentle-
ame is mentioned first. Another exception to the
hen unmarried ladies are presented to important
of the clergy, such as the bishop or archbishop;
the gentleman's name is mentioned first.

is only one great exception to the rule that all
ed women are presented to matrons: all women, no
whether they are young unmarried women or
natrons, are introduced *to* the wife of the Presi-
the United States.

are several exceptions to the rule that all young
narried men be presented to older men. First,
the President of the United States, to whom all
ung and old, are presented. Similarly, a host in

his own home is always mentioned first. A member royal and reigning family is never presented to an unless it is someone of higher royalty; all introduct are made to him. A guest of honor at an entertainı is also given the distinction of having all guests sented to him.

WHEN THE NAME ISN'T HEARD

It very often happens, in making introductions, that does not quite understand the name murmured by the who is making the introduction. There is absolutel reason to become flustered and embarrassed. Simply s or nod in acknowledgment, and say, "I beg your par I did not hear your name." Or one might say, "I sorry, but I did not catch the name." Profuse apolc are not good form; in fact, they are entirely ou place, for the fault lies completely with the man or wo who has made the introduction. Address yourself to stranger, when you wish the name to be repeated, make your request simply, directly and with calm dig Do not show either by haste or embarrassment that are ill at ease because the name escaped you.

Many times it is the fault of the people who are b introduced that they do not understand the names. T do not listen for them. It is one of the secrets of s success, if there can be anything secret about a t so obvious, to be able to remember names corre People in business realize this and salesmen devote sp time to training themselves to remember the names of t customers.

A very bad fault is to attempt to guess at a name v it is not heard distinctly. It is perfectly correct to

Irs. Roberts call you Miss Gray?" But never
the young lady as Miss Gray if you have the
ubt as to whether or not that was the name given.
me may be Graham, or Grayerson! It is much
ask and be correct, than to guess and be cor-

THE CORRECT INTRODUCTION

is now consider the correct forms for the general
ction. For all ordinary occasions the simple form,
Iohns, let me present Mr. Brown," is the best.
it is brief, direct and simple it may be used
ly on almost any occasion. In introducing men
en, the woman's name is invariably spoken first,
gentleman is presented to her. Several phrases
e quite generally used in social circles are: "Mrs.
w me to introduce Mr. B," or "Mrs. A, Mr. B
o be presented to you," or "Mrs. A, may I present
" Such phrases as "Let me make you acquainted
nd "I want you to shake hands with" are awkward
ogether too casual. They should never be used.
n there is a great difference in the ages of two
the younger is presented to the elder. Thus, if
rown is an elderly matron, and Mrs. Smith is a
oride, one would say: "Mrs. Brown, let me pre-
rs. Smith." An unmarried woman is always pre-
o a matron in this manner: "Mrs. Brown, may I
Miss *J*ones?" or "Mrs. Brown, this is Miss *J*ones."
t is hard to decide which of two married women is
ne may give due deference to both by introducing
most satisfactory manner: "Mrs. Brown, let me
Mrs. Smith; Mrs. Smith, Mrs. Brown."

Similar distinctions are made in the introducing of t gentlemen. Where there is no difference in age, title dignity, the introduction may be merely: "Mr. Wh Mr. *J*ones." A young man is presented to an older mar bachelor to a married man. However, if the bachelo a venerable old gentleman, a married man is presen to him, in deference to his age. Citizens without offi distinction are invariably presented to senators, judg governors, etc.

When introducing a friend to one's parents it is corr to say, "Mother, may I present Miss Smith?" or "Motl this is Mr. *J*ones." The friend is always introduced the mother first, then to the father. Other relatives introduced in the order of their age and position in family.

In presenting a relative whose name is the same as y own it is unnecessary to repeat the name. For instar "Miss Daniels, do you know my sister, Mildred?" "Miss Daniels, may I present my brother, Harry?" the name is different particular pains should be taken pronounce it. "Miss Daniels, this is my sister, M Graham." Or, "Miss Daniels, may I present by brotl Mr. Franklin?"

GROUP INTRODUCTIONS

It is considered bad form to interrupt a conversatio introduce a newcomer. Always wait until the conversat has subsided before you venture to present a strar to a group of people.

The best way to introduce a gentleman to a grou guests is to mention the names only, in this manner: "

Miss Smith, Miss Roberts, Mr. Frank and Mr.
Or one might say, "Mr. *J*ones, let me introduce
—" and then give the names of the guests in the
eing sure to mention the ladies first.
y is introduced to a group of people in the
nner. It is indicative of bad taste to conduct a
dy around a large room and introduce her indi-
to each stranger. Gentlemen should always be
her to be presented to her. It is only when the
dy is a *débutante* or a youthful member of society
is conducted across a room to be presented to
erly dowager, or to the guest of honor. It is in-
ate to present any one person to a great number
s all at once. It is not only embarrassing but the
remembering anyone of the people introduced is

e we go any further in the correct forms for intro-
, we will offer a word of caution that should be
heeded. Never introduce people to each other
ou are quite certain that it will be agreeable to
or instance, if two young women of your acquaint-
ve been attending the same church for several
d yet do not greet or recognize each other, it may
ied that they have a reason for remaining strang-
such a case, an introduction could only be painful

troduction is not merely a trivial convention—a
it must be attended to. It is an important cere-
ie very corner-stone of friendship. To be formally
ed is to have a certain demand on one's future

good graces and friendliness. Thus, it is bad taste to troduce rashly and indiscriminately.

Assuming that you have no reason to believe that t do not wish to know each other, this is the best form employ in introducing two young women, both of wl you meet at the same time: "Miss *J*ones, Miss Smi This form should invariably be used in making public troductions, at church, the theater, the opera, etc. If name of one of the young women has been forgotten, may say, "I'm afraid I have forgotten your name," "Forgive me, but I cannot recall your name just nc As soon as the required information is given, the introc tion may proceed as above.

INCOMPLETE INTRODUCTIONS

Some careless hostesses neglect to complete introc tions. This causes embarrassment for both, or all, pe concerned, and reflects discreditably on the hostess.

Who has not heard the otherwise charming hostess g a friend cordially in this manner: "Oh, how-do-you my dear! Let me introduce Mrs. Allen, Mrs. Baker Mr. Carter." The young person who has just arrived hardly avoid feeling a bit confused, and perhaps a slighted. And the people to whom the introduction made will certainly feel embarrassed when they meet stranger again and must ask his or her name.

Another type of incomplete introduction is to draw strangers into conversation by saying casually: "I Roberts, Mrs. *J*ones was at the opera last night heard the same pianist you heard two weeks ago." ' is hardly sufficient. The remark should have been ei preceded or followed by a *bona fide* introduction, th

and bow of the hostess as she speaks may be so
s to remove whatever feeling of constraint there
ve been.

ncomplete introduction is careless and unkind.
tess is unfair to her guests if she does not make
roduction definite and formal, if she does not pro-
clearly the names of both people to be presented
other.

INDIRECT INTRODUCTIONS

ndirect introduction is entirely different from the
ete introduction. The former is often necessary
posely resorted to; the latter is invariably a
or the result of carelessness.

it is desirable to draw another into conversation,
hostess may make an indirect introduction to
iffness and constraint. Thus, while conversing
guest, she may turn to another and say: "Mrs.
Mrs. Smith was just telling us about the famous
hat was brought recently to America. Have you
' The purpose of the hostess will be achieved,
guest addressed will join the conversation, al-
here has been no formal introduction.

two people are brought together in this manner,
tion of whether or not they continue their ac-
iceship depends entirely upon themselves. In
eave of each other, women who have been only
oduced may nod or shake hands as they please.

necessary to seek out a woman to whom one has
irectly introduced in order to take leave of her.
mi-introduction is between a man and woman, the
nust either nod first, or offer her hand first, in

leave-taking. It is the sign of her willingness to formally introduced.

THE ACKNOWLEDGMENT

A courteous acknowledgment is essential to every in duction. It is not enough to chant a stilted phrase time the hostess presents you to a stranger. Parrot- repetition will make you appear dull and ordinary. to make gracious, cordial acknowledgments is to g the immediate sympathy and friendliness of those to w you have been introduced.

The stiff formal bow is quickly losing all its pres in the best social circles. In its place is the warm, cor handclasp, or the friendly smile and inclination of head. The bow is only acceptable when a strange presented to a group of guests. And even then it sh consist merely of a nod and genial smile that includes entire company.

A hostess rises to receive all introductions, and o her hand both to men and women. But a woman gues tains her place when introduced to a gentleman, or w she is one of a group to whom a woman guest is preser However, if the stranger is introduced to her individu she rises in acknowledgment. Other occasions that req the woman of culture to rise are when she is being in duced to the hostess, the host, to an elderly or tinguished gentleman, to a guest of honor, or to an eld woman.

A gentleman invariably stands when introduced. I introduction takes place out of doors, he is expecte lift his hat and bow slightly. When introduced to a l he must wait until she takes the initiative in offering

. If she does not offer her hand in acknowledg-
the introduction, he may merely nod, lift his hat,
r a word or two of gracious pleasure at having
oduced to her.

FORMS OF ACKNOWLEDGMENT

ostess extends her hand and says cordially, "I am
to know you Mrs. Brown," or, "Mrs. Brown, I
pleased to meet you." "How do you do, Mrs.
is used a great deal.

ing presented to a lady, a gentleman might say,
ed to know you, Miss *J*ones," or "Miss *J*ones, I
glad indeed to meet you." The correct form to
one man is introduced to another is usually,
you do?" although a great many men like to use
ession, "I'm very glad to meet you." A young
ntroduced to a matron might say, "This is a
indeed, Mrs. Rogers." A gentleman might ac-
ge an introduction to a lady by saying, "I am
o know you, Mrs. *J*ones," or simply, "How do you
*J*ones?" It is not so much a question of what is
f how it is said.

pens, sometimes, that a hostess unknowingly will
e to each other two men, or two women, who have
on unfriendly terms. To ignore each other com-
nder such circumstances would be a breach of
nduet, and an embarrassment to everyone con-
It is certainly wiser, if not more agreeable, to
hough one were a stranger, and later tactfully
e man or woman whose company you do not wish

cknowledgment to an introduction is important.

It is the first impression the stranger gains of you, a
is your duty to make it a good—and lasting one.

It is always best to repeat the name—in fact, th
peating of the name is all that is necessary—since it
an opportunity for correction if the person to whom
introduction was made misunderstood it. For exan
when the hostess says, "Mrs. Davis, let me present
Raymond," the ladies may bow politely, each murmu
the name of the other.

FUTURE RECOGNITION OF INTRODUCTION

With introductions made as hurriedly and haphaza
as they are to-day, at large receptions and balls,
often puzzling to determine whether or not one sh
greet a certain new acquaintance at the next mee
There are certain definite rules that may be followed
confidence.

It is important to remember that the first intim
of recognition after an introduction must always
from the lady. A gentleman does not offer his hand
does he bow or nod to the lady he has met only onc
fore until she has made the first movement. The
lege of continuing or ending the acquaintanceship
with her.

As a general rule, one bows to all those whom on
met at dinner, luncheon or breakfast. It is also usu
greet those with whom one may have drunk tea at a r
tion, and with whom one may have played a gar
tennis or golf. Incomplete introductions require no f
recognition, unless the people introduced desire to
vate a friendship.

If two people are presented to each other for the s

lite acknowledgment must be made. It is not y, though often it is pleasant, to recall a former tion, especially if one feels sure that the other will difficulty in recollecting the occasion. It is the the gentleman to recall a previous introduction. say, "I think I have had the pleasure of meeting ne last week," or, "Miss Stone and I have already roduced." If two ladies are presented to each r the second time, the younger or unmarried one he duty of recalling the first introduction. "I eady met Mrs. Jessup," is a form that may be any occasion.

INTRODUCING AT DINNER

formal or informal dinner, the host and hostess ke all guests known to one another before leading pany to the table. It is neither graceful nor good introduce after the guests are seated.

ecret of correct introduction at dinner is to avoid us effort to present certain guests to one another. ance, it is not the best form to interrupt a con- n and draw a young man to another part of the present him to a young lady. Nor is it necessary ostess to incommode herself by rising, during the f the dinner, to greet a late-comer and make him o the other guests. She may merely nod to him, is excuse for tardiness with a gracious smile or welcome, and retain all introductions until later evening when the guests have assembled in the -room.

times, at a very large formal dinner, it is not for the host and hostess to introduce every guest.

In this case it is necessary to introduce only the ge
men and ladies who are to go in together to table. L
when the ladies gather in the drawing-room, the c
hostess will contrive to make all her guests known to
other; and when the gentlemen join them after their ci
both host and hostess may adroitly conclude the ir
ductions. However, it is also good form for the hos
make his complete introductions while the gentlemen
having their after-dinner smoke and chat, and for
hostess to make her introductions in the drawing r
among the ladies. The gentlemen may then be prese
to the ladies during the course of the evening.

If there is a distinguished guest, or a guest of ho
for whom the dinner is given, all guests must be prese
to him at some time during the evening. If the intro
tions cannot be completely achieved before dinner,
host and hostess may continue them when the guest
assemble in the drawing room.

INTRODUCING AT THE DANCE

When a ball or dance is given in honor of a *début*
daughter, or in honor of a visiting guest, the hostes
receiving her guests, presents them to the honored pe
who stands at her side. During the course of the d
itself, the host and hostess, as well as the members of
family, make all the introductions they can without in
veniencing either their guests or themselves.

At a private dance the host and hostess must consta
contrive to present gentlemen to ladies, so that there
always be new partners for each dance. If it is a
small dance, the strictly formal introduction is r
performed; the girls introduce their partners to their

iends, and the young men present their friends to
tners without asking permission to do so.
ery large, formal ball or dance, it is good form
rmission of a lady before presenting a gentleman
It is certainly the safest and most satisfactory
reflects good taste and courtesy both on the
the gentleman who wishes to be introduced and
eman who is the medium of introduction.
entleman who escorts a lady to a dance has a very
duty with regard to introductions. He must pre-
er, at various intervals during the dance, as many
asculine friends as he feels she would welcome
ers. At a public ball, he invariably asks her per-
o make these introductions, as he does also at a
e formal ball. But if the young lady is a friend
standing, and his own comrades personal friends
n he can vouch, it is not necessary to request
the lady's permission before making the intro-

blic balls, the reception committee presents each
the guest of honor. If there is no guest of honor,
nittee merely welcomes the guests, and leaves the
introduction to chaperons and escorts. Patron-
l reception committees are not obligated in any
ake introductions at subscriptions or public balls,
t often helps to make the affair more pleasant
y take part in presentations.

INTRODUCING AT RECEPTIONS

ostess of an afternoon or evening reception pre-
ch guest who arrives to the guest of honor or
e daughter, who stands at her side and receives

with her. She may not leave her post at the door to r introductions, but she may present as many guest one another as is possible without leaving her place

The wise hostess always has several feminine mem of her family to assist her in making guests known to another. These young women may introduce any st gers in the company. The ladies in charge of the refr ments in the dining room may also speak without ir duction to guests of either sex, in order to offer chocolate or bonbons. They are privileged to make in ductions whenever it is in their power to do so.

A committee is usually appointed to receive the gu at a public reception. The committee, or part o stands by the door to receive each guest formally, introductions are made merely by having a liveried ant announce the name in a loud, clear voice. The g bows to the committee, and considers himself introdu Then the committee may be addressed by the stra who desires further introductions to other guests. important, at these public receptions that the comm in charge perform as nearly as possible the duty of and hostess.

SPEAKING WITHOUT INTRODUCTION

Some people who pride themselves upon being well- make themselves appear actually ludicrous by being hi indignant when addressed by someone to whom they not been introduced. Surely in this world of good-fe ship and open-hearted friendliness it is ridiculous to one's mouth and be aloof, merely because one has not formally presented!

There is, for instance, the gentleman one sits next t

eamer deck. A lady, of course, may not on any
n address a gentleman whom she does not know,
a gentleman address a lady who is a stranger
But when two men are sitting side-by-side on a
deck, both glorying in the solemn dignity of the
the wide expanse of sky, it would be petty indeed
in from conversation. If a friendship is to be de-
later, a formal introduction may be sought; but
present, though they have never been presented to
her, the men may enjoy a conversation without
that they are trespassing beyond the boundaries
ette.

urly, the lady traveling across country may com-
on the splendid open stretches of country, the
pressiveness of the mountains in the distance
surprising beauty of the train's smoke against
re sky, to the lady sitting opposite her, even
they have never been introduced. And they may
n quite a delightful conversation without being
presented to each other.

: can be nothing quite as shallow as refusing to
or answering coldly, the person who addresses
spirit of friendliness, merely because there have
formal introductions. One must have vision
to see that what is correct in the ballroom would
ned and narrow in the shadow of the huge moun-
ere men and women of every social standing gather
the same glorious bigness of things.

INTRODUCING CHILDREN

important for children to be taught early the
nce and value of formal introductiors. But

parents must carefully avoid all suggestion of snobb ness in their young sons and daughters. There i amusing story related of a certain little English lad was visiting in America with his father, who happ to be a member of the House of Lords. The young had a well developed case of snobbishness.

At an afternoon reception given in honor of his fa the boy was introduced to several young Americans vited especially for his benefit. During the cours the afternoon, the hostess noticed that he was sit off to one side, avoiding the other young guests. W she spoke to him about it, and asked him why he d join the other young people, he remarked stiffly: England, the son of a member of the House of Lords not associate with commoners!" While the father c soned, the little American guests laughed in amusen And a newspaper correspondent who was present enj the humor of the situation so keenly that he devot whole column to it.

A well-bred child introduces his or her small frien older persons by saying, "Mrs. Thompson, this is sister Ray," or, "Mother, may I present my schooln Bob, to you?" Children should be taught not to stilted, unnatural phrases. Their introductions sh be easy and natural. A child introducing his y cousin to a friend would say, "Bob, this is my co Ralph." When introduced to an adult, the prop trained child waits for the elder to speak first. If expression of pleasure at the meeting is made, the may say, "Thank you, Mrs. Anderson."

A parent would introduce her daughter in this mar "Mrs. Brown, this is my little daughter Anne," or, ". Brown, my boy John wishes to be presented to y

should be introduced to each other in a casual
strained introductions cause them to feel ill at
one another's company. "Harry, this is John
I am sure you will enjoy hearing all about his
y," or, "Mary, Bob wants to tell you about some-
hny that happened at school the other day." The
xpression, "How do you do," is always best for
who are acknowledging introductions.

CORDIALITY IN INTRODUCTIONS

the passing of the ridiculous half-finger hand-
ith the arm extended upward and the wrist bent
lly, introductions have become more cordial and
Which is entirely as it should be. Too many
o through the ceremony of an introduction merely
tter of duty, without realizing its portent in the
f friendship and future acquaintance.

ave all met the man or woman who nods stiffly in
edgment of an introduction, and offers some stere-
expression of welcome. And we have all met the
woman who smiles warmly, offers a sincere hand-
nd acknowledges the introduction so cordially
feels entirely at ease. In the latter case, a brief
ance usually ripens into friendship, while in the
nstance, one is inclined to forget promptly the
hom the introduction has been made.

ext time you are introduced to a stranger, smile
, make your handclasp warm and firm, put cordi-
o your welcome and see how your new acquaint-
ponds! The correct introduction alone is not
er-stone of friendship; but the correct introduc-

tion that is also cordial opens the door to friendsl that perhaps are sealed to every other effort.

Whether you are making an introduction or ackn edging one, be sure that it is both correct and cordial.

CHAPTER II

LETTERS OF INTRODUCTION

THE LETTER OF INTRODUCTION

rs of introduction should be drawn only on rela-
r on very close friends. It is not considered eu-
thical to introduce by a letter an individual of
he writer knows very little, or toward whom the
s not especially friendly. It is also scarcely good
ask for a letter of introduction; the truly cultured
will depend upon the kind impulses of a friend or
to recognize the need for such presentation.
should be exerted in the issuing of these letters.
eople, because they have not sufficient will-power
se a direct request, will issue such a letter to a
whom they hardly know, and for whose character
nnot vouch. Thus they are forced to send a
letter to the person to whom the letter of intro-
is addressed, explaining that the stranger is really
r well known to them, and that perhaps the hostess
ter find out more about him, or her. This always
n embarrassing and uncomfortable situation; it is
better to refuse frankly, unless one knows the
woman and is willing to endorse him heartily and
y.

ter of introduction should be brief, concise and
m matters of personal or private interest. If the
of the letter is in mourning, or has suffered some

recent grief or loss, or if he is the victim of unha
circumstances or peculiar prejudices, a private le
should be sent to the person to whom the letter is
dressed, explaining the situation. This does not h
true when the stranger has some special mission to
form; in this case, the explanation is written directl
the original letter of introduction.

A note of introduction rarely covers more than a p
or a page and a half of medium-size note paper, an
should be confined strictly to the presentation of
person in whose behalf it is written. Nothing irrelev
such as inquiry regarding the health of certain peopl
mutual acquaintance, or of domestic interest, should
included. The letter is placed in an unsealed envelop

PRESENTING THE LETTER

Usually letters of introduction are not presente
person, but sent with the card of the man or woman t
introduced. This relieves the ceremony of that awkw
ness which usually follows when someone presents a le
of introduction and waits while it is being read. If
does not wish to send it through the mails, the le
may be left with one's card at the door of the one to w
it is addressed.

When the letter of introduction is from a gentle
to a lady, or rather when the letter introduces a gen
man to a lady, he invariably calls in the afternoon
sends up the letter with his card. If the lady is no
home, he may slip the card into the same envelope as
letter, and leave it with the servant to be delivered.
gentleman also calls to present a letter of introduc
to a member of his own sex.

man who wishes to present a letter of introduction
her woman, calls personally and leaves the letter
r own card, or slips her card into the envelope,
and sends it through the mails. Either method
entation is correct. However, when the letter is
ed to a gentleman, she does not call, unless it is
ry special and unusual occasion, but trusts the
the mails for safe delivery.

CKNOWLEDGING A LETTER OF INTRODUCTION

ter of introduction requires immediate recognition
form. Either a call or an invitation should be
ithin three or four days. If it is impossible to
letter of introduction by the usual form of visit-
entertaining then it is absolutely essential that a
and adequate explanation should be written to
hor and bearer of the letter.
iarily, when the bearer of a letter of introduction
man, a call is made within three days. This call
wed by the offer of some hospitality, usually a
n or tea. A gentleman calls upon a lady or upon
gentleman as soon as he receives a letter of intro-
. But a lady, instead of making a call, sends an
on to the gentleman who is introduced to her by
of a letter.
delay in acknowledging a letter of introduction is
both to the person who wrote the letter and the one
itroduced. If one is invalided, a short note should
ten explaining why a call cannot be made, and
ng for a meeting as early as circumstances permit.
wait a week or two before acknowledging a letter

of introduction, and then writing to explain, is to s
lack of good breeding and ignorance of the laws of g
conduct.

It is a mark of courtesy to write to the person
brought about the acquaintance with a new friend
means of a letter of introduction, thanking him or her
the note that inspired the friendship.

MODEL LETTERS OF INTRODUCTION

A letter of introduction should be simple and to
point. It should also be friendly, cordial and expl
tory. It is placed in a single envelope, unsealed, with
full name and address of the person to whom the be
is introduced. Here are some letters that are off
merely as suggestions. Of course they may be cha
and added to, to meet certain conditions:

New Haven, Conn.,
March 4, 19—

My dear Mrs. Brown:

This will introduce to you Miss Rose Johnson of Camden, New Jersey, who intends staying in your charming city during December and January.

I have known Miss Johnson for three years, and feel sure that you will find pleasure in her company.

With warmest personal regards, I am

Sincerely yours,
Margaret F. Dowe.

New York, N. Y.,
April 4, 19—

ar Travers:

The bearer of this note, Mr. Robert Duncan, Chicago, plans to be in your town for two nths. Besides being a personal friend of ne, he is the advertising manager of the Good- ld Company in Los Angeles, and knowing as I how interested you are in advertising, I feel at you would like to know him.

You will find him good company everywhere, I ink, for he not only talks entertainingly but he ays tennis and golf and bridge and plays them ll. I hope that you will be able to help him joy his stay in Madison.

With kindest regards to Mrs. Travers, I am
Cordially yours,
Bob Westely.

Baltimore, Md.,
Oct. 19, 19—

y dear Mrs. Rowell:

It gives me great pleasure to present to you r. Raymond Gordon, the bearer of this note, th whom I have been associated in business and cially for many years. Business takes him to ltimore, where he is an entire stranger. I will rsonally appreciate any kindness you may ow him during his stay there.

Yours most sincerely,
Robert S. Balfour.

THE CARD OF INTRODUCTION

Very often a card of introduction, instead of a let is issued. The letter is preferred in the case of spe friends, as it conveys a certain courtesy that the stri formal card lacks. Yet the card is no less powerful agent in soliciting and securing civilities for a mar woman in a strange town. Its place is in the busi rather than the social world, where often it is means of securing an interview which it would be alr impossible to get without some kind of endorsement.

The card of introduction consists merely of a visi card with the name of the person to be introduced wri above that of the sender. A card so prepared shoul placed in a card envelope, left unsealed, and addre to the person to whom the introduction is to be m The words which appear at the top of the card are wri also at the extreme bottom of the envelope, either b the address or in the left-hand corner.

Here is a typical visiting card, inscribed correctly the name and address of the medium of introduction, bearing the correct introduction above the name:

Introducing Miss Rose M. Roberts
Mr. Charles Hanson Morton
28 West 18th St.

BUSINESS INTRODUCTIONS

The man who values his good name among his busi associates will not give letters of introduction indisc nately. There are no special rules governing such let

usiness world beyond those of the social world. It annoying to a busy man to have to interrupt his make himself agreeable to all sorts and conditions who may come bearing missives which give them e. People should remember this in giving letters oduction and should absolutely refuse unless they re that something of mutual benefit may arise he meeting. To give a letter of introduction for le reason that one sometimes buys goods of a per- agent—to get rid of him—is a very poor way out ifficulty.

permissible to ask for a letter of introduction to a s man if the person from whom it is requested od friend and the person who asks for it has an t reason for doing so. Of course it is much better le letter comes as a free-will offering, for there is ibility of having to meet with a refusal. A refusal t a letter should not anger the person who asked and the person who feels compelled to deny the should give a courteous reason—there is usually reason—for doing so.

CHAPTER III

CALLS AND CALLING CUSTOMS

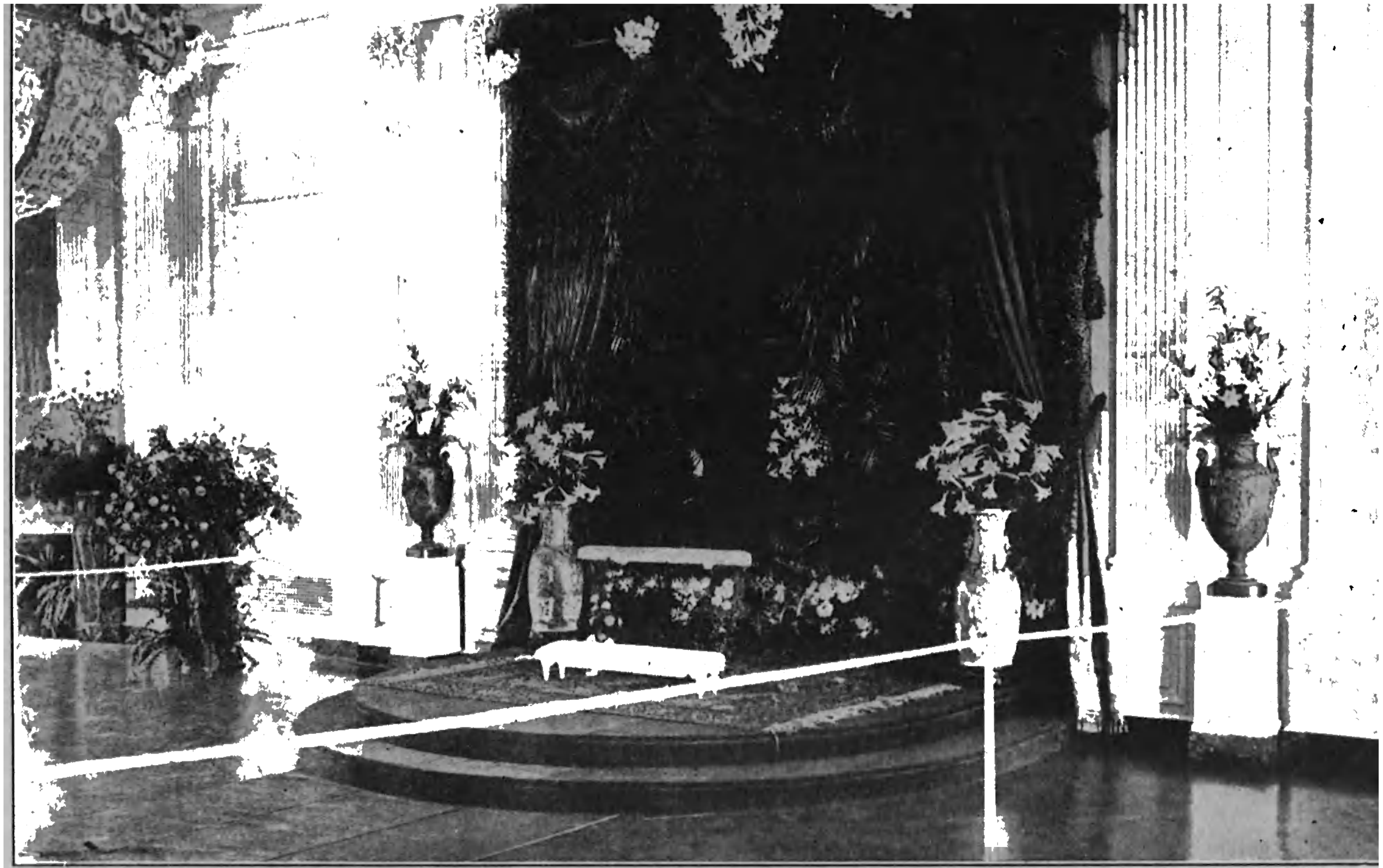
THE BEGINNING OF SOCIAL CALLS

The origin of the "social" call dates from the S
Age, when the head of a family used to leave a rou
carved block of stone at the door of another, a
expression of good-will and friendship. The most ma
development in calls and visiting is traced among
Orientals, and especially the Chinese. In China, eve
day, the social call is practically a sacred ceremony
it is only the very lowest coolie who does not pay re
calls upon his friends and neighbors.

It is contrary to the American ideal to develop c
courage highly complicated social ceremonies, and
the most formal call in this country to-day is sim
meeting of good friends. With the rush of moder
and the multitudinous opportunities which it offer
diversion and instruction there is a tendency to n
one's social calls. It is a great pity, for nothi
quite so precious as one's friends, and was it not Em
who said, "Go often to the house of thy friend for
choke the unused path"?

WHEN CALLS ARE MADE

In the city, formal calls are made between four a
o'clock in the afternoon. Morning calls are cons



© Brown Bros.

AN ALTAR FOR A HOME WEDDING

A similar plan of decoration may be used effectively in a much less pretentious home

l in the city; they are made only to transact , or by special appointment. Only a very intimate s privileged to call in the morning merely for urposes.

en rarely call in the evening, unless it is a friendly l visit. Men may make formal evening visits both city and country. In the city they may call as s eight o'clock or as late as half-past nine. It is ood taste to call very late in the evening, especially ountry where the retiring hour is early. It is per- orrect for a woman who is at business during the pay her calls during the early part of the evening. ing calls in the country may be made between st ten and one o'clock. Both men and women observe these hours. It is only in the centers of and fashionable society, where luncheon is usually at one o'clock that morning calls are reserved for ns of business.

n a call is paid for the purpose of condolence, or of g after a sick friend, no special hour need be d, as the caller rarely advances beyond the ld of the front door. Before calling on a friend spital one should ascertain the hours during which are allowed.

THE PROPER LENGTH OF A CALL

r prolong a call until it becomes a relief to depart for you and your hostess. This is not irrelevant, t too severe. There are many people who do not hen to depart, and simply because they are afraid ng too early and offending the hostess, they pro- e visit unduly and depend upon gossip and forced

conversation to pass the time. It is not good tas make a call that lasts ten minutes; but it is certain better to make one that lasts three hours.

When a first and formal call is paid, fifteen or tv minutes is the usual time for exchanging civilities for making a graceful exit. The ordinary formal cal be extended from a quarter to three-quarters of an A friendly call may be continued an hour, and some an hour and a half.

Calls of inquiry, condolence and information s never be prolonged longer than is required to obtai information required. Calls of condolence shoul made especially short, as it is a mark of inconsider to force oneself on a hostess who is suffering a r bereavement.

THE DAY AT HOME

Calls should always be paid on the hostess' day at if possible. It is always more complimentary and siderate to observe a day at home than to call on an noon when the hostess does not expect you.

In large cities and fashionable circles, it is custc for every hostess to issue at-home cards, giving th and hour, or just the day, when she will be at ho visitors. These are issued to all her friends and acq ances and they are expected to make their social calls of congratulation, calls of appreciation—all except those that have to do with business—on that noon.

Sunday calls are now considered informal. In towns and country neighborhoods they may be made church or in the evening, but in large cities formal

ely made on Sunday. Here again men (and busi-
omen) enjoy a special privilege; they may make
ormal calls any afternon or evening of the week,
not excepted. Perhaps this is only fair, as the
an man, and many of the American women, have
ornings and afternoons completely absorbed by the
ns of their business.

DRESS FOR CALLS

aking business calls a woman should wear street
f the most simple and conservative type. For her
calls also she should wear street attire, but it need
so severe as for business purposes. Especially if
to go by public conveyance she should be careful
make herself conspicuous by her dress. The hostess
ys more or less informally dressed unless her at
akes on the proportions of a reception, in which
e wears an elaborate reception gown.
seldom pay calls, and when they do, for the most
hey wear ordinary business suits unless the occa-
one of importance. Formal evening calls require
evening dress.

PAYING THE FIRST CALL

e country, all newcomers wait until they are called
efore calling or leaving cards. Formerly, calls
aid only upon those newcomers who were in one's
ate neighborhood, but now motoring has greatly
ed the area of visiting. Thus, when a newcomer
or rents a home within easy motoring distance, one
el obligated to call and leave cards.

Brides also wait to receive first calls. Neighbor friends are expected to call and leave cards immed upon the return from the honeymoon. It is the part duty of all wedding guests to call promptly as so the bride announces her return.

When a lady comes to visit a friend in another to is the duty of all friends of the hostess to make th call. It is also the rule for women who have been tained in a friend's house in the country to be th to call on that friend immediately upon her retu town. Where there is no indebtedness of this kin when two women arrive home from their respective su vacations at about the same time, it is customary f younger to make the first call upon the older.

The matter of paying the first call is often a ver cate one. Frequently sensitive people are offend some unconscious slight on the part of a friend. following rules will help those who are in doubt, an are anxious to follow the correct usage, and thus blunders that may result in broken friendships.

An unmarried woman always pays the first c the season upon a matron. The elder of two wor entitled to the first visit. This same rule holds among men, when the question of the formal call In large cities, when the recognized winter perio exchanging formal calls opens, very little attent paid to the matter of the first calls of the season. usually dependent upon convenience and inclinati individuals, and upon the settling of an at-home Sometimes women who are exceptionally punctilious their first calls with reference to courtesies extend received in the foregoing season. Thus, they re their calling lists of the preceding winter, in decidi

o make the first calls. However, this is entirely
ands of the individual.

CALLS OF OBLIGATION

e are certain obligatory calls that must be made, if
hes to be in accord with the laws of etiquette. These
letimes referred to as "duty calls." For instance,
ential for all wedding guests, bridesmaids, ushers,
the best man, maid of honor and matron of honor
on the bride's mother within three weeks after her
er's wedding. They must also call upon the bride
as she returns from her honeymoon. If the wed-
as held at the home of a sister or other relative, the
nade to the lady who acted in the capacity of host-
he guests at a home wedding, wedding reception
akfast, are also obligated to call on the bride's
, and on the bride herself, in due course.
distinctly important for all guests, both men and
at a formal dinner to call upon the hostess within
, at the most, three weeks after the dinner. This
rue even if the invitation was not accepted. The
call should be paid promptly; if a man or woman
s not accepted an invitation to dinner does not call
three weeks, the hostess has every reason to be-
hat he, or she, does not desire her friendship and
lity. This same holds true of balls, suppers, par-
l receptions. Not to accept an invitation, and not
is a gross incivility and reflects upon the good man-
the person who has neglected to make the obliga-
all.
y calls are necessary after formal luncheons or
asts, and after musicales, theater parties, opera

parties, garden parties, and after attending a christ
Such a call should be made within the two weeks foll
the event.

Other obligatory calls are made both before and a
funeral. The first call is merely a matter of card-le
unless one is an intimate friend of the bereaved f
After the funeral a call of condolence should be ma

A hostess who follows the laws of good society t
letter, invariably calls on a new acquaintance before
ing her any hospitality, or before issuing any invit
to her. Other calls that are a matter of obligatio
those of inquiry regarding a friend's health, of congr
tion to parents on the birth of a child, and of congr
tion to the young lady who has announced her en
ment. All these calls are social necessities, and th
or woman who is well-bred never neglects them.

ABOUT RETURNING CALLS

It is of the utmost importance that calls be pro
returned. But perhaps the most exacting of all
first call. To neglect to return it within two wee
three at the most, or to explain by letter why it c
be returned, is to indicate tacitly that the caller's f
ship is not desired. This, of course, is an extremely
and inconsiderate method to choose, if one really
not desire to cultivate a certain friendship, for the
many gracious and less unkind means to employ.

A bride, or a visitor in a neighborhood, or a new
to a town, should not let more than ten days, or a
most two weeks, elapse before returning the civilit
their new neighbors. The first call of a new acquain
should be just as promptly returned. After the firs

rned, it depends upon the individuals concerned
r a friendship shall be developed, or whether a "call-
quaintance" shall be kept up. (The expression
g acquaintance" is used to indicate the custom of
calling upon each other once or twice during the
s a social duty, rather than as a means of develop-
endship.)

en calls are exchanged only once in twelve months
indication that only a purely formal acquaintance
between two people. But when two women are
, they may exchange calls at intervals of three
or a month, and sometimes very dear friends ex-
calls every week. However, in this latter case the
re more or less informal.

s of condolence, sympathy, inquiry and congratula-
e usually answered by sending cards or brief notes
caller. Later, on issuing from mourning, or on
ry of health, the calls of condolence and inquiry
e returned, but it is not entirely necessary, and
ls largely upon the convenience and individual de-
the person on whom the call was made.

n a hostess is asked to invite the friends of her
s to a reception at her home, she is not obligated
rn their "calls of duty." Nor does a woman return
the calls, formal or informal, of her gentlemen ac-
ances. When one woman receives a call from an-
woman who bears a letter of introduction, a return
ust be made promptly, or a letter of explanation
within two weeks after the day of the first call.
me rule is observed between men.

THE CALL OF CONDOLENCE

hould be remembered that no hasty intrusions should

ever be made upon grief. It shows lack of good and extreme inconsideration.

Only intimate friends of a bereaved family, or c member of that family, call for any length of time. (merely leave their cards with cordial inquiries rega the health and spirits of the members of the family. may forward a box of flowers, including their pe card in the box, instead of calling to leave a ca person. But when the formal call of condolence is ten days or two weeks after the funeral, the int friends of the family should be careful to avoid all sul that would cause pain to the bereaved ones. They s not, unless gifted with rare tact, make any refere the death but should rather speak of cheerful t However, it may be necessary to give some word of pathy either upon greeting or departure. A tactfu to greet a sorrowing person is to say simply, "I have to assure you of my sympathy." The subject s then be dropped, and other matters discussed. C parture a word of cheer and sympathy, and a h warm hand-clasp go a long way towards helping ma

Calls of condolence should be brief. It is poor fo remain longer than fifteen minutes, unless one is a ticularly intimate friend and able to relieve the int of grief by his or her presence. If the person upon feels the loss so poignantly that he or she c be composed, it is far better to leave a cordial note door asking to be excused from all callers, than to them and cause embarrassment by a display of em Persons in affliction often prefer to be alone, and t trusion of anyone except their very dearest friends fresh grief.

THE CALL OF CONGRATULATION AND INQUIRY

lls of congratulation are warranted only by intimacy friendship of long standing. After the birth of a feminine friends of the mother incur the duty of g upon her and leaving inquiries about her own and hild's health, along with the customary congratula-

Friends of the young lady who announces her gement are expected to call and offer congratulations. call is usually made between ten days and two weeks the announcement is received. Married women who riends of the young woman's mother also call to their congratulations.

lls of inquiry are made during the illness or couva- ıce of a friend or acquaintance. Sometimes these are made after a fire or accident, or after some e financial loss or other disaster. Extreme tact is d in paying such calls. The call itself assumes no er proportions than that merely of doorstep card- ıg, yet it is an expression of genuine sympathy and ire to show that friendship will be continued no r what happens. The chapter devoted to visiting contains several model cards of inquiry that can be on the various occasions mentioned.

THE SOCIAL CALLS OF MEN

ıtlemen of good society usually devote Sunday after- and evenings to their formal visits. Weekday ıgs are also often given over to the same purpose. gentleman who calls upon a lady shows good taste onsideration by selecting her day at home.

A man is expected to make calls of condolence, in and congratulation upon all his intimate friends, and women. He is also expected to pay a call pro upon a hostess who has entertained him either at d or a dance. However, he may not call again unless invited to do so by the hostess. A bachelor residing new neighborhood is expected to return all first calls upon him, but he has the privilege of requesting a or woman relative living with him to make the retur in his name.

When introduced to a gentleman by means of a of introduction from a mutual friend, it is essential the recipient return the call within three days. This true also if it is a lady who presents the letter of i duction. Gentlemen who are invited to balls, di theater parties, garden parties, etc., are expected to calls within ten days or two weeks, even though th not accept the invitation.

THE INVALID'S CALL

An invalid may return calls by sending a daughte close friend in her stead. A sister may also make for an invalided woman. When a member of society invalid, with no daughters or sisters, and with no intimate friends, she may issue cards or notes th the mails if she wishes to keep up her social activities.

A daughter of an invalid calls upon all her mo friends, introduces herself, and explains why she i pearing in her mother's place. Or she may just lea mother's card, with her own name and a word of ex tion written above it. The latter method is undoul the most satisfactory.

erson who is invalided temporarily may send cards
wer to the courtesies of friends or she may allow her
ter to assume her social responsibilities. Usually
se of the heavy demands which society places upon
e goes back to her round of calls, teas, receptions,
gradually rather than all at once. Friends are
s considerate under such circumstances and etiquette
exacts more than one can possibly do.

ASKING A NEW ACQUAINTANCE TO CALL

u cannot, except under special conditions, invite
e to your home unless you have called on them in
l manner and they have returned the visit. A young
n, and an unmarried woman, wait for an invitation
l from an older woman and matron. It is not advis-
or a young woman to ask a gentleman to call until
as met him several times and is quite sure that she
s to develop his friendship. A woman never calls
a gentleman except on a business mission, in which
he may not discuss social or domestic topics. A mar-
roman does not leave a card for an unmarried man
s she has been to a reception at his house; then
aves one of her own cards with one of her husband's.
s expected of a young matron or of a *débutante* that
quest being permitted to call upon an elderly matron
l lady after the two have met at a watering-place
the home of a mutual friend, and after having ex-
ed cards. A gentleman who wishes to call upon a
girl he admires, first asks permission of the lady's
r, being quite certain, of course, that his visit would
reeable to the young lady herself. To ask permission
mother is to convey a very distinct compliment to

both women, and reflects culture and breeding upo character of the young man himself.

When asking a gentleman to call it is sufficient to "Mother and I will be at home Wednesday at o'clock, Mr. Blank. I hope you will come to see us, "I should be very glad to have you visit me, Mr. B Mother and I are usually at home in the evenings."

In some sections of the country it is customar the gentleman to ask permission to call upon a y lady, rather than for the young lady to request hi call. He may say, "Miss Blank, I hope I may call o sometime before very long, or, "I would like to call you at your home, Miss Blank. May I call some ev when you and your mother are at home?"

THE WOMAN'S BUSINESS CALL

A woman may call on a man only for business poses. In this case the man is usually her clergy editor, lawyer, physician or merchant, and the c made during office hours.

The woman who is making a business call doe usually send in a visiting card, but merely gives her to the attendant. She states her business briefly membering to avoid all personal, social or domestic t not essential to the furtherance of the matter in han it is necessary for a woman to call upon a man a home, she must be accompanied by a male relati by a woman older than herself. This holds true when she is entirely unacquainted with the membe the man's family, and is only acquainted with the himself through business interests. She does not se her cards, merely her name, and she makes her vi

as possible. When a woman calls at a bachelor
ment or at a gentleman's studio it is an unimpeach-
aw of etiquette that she be correctly chaperoned.
ette also bars a woman from visiting a gentleman's
even for the purpose of seeing her husband.
e lady who has been entertained at the home of a
man may drive to his door and send up her card.
he never enters his home for a social visit.

RECEIVING CALLS

e day at home is devoted exclusively to the receiving
ntertaining of callers. This day at home is decided
e hostess at the beginning of the season; one day
week, or one day in every two weeks, is set apart
ceiving calls.
e hostess should be ready to receive her first call by a
inutes before three o'clock. She may, if she wishes,
y a certain hour for calling on her at-home card,
she prefers to leave the hour open, she should be
red to greet her guests from three o'clock in the
noon until a little before half-past five.
ere are three methods that may be employed in an-
ing a caller. The method you choose should be gov-
by what you can afford and by what is most con-
it for you. The most formal and effective plan is
ve a full-liveried butler at the door to lead each guest
drawing-room, and then announce his or her name
hostess. Or a servant may be at the door to offer
visitor a small silver tray, on which to place his or
rd. The most simple method is to place a large tray
hall, preferably on a small table that is conspicu-
situated, and into this the cards of the callers may

be cast as they pass into the drawing-room. It s
be remembered that a maid-servant never announce
ers, but only offers them a card-tray and helps then
their wraps.

The caller at an apartment house should first ha
hall boy telephone up to the hostess—unless the ca
expected—to know if she is at home. It is not perm
except among very intimate friends to go up unanno

The hostess should always prepare some sort of re
ment for her guests on the day at home. In winte
or hot chocolate may be served with wafers or
Sometimes light sandwiches and bonbons are serv
the day at home. In the warm summer months, i
are made, the visitors may be refreshed with ice
chocolate or punch.

DUTIES OF THE HOSTESS

On her day at home, the hostess makes every eff
make her callers feel that she is glad to have them
rises as each new guest makes his or her appea
steps forward and offers her hand in greeting.
expressions, "How do you do, Mrs. Brown," and
delighted to see you, Mr. Gray," are effective phra
greeting. It is her important duty to make gene
troductions, and to give some special attention t
caller as he or she arrives, drawing him into conver
with the others before leaving him to greet a
newcomer.

If the rooms are warm, the hostess may invite
inine caller to remove her wraps, but she must not a
this privilege with the gentleman. She usually serv
or chocolate herself, but if there are many guest

sk one or two friends to assist her. It is poor hos-
y to insist upon replenishing a cup of tea after a
has declined with thanks.

RECEIVING THE CHANCE CALLER

s not always very convenient to entertain chance
, especially if one has some important business
ointment to attend to. But when the servant at the
as admitted that her mistress is at home, the hostess
exert every effort to make good the servant's as-
e. She must not keep the caller waiting, nor must
k to be excused after the caller has been admitted.
ortant business claims her time, she may come to
awing room and after welcoming the visitor, explain
uation and ask to be excused. By no means may
d a written or verbal excuse by messenger. Hav-
n admitted, the presence of the hostess is demanded
for no other reason than to offer an excuse.

he hostess has no pressing business duties or ap-
ents to which to attend, it is her duty to afford
hospitality to the chance caller. If the call is
n the afternoon, and if the hostess ordinarily serves
that hour, she may serve tea, chocolate or punch
ake or wafers.

en the caller is a gentleman, and the hostess a young
it is proper to call one's mother or chaperon into
awing room to make the correct introduction, or if
sitor is already known, to welcome him. A young
who is well-bred does not entertain gentlemen until
ave been welcomed by her mother.

en two chance callers arrive at the same time, the

hostess is, of course, under obligation to make the sary introductions.

WHEN THE HOST IS AT HOME

It is not very often that the host is present wife's day at home, for the very good reason that h claims all his time during the day. But there is no why he should not be present if he desires to and convenient for him.

The duty of any masculine member of a family a ing in the drawing room on the day at home—whe be husband, son or brother—is to share in the hon obligations of the occasion. He will be introduced t visitors with whom he is not already acquainted, wife or sister, as the case may be; and he is expe assist in entertaining, pass the cups, make introdu accompany departing guests to the door and join conversations.

When it can be arranged it is most delightful husband and wife to receive their friends together this reason even formal society is lenient with reg time and Sundays may be utilized for "at homes" or receptions.

TAKING LEAVE OF THE HOSTESS

The hostess is not expected to accompany her ing guests to the door when there are others still room to claim her attention. However, it is only a of genuine friendliness and politeness to accompan departing guest as far as the drawing room door rule does not hold true when one of the guests is

the hostess is entertaining a very distinguished
But ordinarily, it is all-sufficient to rise when a
akes a move to depart, offer one's hand in cordial
, and say, "Good afternoon, Miss Cary. So good
o come," or, "Good-by, Mrs. Blank, I hope to hear
ore about that wonderful trip to East India."
hostess continues to stand until the guest turns to
t of the room. If the guest is a woman, it is a
f extreme politeness to remain standing until she
t the room entirely. When all the guests have
d, the hostess usually accompanies the last visitor
hall door; and if it is a special friend, she is
ed to accompany her to the very street door.
r, the hostess must be careful not to extend any
courtesies to an intimate friend while other guests
sent, nor may she draw a visitor aside to converse
ndertone about some private or personal affair.
ising to depart, a caller seeks out the hostess and
r a formal adieu. Prolonged farewells are not the
ste, for they keep the hostess standing and dis-
when there are others who are entitled to her time
ention. As soon as one intimates that he or she
to depart, a quick but cordial farewell should be
nd the departure made as soon as possible. To
eself out of the drawing room is a foreign and
undemocratic custom which no well-bred man or
recognizes. A slight inclination of the head, a
good-afternoon to the guests, and a formal fare-
the hostess should be followed by immediate leaving
room.

partment houses it is a pretty little attention for
tess to accompany her guest to the elevator and
e bell for her. This she should, of course, not do

in the event that there are others present to cl attention.

A gentleman rises from his seat when a woma and when she rises to depart. When taking leav hostess he waits for her to offer her hand, othe merely bows and offers some word of farewell.

THE EVENING CALL

A gentleman is privileged to make his call in re a hospitality extended him in the evening. It is c ate of him, when he cannot call in the afternoon on the evening of the hostess' day at home.

When a young man has been asked to call by lady, he does not ask to see her alone but request servant at the door that he be announced to *th* This is especially important, for it infers that he to be presented to the young lady's mother or h eron. After he has met her mother, it is entirely for him, when calling, to request to see the pa lady for whom the visit is intended.

A gentleman is usually shown into the drawi by the servant. He retains his overcoat and glo the servant returns to let him know that the you will receive him presently; then he divests himself garments and either puts them himself in the entrusts them to the servant. When the lady er rises, steps forward to meet her, and does not re seat until she has seated herself.

WHEN GENTLEMEN RECEIVE CALLERS

A lady does not call upon a gentleman unless the purpose of business. Under such conditions,

rises, finds her a seat and proceeds immediately
e matter of business. No social or domestic topics
roduced. If the interview is to be a short one, or
nan is pressed for time, he may go out to meet the
the corridor or outer office and stand while he
ner business.

n a lady is admitted to his private office, a gentle-
es not receive her with his hat on, or with his coat
le refrains from smoking, and gives her his whole
on during the interview. If his telephone rings, he
xcuse himself before answering it. He rises when
ly is ready to leave, opens the door for her, and
panies her to the door or elevator if he wishes to
remely polite. However, this latter courtesy is
ary only when the visitor is a relative or special

A gentleman merely bows when a lady takes her
ure, unless she herself offers her hand.

s quite permissible when certain pressing affairs
ne's attention to request to be excused or postpone
siness call until some later date. Or if he wishes
be brief, the gentleman may courteously request
ly to do so, and he will invariably find that she will
too willing to comply with his request. But there
no excuse for the man who insists upon being curt to
who call at his office on matters of business, any
han there is an excuse for lack of gallantry and
sy in the drawing-room.

entleman receives his masculine callers at his home
dially and with as much hospitality as the lady re-
her feminine friends. He must observe all the rules
d for the hostess. He greets each caller formally,
all necessary introductions, sees that conversation
noothly and pleasantly, and if he wishes, offers re-

freshments. When he has a mother or sister to h
entertain, he may invite women guests, and then
duty to accompany each lady as far as the door
that her car is in readiness. When the last gues
part is a gentleman, the host usually goes with hin
as the hall door, and assists him with his coat.

MAKING A CHANCE CALL

Very often a call is returned on some other d
that set apart by the hostess for the day at home
not always convenient for friends and acquainta
observe a certain day at home, but when they call o
days they always are faced with uncertainty. Of
there are some women who do not have a definite
home, but they may be found at home almost an
noon.

A woman calling on a friend or acquaintance
definite day makes some such inquiry as follows
servant at the door: "Is Mrs. Gray at home?" o
the ladies in this afternoon?" Having received
in the negative, the caller leaves her card and
There must be no questions as to where the lad
be, or what time they shall return, unless one is
ticularly intimate friend of the entire family.

When the servant announces at the door that
tress is not at home, it may mean either that sh
of the house entirely or that she is so completel
pied with business that she is not able to entert
either case, however, the report of the servant
taken as final, and it may not be questioned.

INFORMAL CALLS

ill call it that—these friendly little visits that s make upon each other in smaller towns, or in ionable circles. Informal calls. But you may n friendly calls, if you wish.

all towns, and especially in the country, womer op in" for a chat with their neighbors any time fternoon. Even morning calls between ten and ock are permissible. There is nothing formal ese calls. It is not necessary to have a liveried t the door to announce the name, nor a small ay on which to place the caller's card. Butlers, id formalities are all omitted, and the call drops elightfully intimate visit.

uld be ridiculous to attempt to set down a defi- e limit for these calls. They may be as short as minutes or as long as two hours, depending upon the individuals and the circumstances. Refreshments may or may not be served as one pleases. greetings and farewells are dispensed with, and in ace are cordial "hellos" and "good-bys" that are conducive to good friendship.

I feel that, because you are not fortunate enough a pretentious dwelling and to hire impressive butmaid-servants to welcome your guests, you should e calls and have them returned, you are deprivrself of a pleasure infinitely greater than all elabisplay and ostentation. Simple, informal calls r the purpose of creating and developing friendnd made with a feeling of genuine cordiality and ess, are even more gratifying than the stiffly formal calls.

Do not feel that you are obeying etiquette's when you neglect your friendships merely becau home and facilities do not warrant extensive soci course. True etiquette is universal in its app reaches the country-woman in her little cottag rectly as it reaches the stately dowager in her c sion.

CHAPTER IV

VISITING CARDS—AND OTHERS

YOUR CARD A REPRESENTATIVE OF YOU

nteresting anecdote we have in mind will illus-
etter than anything we can say, the importance
correct card, whether it be in business or social
:s.

ther eccentric gentleman discovered an amazing
nmodity for which there had been considerable
for many years. He became immediately famous.
:rs besieged his home and office in quest of inter-
)ut the reports in the newspapers were of the
and most indefinite. He shunned publicity, and
:ly refused to see or speak to anyone.

a brilliant young chap who knew and understood
entricities of the inventor, conceived the idea of
a special card engraved to send in to him. The
aughed at his "foolish idea" as they called it, but
absolute faith in his plan. He had a neat white
graved with his name and address, much the same
ıd size as the ordinary social card. But in the
:ft-hand corner, in tiny italics, these words were
: "Wishes to tell the people the truth about your
:y."

card went in to the inventor. The reporter was
d. And his paper boasted headlines and columns

of startling facts the next day that no other j
town had. The very appearance of the card, its
and its obvious originality, commanded the atte
the man who hated publicity, and caused him to s
an interview.

Of course we cannot all have special cards pri
certain occasions. Nor can we be original to th
that we do not follow the rules of etiquette regarc
rect forms for social cards. But we can make o
so distinctive, so representative of ourselves, tha
cipient will find as much pleasure in receiving
we in offering them. And by distinctive we do n
the fancy or embellished card, but the one that is
in accord with the rules of good usage as outline
following paragraphs.

GENERAL RULES REGARDING CARDS

Social and professional cards should be engrav
on copper or steel; plain, readable type should
Ornate scripts that are hardly legible should be
Ordinary script type is permissible, but it mus
fancy or comprised wholly of swinging flouri
plain letter is always preferable. The ordinary
type, or any new modification of it, or Gothic l
is always in good taste.

When a large quantity of cards is desired, the
plate should be requested, as the greatest number
impressions can be taken from it. Requests may
made of the stationer to use an embossed plate
the letters stand out in relief. The color should
or cream. Other colors are in bad taste, althou
times buff and pale blue cards are used by pro

nd women. The stock should be thin; not as thin per, but much thinner than that used for other of cards.

rds are engraved with the owner's name and ad- , or with the name alone. If it is a profesional the word "Artist" or "Attorney-at-law" or what- he profession happens to be may appear in the lower and corner. Military men may also print their or position in this corner, as may also professors thers holding a title of distinction.

e engraving of names and addresses should never any color but black. Black engraving on a pure card is the best form for the social card. Gilt let- gs are an indication of ignorance, and so are brightly ed engraving or highly tinted paper.

SIZE OF CARDS FOR WOMEN

ch new visiting season brings with it new fashions in —fashions that chiefly affect the size of the card. it would hardly be practical to state definitely cor- sizes. But we will give here the approximate size he woman's visiting and social cards, and exact in- ation can be acquired from one's personal stationer om one of the current magazines which run special rtments to take care of matters of this kind.

hen a lady's card bears her name only, it should measure more than two and seven-eighths inches gth and two and one-eighth inches in width. No should be smaller than two and one-half inches in h and one and seven-eighths inches in width. A le card, on which the names of both mother and hter or both husband and wife appear, should be

about three inches and a half in length, by two an half in width. No decorations of any kind sho used on a card.

Polite society at the present time favors pure unglazed bristol board about two and two-third in length by two and one-eighth inches in width.

SIZE AND MATERIAL OF CARDS FOR MEN

It is usual for a man's card to be narrower an least bit shorter than a woman's. The ordinary two and five-eighths inches by one and three-e inches, but like the woman's card is subject to c The stationer will be able to give definite informati garding the size of the man's card at the present ti

A man's card is as severely simple and unadorn the woman's. No ornamentation, no flourish in t tering. Just plain, readable type or script engra black upon white. The card itself should be of po but not glazed, bristol board, the kind that is flexib thin. Some gentlemen have their cards made of cially thin stock to avoid bulky card cases or wai pockets.

A bachelor may have his home address engraved lower right-hand corner of his card, with the name favorite club opposite. If he resides entirely at his the name is engraved in the lower right-hand corne is bad form to have a business address engraved on social visiting card. An at-home day is never giv a gentlemans card, but appears in the lower left corner of his wife's card. A bachelor is not ex to devote a definite day to the entertaining of calle less he is an artist with a studio.

TITLES ON CARDS FOR WOMEN

woman's visiting card should be engraved solely with ame, address and day at home. Any decorations as gilded edges, crests or superfluous engravings are dication of bad taste.

America a lady never assumes any title other than or Miss on her social card. There is only one ex- on to this rule: a professional woman may use her of doctor of medicine, etc. In this case, even gh she is married, she drops her husband's Christian s and signs herself Marian M. Browning, M. D. woman does not share, on her cards, the honorary of her husband. For instance, the wife of our lent has her cards engraved "Mrs. Warren Gamaliel ing." The wife of a secretary, judge, general or al does not use any title other than Mrs. Even oman who is a successful physician should not use itle on her social cards, unless, as explained above, elderly. It is wise for a woman physician to have ets of cards, one with her name and title, and with ffice hours in the corner, the other with her name , and her house address in the corner. A physi- social card should be engraved simply "Miss an Mansfield Browning."

is always better form to give in full the Christian or names, as well as the surname. It is not tasteful dicate by an initial only the husband's first name, engrave his middle name, thus: "Mrs. *J.* Henry ams." Both names should be given in full. It is considered dignified to use abbreviations of a hus- 's name, as Frank for Francis, Alec for Alexander, or *J*oseph. Nor should an unmarried woman use

such abbreviations of her name as Polly, Sally, Dolly

The wife who is the senior matron of the senior b of a family may drop both her husband's first and n names from her cards, and have them read simply: ' Robinson." Her eldest unmarried daughter is en to use a card reading: "Miss Robinson." When the is a very ordinary one like Brown or Smith, it is a wiser to use the Christian names to avoid confusion.

A spinster, or as the modern woman likes to cal self, the "bachelor girl," may not use cards eng merely Miss Gray, unless she is the oldest daughter family. She has her cards engraved in either of the following forms: "Miss Mary Hammond Gray" or ' Mary H. Gray" or just "Miss Mary Gray." The initial should never be used, except when the young is known by her middle name, unless professional poses demand it.

Mrs. John Jay Holmes
12 West Street

Miss Helen Holmes
12 West Street

CARDS FOR WIDOWS

A widow is privileged to retain her husband's Chr name on her card if she wishes, unless her eldest married and bears the full name of his deceased f. In this case, of course, there would be confusion, a is much wiser for her to have her cards engraved her own Christian and middle names, in this ma "Mrs. Lucille May Hopkins." If there is no reasc

drop her husband's Christian and middle names his death, she may sign herself: "Mrs. Henry m Hopkins."

the present time, it is good form for the woman who en divorced to use her maiden surname with the ne of the divorced or deceased husband, dropping ristian names. Thus a woman whose maiden name arris would have her cards engraved "Mrs. Harris ' if she is divorced from her husband. The name, f she resumes her full maiden name, should be pre- d by "Mrs.," never by "Miss." A widow should following the style prescribed for a divorced woman, t is likely to cause embarrassing ambiguity.

is fully permissible for a widow to revive her name after several years of widowhood. The di- woman, however, may not use her maiden name on rds until there has been a legal annulment of her ge, in which case, as was stated above, she uses it he title "Mrs.," not "Miss."

THE YOUNG LADY'S CARD

en a young lady has been formally introduced to by her mother, she uses for her first year of calls, that bear her name below that of her mother. She es a private card only when she is no longer a *nte*. The joint card, as it is called, should be in size than the card her mother ordinarily uses, é young lady's Christian and middle names should d unless she is the eldest daughter of the family. el card appears below.

Mrs. Robert Cole
Miss Jean Evelyn Cole
Tuesdays *South Street*

When mother and daughter pay calls together, th
card serves for both. But when the daughter makes
alone, she runs a pencil line lightly through her
er's name—unless, of course, she is merely leaving
and not making formal calls. The mother does no
the double card when calling alone, unless she is le
cards for herself and her daughter. Very often
double card, with the name of mother and daught
used even after the daughter has emerged from
débutanteship, when both are visiting together. I
formal society the daughter has her own card be
only her name, with or without title, which she uses
ever the occasion demands it, and in many instances
when she makes her *début* she has a card of her own
she uses instead of or in addition to the one whic
shares with her mother.

When two daughters make their *début* in socie
the same time, the name of the mother appears n
the top, as before, directly below it is "Miss Cole" f
eldest daughter, and below that "Miss Edna Cole" f
younger sister. The form "The Misses Cole" ma
be used when there are two or three daughters.
joint card is used to announce the address and at
day, at the beginning of the season; but it is also
when the ladies of a family send a wedding gift
their card, when they send flowers to an invalided
or when they make calls of condolence or congratu
together.

There are several other double, or joint, card
besides those of the mother and daughter. A mot
girl, living with her father, may couple her name wi
Sisters who have no parents may use a double car
the name of the older engraved above that of the yo

h the simple inscription, "The Misses Gray." A who is unmarried often shares a joint card with a d sister, when they are living together. A chap- nd motherless girl, an aunt and unmarried niece titled to use joint cards if they wish.

r her first season, a young lady, when calling alone, er own card. However, if her mother is an active ; who issues her cards every season and receives er daughters, she does not indicate a day at home personal cards. A supply of double cards should be available when there are daughters in the fam- en though they issue their own cards, for many ces arise when the double card is more acceptable ny other.

INDICATING THE DAY AT HOME

lower left-hand corner of the visiting card is re- for the day at home. If one day each week—or one afternoon from three until six o'clock each is devoted to the entertaining of visitors, the word ys" or "Tuesdays" is engraved in the corner. need be no explanation, no further details, unless tess for some reason wishes to state the hours dur- ich she will be receiving, in which case it is quite sible to add them to the names of the day or days. etimes particular limits are set on the days at home. stance some hostesses are at home only one after- every second, or every third, week. This requires wording. For instance, "First and Fourth sdays" or "First Fridays" (meaning first Fridays month). One may also set a time limit by having

one's cards engraved: "Tuesdays until Lent" or days until April," or "Wednesdays, December 9-23."

THE MARRIED COUPLE'S CARD

The married woman finds many occasions to u card that is engraved with her husband's and her It is never used to announce her day at home, un is to receive with her, though she may use it whe ing, if she wishes.

The double card for a married couple is large the individual card, but just about the size of the card used for mother and daughter. A model is below.

Mr. and Mrs. John Blake
200 West End Avenue

Brides use the joint card when returning call upon them after their return from the honeymo is also customary for such a card to be inclosed wedding invitation or with an announcement of ma to give the united names of the couple with their address and day at home. If this last plan is r lowed, the bride posts, immediately upon her retur a double card bearing her address and day at h all her own and her husband's friends. The doub is then rarely used, except for such occasions a husband wife send a gift together, or pay calls quiry, condolence or congratulation together.

USING JR. AND SR.

is a contraction of the word *J*unior; "Sr." is a
on of the word "Senior." These suffixes are not
used on women's cards, but there are several
when they are necessary. There is, for instance,
whose husband bearing the same name as his
ves in the same town. Her cards must bear the
r." if they are not to be confused with the cards
other-in-law.

s instance, if the mother-in-law were a widow
r husband's full name, it would be necessary for
ld the word "Senior," or its abbreviation, "Sr.,"
name to avoid having it confused with that of
hter-in-law. The latter would, in this case, omit
from her cards. If both women lost their hus-
ıd both wished to retain the husband's Christian
ı their cards, the discriminating "Jr." and "Sr."
e used. These suffixes do not have to be used if
ger widow only retains the Christian names of her
and the older woman revives the use of her own
ı and middle names. "Jr." and "Sr." may appear
rds in their abbreviated forms. Indeed, it is pref-
the name is a long one.

TITLES ON CARDS FOR MEN

tleman's card should always bear some distin-
title. The only time when "Mr." may be omitted,
"Jr." or "Sr." follows the name, or when some
title is conferred. A boy under sixteen may have
hich bears only his name without title.

Undignified abbreviations or contractions of should never be used on a gentleman's card. scription should read: "Mr. Robert W. Blake" or, ably, "Mr. Robert Walter Blake." Such cont as "Mr. Bob Blake" or "Mr. R. Walter Blake" countenanced by good society. Only the gentlen represents the head of the senior branch of his may use a card with his name engraved simpl Blake."

Very often a bachelor has his home address e in the lower right-hand corner of his card, with t of his favorite club in the corner opposite. If h entirely at his club, its name occupies the place reserved on the card for home addresses. And day is never given on a gentleman's card, unless artist and has many friends who are fond of co his studio.

In the army, only those men whose ranks are ab tain use their military title on their visiting card ers use merely the prefix "Mr." Men who are o volunteer regiments are not entitled to the use tary titles on their cards, and they should be ca use only "Mr." before their names. A captain, m colonel in the army signifies in the corner of t whether his command is in the artillery, the infa the cavalry.

A Justice of the Supreme Court has his cards e with the title Mr. Justice preceding his name, thu Justice John Emmonds Cary." Lawyers and ju the lower courts may use only the prefix "Mr." dents of colleges, officers of the navy, physici clergymen all signify their office, rank or profe their cards. A physician may have his card eng

of these two approved manners: "Dr. Everett
n" or "Everett *J*ohnson, M.D." A clergyman who
ived his degree does not use the title "Dr.," but has
ds engraved, "Elmer *J*. Burnham, D.D." Other
h honorary titles follow a similar style.
bers of the cabinet, if they wish, may have their
ormally engraved "The Secretary of State," "The
ry of War," "The Secretary of the Interior," etc.
or, however, may use only the prefix "Mr.," having
ls engraved "Mr. *J*ohnson." Of course the presi-
id vice-president, and ambassadors indicate their
nd rank on their card, as do also all professors
ns of colleges. A member of the faculty of Yale
have his cards inscribed, "Mr. Walter Beacon
Yale University." Foreign consuls and repre-
es use only the title "Mr."
ness addresses should never be used on a gentle-
ocial card. A physician or clergyman need not
his rule, provided that no office hours are given.

Mr. Robert Livingston
4 West Tenth Street

PROFESSIONAL CARDS FOR MEN

essional cards and visiting cards should always be
stinct from each other. The physician who uses
fessional card, with business hours engraved on
a social call, is committing an irretrievable blun-
tiquette.
ysician has the privilege of choosing either of two
or his professional card. He may prefix his name
Dr." or add the initials "M.D." to it. In the lower
and corner of the card, his house address is en-

graved; and in the opposite corner, his office hou
his social cards, the physician omits the office h
uses M.D. after his name rather than "Dr." befo

"Rev." or "Reverend," is the approved title for
man. Cards are engraved: "Reverend Raymo
Fleming" or "Rev. Raymond F. Fleming." A cl
who is entitled to the degree of doctor may us
titles on his professional cards, but has his so
engraved merely: "Ralph Kendrick Williams, D.

Not infrequently it happens that a man has
to write his name on a card with his own hand.
case he does not omit the conventional "Mr.," or h
ary titles, but writes his name identically as
appear if engraved.

No card should be crowded with a great de
formation but a busines card may bear whatever
sary really to represent the person whose name
upon it. The salesman or other representative o
firm has the name of the firm on his business
the man who is in a highly specialized kind of w
as advertising, may have the word "Advertis
graved on his card. An agent for a particula
commodity may have this fact indicated on his
card. Such details have, of course, absolutely
on the social card.

CARDS FOR MOURNING

The tradition of edging a card with black
ence to the dead can be traced back to the ancie
gonians who used black paint to denote the pas
spirit. They painted their bodies black, if t
near relatives of the deceased, and painted al

of the dead man or woman black. This may not
n so much mourning as it was fear, for these peo-
ong ago were afraid of death, and they used the
lor largely to please the spirit of the one who
Perhaps the black-bordered mourning cards we
ay are used more in the spirit of ostentation and
rather than that of mourning.

s one is truly sorrowing over the death of some
e, mourning cards should not be used. When they
l, the borders should be very narrow—never more
ne-fourth of an inch. They should not be car-
people who are not in strict mourning garments.
ıg the first year of widowhood, the mourning card
have a black border one-fourth of an inch deep.
:ond year the border may be diminished one-six-
of an inch; and every six months after that, the
mount may be detracted from the border, until
ıg is put off entirely. A widower's card has a
narrower than the widow's in proportion to the
their respective cards. It, too, is gradually de-
in width until the end of the mourning period.
graduation, or rather gradual narrowing, of the
is not used in the mourning of a sister's, brother's
nt's death. For these relatives, a border not less
sixteenth or more than an eighth of an inch in
hould be used. Mourning cards should not be as-
for an uncle, aunt or cousin, unless genuine sor-
l heartfelt sympathy are felt. A border that is
nth of an inch in width is sufficient for the com-
:riod of mourning for these latter relatives.

mourning cards of parents and widows should
e broadest black borders, but even they must not
the conventional width, which is not more than

one-fourth of an inch. Very wide, glaring bor
note bad taste on the part of the owner. (See foo

WHEN THE WOMAN GOES A-CALLING

A visiting card is always left on the hall table o
card tray, if it is not given to the servant. Tl
must on no occasion carry it in and present i
hostess like a *billet d'admission.* A woman *ne*
sents it herself to her hostess.

When the call is made on the hostess' day at hon
are left on the tray in the hall as each calle
through to the drawing- or reception-room. If
first call of the season, to that particular frien
quaintance, she places one of her own cards an
her husband's in the tray. Subsequent calls of
son do not require one of her own cards left eacl
the tray; but if the call is made in return for s
pitality or entertainment accorded her and her l
she leaves two of the latter's cards—provided, o
the hostess is a married woman.

Until about 1893, women, when paying calls a
ing that the hostess was not at home, turned d
left corner of the card towards the center, to
that all the women members of the family were in
the call. If the right corner was also turned
meant that the visitor came to make a formal
for the simple purpose of card-leaving. This cus
been entirely eliminated in America, at any rate

* There seems to be a tendency for widows to use, the fir
their mourning, cards that have borders measuring one-third of
width. Certainly if one is in deep mourning, and genuinely so
border of this width is permissible. But the one-quarter in
varying down to one-sixteenth of an inch, is always preferr
in better taste.

prevails in certain foreign countries. And rightly it is both affected and untidy.

WHEN MORE THAN ONE CARD IS LEFT

fe beginning her rounds of first calls, leaves two husband's cards with one of her own. She repeats en she comes to congratulate or condole, and when ys her final calls of the season. It is wise for a ways to carry a number of her husband's cards in d case, as she is often called upon to use them for cial occasions that the busy business man is loath nd.

wife calls upon a friend who is entertaining for a or relative and the invitation included her husband, ves three of his cards with one of her own if the is a married woman, two of his and one of hers is single. She never leaves one of her husband's for an unmarried daughter. She should not use d bearing both her name and that of her husband uld use two separate cards when it is in connection cial calls.

uette does not permit a woman to leave a card for

She may call on a man only for the purpose of s, and then she uses her business cards, if she has nstead of her social ones. A married woman call- on a single woman who is the hostess and mistress own home, leaves one of her own cards and one of sband's, or the joint card which is engraved, "Mr. rs. William Allan Beckford." In many instances seem more courteous to leave more than one card, woman calling alone should never leave more than

It has not been many years since she was almost

compelled to leave half a dozen or more but commo intervened and this custom like most others ha simplified.

SOME MORE POINTS ABOUT CALLS AND CARDS

A young lady during her first year in societ leave her name on the same card with her mothe there are two *débutante* daughters, the joint card i to suffice for all three. If a young lady using se cards calls on a friend's day at home, she may p cards into the tray on entering, if the hostess is re with a friend or daughter, or she may leave only on if she prefers. This is done only when the call is t of the season, or when it is in return for some ent ment. Otherwise, if the young lady is a frequent to the house, and calls on her friend's day at ho need not leave her card.

Neither a matron nor a young lady may leave a c a masculine member of a household. A young lac ing a chance call on a mother and daughters, an told the ladies are out, leaves two of her card unmarried woman calling on her married friend lea one card. But if this friend has a friend or rela ceiving with her, or if she has a daughter or da in society, then a card is left for each of the ladie

An unmarried woman, living with a father or b and acting as mistress of the household, has car for her as carefully as the matron. A widow mu be given scrupulous attention in the matter of ca

A young lady who calls after a dance, dinner o ter party leaves a card for the mother of the young upon whom she calls. If a mother gives a dance

honor of her son just returned from college, or
ving for college, the ladies who attend call after-
ly on the hostess and leave their cards for her.
times, one calls upon a friend or acquaintance at
or inn. If the ladies are out, the caller leaves
arked for the persons they are intended, in pencil.
se they are likely to go astray, considering the
ence and carelessness of the average servants. It
customary for both men and women, when paying
strange neighborhoods, to write on their cards
mporary address. The corner that is opposite
ed for the permanent address is devoted to the
of this temporary address.

THE CHANCE CALL

narried woman calls in return for some hospitality
ier and her husband, she leaves two of her own
nd two of his. But if it is just a social call, she
nly her own card. In this latter case, she asks at
to see the ladies. If she is informed that they are
ome, she gives the card to the maid and departs.
other hand, if the ladies are at home, the card is
n the tray in the hall, and the caller goes into the
-room to be welcomed by her friends.
e maid does not know whether or not the ladies are
, and says she will see, the caller gives her own
d goes into the drawing-room to wait further word
e maid. Should the ladies be out, she leaves two
usband's cards on the card tray in the hall before

If the ladies are at home, she does not deposit
band's cards in the tray until her departure.
often a lady will call on a very good friend, more

for a friendly little talk and for companionship t
social duty. In this case, she is privileged to s
only one card; and leave it behind, whether that
out or in, without any other cards.

SIMPLE CARD-LEAVING

Frequently, cards are left when there is no in
on the part of the owner to make a call. To retu
made upon one, by persistent card-leaving, is to i
that one wishes to draw a friendship to a close.
accomplished merely by leaving a card, on no pa
at-home day but simply by chance, and by makin
quiries of the servant. One says to a servant,
forward these cards to Miss Adams" or, "Thes
are for Mr. and Mrs. Blakelock."

There are several exceptions—several occasion
cards may be left without a formal call and still i
no desire to terminate an acquaintanceship. It
persistent card-leaving that is indicative of this
A lady in mourning, for instance, is privileged t
her cards only in return for invitations she ma
received. It is proper for people in mourning t
cards for all those persons who called after the b
leave cards of condolence; these return cards are
black-bordered, and they are left about one mont
the funeral.

Another custom that remains unchanged throu
constant evolution of social culture, is that of
cards for the bride's mother when invitations
church ceremony only are received, and when the
mother is a stranger to the person invited. U
ceiving the announcement of a wedding, the prope

to leave cards for the bride's mother, even though
total stranger.

s must be left by each guest for the lady who has
ined a club, charity or literary organization, at
he. They serve the same purpose as cards that are
er an entertainment or hospitality on the part of
tess.

custom of card-leaving without a call is also ob-
when a friend or acquaintance goes to a home that
n visited by death.

SHOULD A STRANGER LEAVE CARDS?

question has often been asked, whether or not a
woman being entertained by friends, is obligated
e cards when they accompany those friends on
There are certain varying conditions that govern
wers to this question.

stranger is invited to accompany the caller pri-
as a matter of convenience. If the person visited
at home, no question of card-leaving is involved—
e friend leaves cards and not the stranger. But
hostess is found at home, and if the stranger in-
o spend at least two weeks in the neighborhood,
cessary for him, or her, to leave cards. It is not
ry for the stranger to leave cards when the
the neighborhood is to be a short one, and the call
ely a matter of convenience. If no card is left,
stess will understand that no call is expected in
and that the stranger expects no invitations to
ing social activities in the neighborhood.

etimes a man or woman accompanies a friend or
to the home of a stranger, for the purpose, pre-

viously arranged, of being introduced and paying call. Here the etiquette of card-leaving is clea fined. If the call is made on the day at home, th leaves his or her cards on the hall table, just as t other first call. But if it happens to be a chan and the hostess is not at home, the stranger leave with those of the friend.

When two women pay a chance call together, a is a perfect stranger at the house visited, no ques card etiquette arises if the hostess is not at hom if she is at home, the stranger may pencil his or h on the card that the friend sends up. No card is this stranger, unless he has been cordially entert the hostess' drawing room, served with tea, and the hostess has expressed a desire of meeting him, again. In this case, a card is left when the stra departing, and a return call is expected.

CARDS AND BUSINESS CALLS

The laws of social calling and card-leaving do n true when a business call is made. A special set take care of all business calls that the woman ma

The usage which governs the woman who is upon a man on a matter of business has alrea described. She does not send in her card. To name to the attendant, stating her business, or both on a slip of paper provided for the purpose ficient.

If the business call is made on a woman w stranger to the other woman who is making the c necessary to send in one card, inscribed with the the caller and a few penciled words regarding th

business. Or the card may be sent in with a brief
the servant regarding the purpose of the call.
women who are on charity committees, or other
tees, together, who are social equals but who do
hange cards and calls, have a special card etiquette
w when calling upon each other regarding mat-
mutual interest on the committee. The caller
p one of her own personal cards with a word or
plaining the object of the call. This card is left
e servant to give to the hostess if she is not at

WHEN A MAN LEAVES CARDS

the rules of card-leaving outlined for the woman
llows the dictates of social calling, may be applied
well-bred young man—but with the following ex-
s:

an never leaves the cards of any other man, nor
e assume any of the card-leaving duties incurred
feminine members of his family. When calling
dy's afternoon at home, the gentleman leaves one
r the hostess and one for the host on the card tray,
ering the house. Whether the host is at home or
the caller is acquainted with him, he must leave
his cards for him, provided that the call is being
n return for some hospitality enjoyed. If there
ung daughter in the family with whom the caller
ainted, a third card must be left.
oung man, calling at the home of a young lady,
see the ladies, meaning the mother or chaperon
as the particular young lady herself. No well-
red young man asks to see only one lady, when

there are several others in the house. If the lad out, he may leave a sufficient number of cards fo them, including one for the host or he may leave o without explanation. If the ladies are in, he stil a card for the host on the hall table when he is dep

When making his first or last call of the se man may leave one card for each one of the lad each one of the men of the household with whom h quainted. This holds true only when the call i on the day at home, or on a Sunday afternoon ning. The man who calls on a lady's day at hor whose call has no reference to any social debts gations, leaves only one card—and if he is an i friend at the house where the call is made, he le cards at all.

Men's social calls are few. Business affairs most of their time, and the duty of card-leaving erally given into the hands of a feminine relative mother, sister or wife. Married men invariably their formal social duties to their wives, but sin must not take advantage of this privilege. It is well for a mother or sister to leave the cards of a brother who is busy at his office on the hostesse hospitality they enjoyed together. But when a man is entertained by a hostess who is not on his r or sister's visiting list, it is very important for make his return calls in person. This is especia in regard to dinner and ball hospitalities—they immediate and cordial reciprocation in the matter and card-leaving.

THE MAN'S CHANCE CALL

Unless the ladies are in the drawing-room, read

man, upon making a chance call, sends up his cards to the people he wishes to see. If the servo opens the door does not know whether or not es are at home, or if she says that they are at home downstairs, the caller places his cards on the tray its in the drawing-room for the return of the

e call is made after a ball, dinner or theater party, young man is calling on the young ladies of the ld, he sends up a card for each young lady, and for the mother or chaperon. If the call is made express purpose of seeing one particular young card must be sent up for her and for her mother peron. Two cards are also requied when a man pon a maried couple, in whose name he has reome hospitality. He sends up one card for each. having called several times at a certain house, obfor the purpose of seeing a young lady of the famenjoying her society, it is no longer necessary to the chaperon in the ceremony of card-leaving.* otnote.) One may send a card up only to the lady hes to see.

ABOUT LEAVING AND POSTING CARDS

n an invalid, elderly lady or woman in deep mournires to repay by some courtesy, calls made upon nvitations received, she may leave cards at a door of paying a personal call, or sending them by post enger. A very busy hostess may employ the same f returning a dinner call or first call that she owes

*ron being to-day a practically obsolete term, we use it here to e parent or guardian most directly concerned with the social f the young lady.

a friend or acquaintance, especially if she is desi extending an invitation. Instead of leaving th she may even, for lack of time and opportunity, with an engraved or written invitation.

A man or woman unable to accept an invitati tended by a hostess to whom he or she is a stra obligated to leave cards within two weeks after tertainment. Similarly, the guests, men and wor vited to the ceremony of a church wedding, leav for the bride's mother within two weeks after tl ding. Even though one is a stranger to the moth card must be left as a matter of courtesy and soci gation. People who receive cards announcing a m are also expected to leave cards for the mother bride. A friend of the groom who is a stranger bride and her family, and who finds that he is to attend the ceremony to which he has been invit not pay a call, but must leave a card for the bride's a week or two after the wedding.

Other occasions requiring card-leaving are tl quiries regarding the health and condition of a sympathy and good feeling in the event of some tune; condolence; congratulation; and upon ann a prolonged absence from, or a reëntrance into, A change of address is also usually made known b of card-leaving.

If one is invited to an afternoon or evening re and finds it impossible to attend, cards should either by mail or messenger, so that they reach the on the day of her entertainment. If the cards by hand or by post, they should be enclosed in envelope, sealed, and addressed to the host and —provided, of course, that both of their names



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DECORATIONS FOR A WEDDING IN A SMALL CHURCH

In a simple church such as the one pictured above the ribbon at the end of the pews may be omitted

nvitation. If the affair is in honor of some spe-
on a card is left for or sent to that person in addi-
the one for the hostess.

sted cards of regret are sent by a single woman,
udes one for the *débutante* or for the guest of
n addition to the one enclosed for the hostess.
rried woman adds to these two, three more of her
's. A single man, under the same circumstances,
ree of his cards if the reception is given in honor
butante or a guest of honor (masculine or femi-
nd if the invitation was issued in the name of a
l hostess.

ıay send cards of inquiry, congratulation and con-
by post or messenger, only if one is indisposed,
l, or inconveniently situated at a great distance
e persons addressed. It is always better form to
se calls in person, and leave the cards oneself.
, the cards of inquiry, congratulation and con-
may all be acknowledged by post or messenger, as
res.

LEAVING CARDS OF INQUIRY

ıe's card, the words "To inquire" or "May you
rapidly" may be penciled when a call of inquiry
ıg the health of a friend is made. During a long
:alls by friends and acquaintances who have been
ıabit of making social calls, should be made at
ree times a week. By these "calls," you under-
e mean mere calls of inquiry when the card is left
›or and the patient is not seen personally.

leaving for inquiry, condolence and congratula-
nvariably made in person. Before a funeral, an

engraved card with a word or two of regret pe
the right side, may be entrusted to the servant
husbands and wives call separately or togetl
leave their own individual cards. In cases of t
they do not leave cards for each other. But wh
ried couple calls to offer sympathy for the loss of
ter or son, two of the husband's and one of t
cards are left. Only one card each is left for
as for a widower also. Cards left for orphaned
are meant for the oldest, who now represents th
the family.

About two weeks after a funeral, cards are
the mourning family, unless a special call of c
is made. In this case, the cards are left just a
it were a social call being made. Black-borde
are never used except by people who are then
mourning. A matron may leave cards for her en
ily, and a sister may fulfill the duty for a busy b

It is neither complimentary nor genuinely cou
post a card to inquire after a friend or acquaint
is ill. It should be left at the door in person, a
ing news of the invalid's condition. A word of
inquiry may be penciled below the caller's name,
on the card.

Calls of inquiry, condolence and the like are n
out reference to social indebtedness, but in all o
except among intimate friends, the convention
nating calls should be adhered to.

ACKNOWLEDGING CARDS OF INQUIRY AND COND

A large, square card in plain white or with
border, inscribed as follows, is ideal to send to t

called to offer sympathy and condolence during
ement, posted two weeks after funeral:

Mrs. Robert Guy Mannering and Family
gratefully acknowledge
your kind expression of *sympathy*
upon the death of their
beloved
husband and father
Robert Guy Mannering.

· acceptable form frequently used to acknowl-
lls of condolence before and after a funeral, is:

The family of *the late John Ray*
acknowledge with sincere appreciation
your kind sympathy.

ne "John Ray" may appear on the second line by
r it may be part of the first line as shown above,
according to taste or the prevalent popular cus-
'he address of the bereaved family should appear
the bottom of the card, slightly to the left. It
's better form to have it printed in italics.
ds, to express gratitude for the courtesies shown
· friends, write or dictate notes of thanks imme-
upon becoming well again. Often a popular
will receive a vast number of solicitous cards and
inquiry during an illness, and it will be necessary
in her still weakened state, to trust to the mails
: the friends and acquaintances who inquired for
ie may send her ordinary visiting card, with the
"Thank you for your kind inquiries" or others

to that effect, written across it. "Thanks" shoul
be used instead of "Thank you." Its brevity c
suggestion of discourtesy.

ANNOUNCEMENT CARDS

At the present time, the vogue of sending out ca
nouncing a death in the family, has been almost
discontinued in better society. Instead, an annou
is inserted in the newspapers, giving particular
the death and also the day of the funeral. It is
a more satisfactory method. A typical newspa
nouncement follows:

Cole.—At Whitehouse, N. J., on February 23,
Rose Emily, beloved wife of Robert M. Cole
cumbed to pneumonia. Services at Chapel
bany Rural Cemetery, Saturday, February 2
3 P. M.

When a betrothal takes place, announcement c
sometimes sent out, but it is not necessary to h
cially engraved cards. As a rule, the mother
happy young bride writes notes to intimate frie
acquaintances, or inscribes the news on her visitin
and posts them to those of her friends with wh
she and her daughter are most intimate.

Weddings are usually announced by means of e
cards. The correct form for these is given el
Engraved cards also announce the birth of a chil
this, one may have a tiny white card engraved
baby's name, and attached to the mother's card
narrow white satin ribbon. It is posted to all

quaintances. In lieu of an address, which appears
her's card, baby's card bears the date of the birth
lower right-hand corner. The joint card of the
and mother may be used to announce the birth of
, the full name of the infant being engraved in
tters above the names of its parents.
card announcing the birth of a child is sent by
Immediately upon its receipt, friends and acquaint-
nake calls to inquire after the health of mother
ld, and to leave cards for both. When one is pre-
from calling—and there should always be suf-
reason for *not* calling—one may respond to the
announcement by posting one's own card to the
, with congratulations penciled above the name.
vledgment of some kind must be made promptly.

WHEN TRAVELING

he man or woman who travels, those tiny bits of
board are important factors in keeping him or her
h with the home social life left behind. When one
at a strange place, perhaps thousands of miles
friend, and one intends to remain there for several
-or months—one's visiting cards posted to all
and acquaintances, and bearing one's temporary
, ties one to home in a particularly pleasing way.
follow in their wake. News of social activities
ne. And one begins to feel that after all, this
land is not so distant!
so, if you travel, remember that as soon as you
place where you intend to stop for a short while,
t visiting cards to all your friends, relatives and
tances, and let them know your temporary ad-

dress. It may be written in pencil or ink above t
address. When you change your address perm
be sure that all your friends and acquaintanc
of the change. For this purpose, the old visiti
are the best to use; they may be sent with a lin
through the old address, and the new written ab

A man stopping at a hotel for a week or two,
sirous of letting his friends in the vicinity kno
whereabouts, posts his cards bearing the tempo
dress, to all his masculine friends, and calls and l
card upon the women he wishes to see. A woman
at a hotel or resort, posts her visiting cards,
temporary address above her home address, to
attention she wishes to claim,—men and wom

P. P. C. CARDS

Pour prendre congé, it means, a French ex
translated to read, "To take leave." And it is
connection with those last-day visits before one
Europe, or starts on a long trip to some distant

The ordinary visiting card is used, with th
P.P.C. written in pencil or ink in one corner, in
the departure and so differentiating it from oth
Cards so inscribed are posted to, or left with, al
and acquaintances, a day or two before setting
the voyage. No acknowledgment is necessary as
courtesy-cards with no relation whatever to one
debts and dues.

P.P.C. cards are always necessary before an
departure, but they are particularly so when
calls in return for hospitality, or calls in return
calls. If there is very little time, and a great m

ttended to, it is entirely correct in this case to om house to house, leaving the cards with the who opens the door. The cards may even be a day before the departure, if time is very much

hot usual for P.P.C. cards to be distributed at the the season, when members of society make their change of residence. As explained under the When Traveling," a visiting card may be sent to iends and acquaintances, bearing the temporary above the permanent home address. Thus the card would not be especially necessary.

CHAPTER V

INVITATIONS

SOME GENERAL RULES

No matter how informal, an invitation should be acknowledged within a week of its receipt. It be a definite acknowledgment—either an accept refusal—and no doubt should be left as to whet writer intends to be present or not. An invitati always be answered in kind; that is, a formal in requires a formal reply, following closely the of the invitation. The informal invitation sh cordial enough to warrant a cordial and friendly both invitation and acknowledgment should be fre stilted phrasing.

Formal invitations for evening affairs should dressed to husband and wife, omitting neither the other. (The exception to this rule is the "s its feminine equivalent.) If there is only one d in the family, she may be included in the invitati when there are two or more daughters to be in separate invitation addressed to The Misses Brow sential. Invitations sent to the masculine membe family, other than the husband, are sent individu

Invitations sent to a husband and wife are a edged in the names of both. If a daughter is i

he is also added to the acknowledgment. The wife answers the invitation, and although it was sent name of Mr. and Mrs. Blank, she sends her ac- dgment to Mrs. Blank alone.

nvitation may never be acknowledged on any kind siting card, although a visiting card may be used invitation. For very large, formal social func- invitations are always engraved. A young girl ot issue invitations to men in her own name, but in f her mother or guardian. She should say in her ions that her mother, Mrs. Blank, desires her to the invitation to Mrs. Brown, etc.

eplying to invitations, explicit details must be The day of week, date and hour should be quoted, g from the invitation, so that any discrepancy made nvitation will be noted and corrected by the hostess he receives the acknowledgment. This does away ny possibility of such embarrassing blunders as on the wrong day or at the wrong hour.

the most informal invitation should be given by ne, by word of mouth or orally by a messenger, ry invitation should be either declined courteously epted with enthusiasm promptly.

INVITATION TO A FORMAL DANCE

word "dancing" is usually placed in the lower left- orner of the invitation to denote the object of the 's gathering; thus no specific mention that the inment is to be a ball is necessary.

owing are the most approved forms of invitations or the very formal balls:

Mr. and Mrs. James Kilgore
request the pleasure of your company
on Thursday evening, January the tenth
at nine o'clock

Dancing *Scarsdale*

or

Mr. and Mrs. James Kilgore
request the pleasure of
.....
company, at a costume *dance*
to be given at their home
on Thursday, January the twenty-sixth
at eleven o'clock

Costume *de Rigueur* *14 Main Street*

The words, "Please reply," may be added althou
should be unnecessary since every person of good
ing will reply immediately to such an invitation
he intends to accept or refuse.

ACCEPTING THE INVITATION

When the invitation to a dance bears a reques
reply, a prompt answer should be sent. If the in
itself is in the third person, the reply should fol
same form. For a formal ball, an acceptance o
should be mailed within forty-eight hours after re
the invitation. Here are the correct forms for t
tations above:

Mr. and Mrs. John Harris
accept with pleasure
Mr. and Mrs. James Kilgore's
kind invitation to be present
for dancing
on Thursday evening, January the tenth
at nine o'clock
148 Grand Boulevard

Mr. and Mrs. John Harris
regret exceedingly that they
are unable to accept
Mr. and Mrs. James Kilgore's
kind invitation to a costume dance
to be given at their home.
Brookline.

:n the acknowledgment is a regret, it is not neces-
o repeat the date and hour for the obvious reason
s long as one is not going, it makes no difference
r or not the details of time are correct.

FOR THE INFORMAL DANCE

:n the dance is a small and less formal affair, a
note is used, though the more punctilious social
frowns upon the employment of visiting cards for
urposes. Following is the correct visiting card for
al dance purposes.

Mr. and Mrs. Harold Champ
at Home
Dancing at Ten *432 Maple Street*
April the Fifth

The acknowledgment should be hand-written o
note paper, and couched in a cordial, informal r

THE DINNER DANCE

The dinner dance seems to be one of society'
favored functions. For this affair it is necessa
the hostess to issue two sets of invitations; one se
people she wishes to entertain at dinner, and one t
whom she wishes to invite for the dancing only. T
ner invitation would be the regular engraved dinn
with the words "Dancing at ten" written in th
left-hand corner. The dance invitations would
regular at-home cards with the words "Dancing
written in the lower left-hand corner.

A very popular method of inviting people to i
dance parties—a method that has won favor amon
esses who are fond of inviting just a few young n
women in to dance and enjoy simple refreshment—
of using the joint visiting card of herself and h
band and writing in the lower left-hand corner:

Dancing at eleven
April the fourth

This may be written in in ink—and as an in
the card may be used to take the place of the
invitation or the formal third-person note.

THE DEBUT DANCE

An ordinary dance invitation with the calling
the *débutante* included may be used for the occasio

g the *début* daughter to society. A more strictly
orm follows:

Mr. and Mrs. Charles Wendover
request the pleasure
of introducing their daughter
Emily Justine
to
[redacted]
on Tuesday, May the third
at eight o'clock
10 Merril Parkway

NVITATIONS FOR THE SUBSCRIPTION DANCE

wing is the correct invitation to use when the sub-
n dance is held in the drawing-room of a hotel.
ld be engraved in script upon large white letter

The pleasure of
[redacted]
company is requested at the
Third Reunion
at the Richelieu Hotel
on Friday evening, April the tenth
from nine until one o'clock.

Patronesses

Mrs. Johnson *Mrs. Meredith*
Mrs. Mooers *Mrs. Thompson*
Mrs. Clure

the invitation above, "vouchers" are invariably
l. These "vouchers" are for the purpose of en-

abling subscribers and patronesses to extend ho ties to their friends, but also to bar the admitt those people who were not invited. Here is th usually used for the "voucher":

Third Reunion
Gentlemen's Voucher
Admit .....
on Friday evening, April the tenth
Co*mpliments of* .....

To do away with the necessity of the "voucher" like the following is used:

.....
The pleasure of your company is requeste
on Tuesday, the tenth of *June*
at eight o'clock
Co*mmunity* Club
18 Forest Avenue
Please present this card at the door.

If the invitations are issued and distributed by mittee or board of directors, instead of by privi scribers, the words:

The Committee *of the Third Reunion*
Hilldale Club
234 Kingston Avenue

appear beneath the engraving, in the left-hand The proper form is to use a letter sheet, engra

ion on the outer face, and listing on the second ace, the names of the men who are giving the ball. er, it is also correct to use a large bristol board isting the hosts on the reverse side, or on another card.

KNOWLEDGING SUBSCRIPTION DANCE INVITATIONS

invitation to a subscription ball, received in the f the whole body of subscribers, requires a prompt ledgment of acceptance or denial to the address on the card. But if a subscriber extends an in- n to a friend, enclosing with the invitation his or n card, the answer is sent to this subscriber indi- y. It is usually a short, informal note, something e following, and it may be addressed to the entire ttee or merely to its Chairman:

19 West Street,
April 18, 19—.

ar Mrs. Blake:

with great pleasure that I accept your invitation end the Third Reunion of the Hilldale *Club, on , the tenth of April.*

Sincerely yours,
Helen R. Haddock.

INVITATION TO PUBLIC BALL

lic balls that require purchased tickets have a very t kind of invitation. The following invitation be printed or engraved on very large letter sheets ds, giving, either on the second inner sheet or on erse of the card, the names of the patronesses.

The pleasure of your company is
requested at the
Annual Masquerade Ball
To be given at the Taft Hotel
Thursday Evening
January the fifth, at ten o'clock

Cards of admission, Three Dollars
On sale at the
Taft Hotel and homes of the Patronesses

REQUESTING AN INVITATION

When one is invited to an entertainment and finc possible to attend without a visiting guest or rela invitation may be requested. But a great deal and good judgment must be exerted. A note of follows, but in writing notes for your own pa instances, you must remember that each note ha adapted to the occasion in hand.

27 Claremont Terr
May 8th, 1

My dear Mrs. Jolson:

Elsie Millerton, whose brother you remember Hot Springs last year when we were, is spendin days with me. I wonder if I may bring her to yo next Thursday?

Sincerely yours,
Mary B. H

It is rarely necessary to refuse such a request but if the ballroom is already too crowded an hostess has received a number of similar petitions

opriety send a brief note of refusal with a courte-
rd or two of explanation.

THE DINNER INVITATION

nner invitation is the highest form of courtesy.
s why it requires prompt and very courteous ac-
dgment.
narily, dinner invitations are issued ten days ahead,
t is a very large formal affair, when two full weeks
owed. It is not good form to send an invitation
out a day or two before the day set for the dinner-
for then the guest will be perfectly correct in
that the invitation was issued to her (or him) only
some other guest was unable to attend. If there
y three or four guests informal notes are usually
owever elaborate the dinner itself is to be. Such
tation should occupy only the first page of a sheet
paper.
er invitations may either be written on ordinary
of white stationery, or engraved on cards. If the
s decided upon, it must be large, pure white, and
her heavy bristol board. The hostess who gives
arge and elaborate dinners may have cards like
owing printed, leaving spaces for the insertion of
he of the person invited, the day, hour and date:

Mr. and Mrs. Jeremiah Knight
request the pleasure of
.....
company at dinner
on .....*evening*
at.....o'*clock*
55 Court Street

The words "To meet Mr. and Mrs. John Sta be written in ink at the bottom of the engraved c the dinner is in honor of a special guest. Or sr may be printed and enclosed with the invitation

IN HONOR OF CELEBRATED GUESTS

Often, to introduce someone of distinguishec to the hostess' acquaintances and friends, a l elaborate dinner is given. The cards should be in a fine script or block letter, in the following

To meet
Mr. and Mrs. McAllister Van Doren
Mr. and Mrs. John King
request the pleasure of
. . . . . .
company at dinner
on Thursday, January the sixth
at eight o'clock
455 North Avenue.

THE ACKNOWLEDGMENTS

For the formal invitation, written in the thi a similar acknowledgment must be sent within tv hours. Following are an acceptance and a r may serve as suggestions for the dinner invita *you* will accept and refuse in the future:

Mr. and Mrs. Herbert Thorne
accept with pleasure
Mr. and Mrs. Jeremiah Knight's

kind invitation to dinner on
Friday, August the fifth
at eight o'clock
64 West Drive

Mr. and Mrs. Herbert Thorne
regret that a previous engagement
prevents their accepting
Mr. and Mrs. Jeremiah Knight's
kind invitation to dinner on
Friday, August the fifth
64 West Drive

t is not necessary to give complete details regarding
: and hour, in the second acknowledgment—which is a
·et. Inasmuch as one does not expect to attend, it is
ecessary to pay great attention to details that are
ortant only for those who expect to be guests. In
ing regrets, it is always more courteous to give the
on for being unable to accept, but it is not important
o so unless one really wishes to.

FOR THE INFORMAL DINNER

he informal dinner invitation is invariably sent by wife for her husband and herself, to the wife, includ- the latter's husband. The invitation takes the form short, friendly little social note, and is answered as . For instance, here is an invitation to an informal ıer, and the acknowledgment:

356 Cosgrove Avenue,
November 1, 19–

My dear Mrs. Harris:

Will you and Mr. Harris give us the pleas of having you with us at a small dinner Thursday, November the eighth, at se o'clock?

Hoping that you will be disengaged that ev ing, I am

Yours very sincerely,
Margaret B. Leanders

You will notice that in signing herself, the w her Christian and married name, and the initia maiden name. She may spell her maiden name ou wishes, but the form given above is the most usua is the correct acknowledgment to the invitation a

654 Milton Street,
November 5, 19–

My dear Mrs. Leanders:

Mr. Harris and I will be delighted to dine w you and Mr. Leanders on Thursday, Novem the eighth, at seven o'clock.

With kindest regards, I am

Sincerely yours,
Mildred Travers Harri

WHEN THE DINNER IS NOT AT HOME

It happens quite frequently that a hostess dinner for her friends outside of her own home. case, the fact must be fully noted on the invitati instance:

Mr. and Mrs. Walter Bruhn
request the pleasure of
Mr. and Mrs. John Perry Blascon's
company at dinner
at Shanley's
on Wednesday, March the sixth
at eight o'clock
41 Tompkins Place

he acceptance and regret would be exactly the same he forms given previously, except that the words "At nley's" would necessarily have to appear.

THE DAUGHTER AS HOSTESS

t is necessary for the daughter, who is hostess in her ıer's house, to include his name in every dinner invita- she issues. Following is a model informal invitation linner, issued by a young daughter-hostess:

My dear Mrs. Curtis:

Father has asked me to extend an invitation to you and Mr. Curtis to dine with us on Tuesday, April the fifth, at half-past seven o'clock. We are looking forward to your coming with a great deal of pleasure.

Cordially *yours,*
Rose Meredith.

n acknowledging this invitation, whether it be accept- e or regret, the answer must go to the daughter, not father. It is discourteous and rude to receive a letter an invitation from one person, and acknowledge it to ther.

POSTPONING OR CANCELING A DINNER

When it happens (and it often does!) that sc unforeseen and unexpected happens to prevent o giving the dinner for which engraved cards ha issued, the hostess must immediately dispatch through messenger or special delivery, short writt canceling the engagement. The third-person may be used, but there must be a certain warmt note to avoid any semblance of indifference. An mark of fine courtesy to offer the reason why th has to be postponed. Here are two forms that used:

Because of the severe illness of their son
Mr and Mrs. John Smith
beg to cancel their dinner, arranged fo
Tuesday, May the fifth

or

Mr. and Mrs. John Smith regret that
damages done to their home by a recent fire m
it necessary for them to postpone the dinner
ranged for May the fifth until May the thirti

INVITING A STOP-GAP

When a vacancy occurs in a dinner party at moment, one may call upon a friend to fill the pl

ial courtesy. This is an instance when tact and dis-
ion are important, for not everyone is broad-minded
sensible, and some people may take offense at being
d to take the place that someone else relinquished. A
t cordial note should be written, explaining the situa-
, and frankly asking the friend to come in the place
he invited guest who cannot be present. Here, for
ance, is a typical note for just such a purpose:

14 Hemingway Place,
March 14, 19—

My dear Mr. Cook:

I am going to ask a very special favor of you, and I know that you will be good enough to comply—if no other engagement stands in the way.

Ralph Townshend, who was to have been present at a little dinner party that I am giving to-morrow evening, has just written that he has been called out of town on business. Won't you be good enough to take his place and give me more reason than ever for subscribing myself

Gratefully yours,
Janet B. Raines.

n answering this letter, Mr. Cook must either accept
decline definitely. To be courteous, he must give a
son for declining. To write merely and say that one
not serve as a stop-gap is both impolite and incon-
rate. Either a good reason or an acceptance must
given. Here is the way the acceptance may be worded:

1465 Emmet Road,
March 16, 19—

My dear Mrs. Raines:

I'm rather glad that Ralph was called out town, since it gives me an opportunity to present at another of your delightful dinne Thank you very much for the invitation.

Yours very sincerely,
Ralph B. Cook.

TO BREAK A DINNER ENGAGEMENT

There is no reason to feel embarrassed and u because some unexpected happening prevents yc keeping a dinner engagement. A cordial note, cor a genuine and worth-while excuse for the cancell the engagement may be sent by messenger, or if time, by special delivery post, to the hostess. an example of the kind of note that may be wr break a dinner engagement:

156 South Bend,
March 18, 19—

My dear Mrs. Christy:

Mr. Cross has been called to Chicago on count of the illness of his mother. We are v anxious about her, and I am sure you will und stand why it is impossible for either of us attend your dinner party next Friday. W many regrets, I am

Sincerely yours,
Florence Bartlett Pitkin

INVITATIONS FOR LUNCHEONS

though considerably less formal than dinner invita-
, those of the luncheon follow them in wording. They
ssued about ten days before the day set for the
eon, if it is to be an elaborate, formal affair, and
in the name of the hostess, unless men are invited
he hostess's husband intends to be present. They are
aved on large square white cards, with the name of
person invited, the day and hour, written in by the
ss's own hand. The correct form follows, but it
be remembered that this form can be used only
the luncheon is an elaborate, formal occasion:

Mrs. John Roy-Thorndyke Blake
requests the pleasure of
.....
company at luncheon
on .....
at ..... *o'clock*
11 Park Row

ery often a hostess invites friends and acquaintances
luncheon for the purpose of presenting to them a
ain visiting guest, and perhaps to attend, after the
heon, a matinée planned for the purpose of enabling
newcomer to become better acquainted with the host-
friends. In this case, an invitation like the one
wing should be used:

To meet Miss Helen *Rhodes*
Mrs. Robert *Blake*
requests the pleasure of
Miss Joyce's
company at luncheon
on Tuesday, April the eleventh
at one o'clock
and afterward to the matinée
167 Grand Concourse

The name of the play and the theater may be in the wording of the invitation.

Breakfast invitations are rarely issued, for good reason that formal breakfasts are very rare But when they are, the wording of the invitation tical with the wording given above for the luncheo tions, substituting in each case the word "breakf "luncheon." Acknowledgments are also the those used for the luncheon.

ACKNOWLEDGING THE LUNCHEON INVITATI

A prompt acceptance or regret must be sent ceipt of an invitation to luncheon. The follo forms are correct for use with the two invitati on the opposite page.

Mrs. Frank Parsons
accepts with pleasure
Mrs. John Clancy Blake's
kind invitation to luncheon
on Friday, October the fourteenth
at one o'clock
146 Park Place

Miss Jean Joyce
accepts with pleasure
Mrs. Blake's
kind invitation for luncheon
on Tuesday, April the eleventh
at one o'clock
to meet Miss Rhodes and to go
afterward to the matinée
48 Fremont Avenue

THE INFORMAL INVITATION

r the informal luncheon, a brief note of invitation is from five to seven days ahead. In making the note one must be careful not to sacrifice cordiality. We ıere two notes of invitation, one for luncheon and one reakfast; and also their respective acknowledgments:

86 Washington Terrace,
April 14, 19—

My dear Mrs. Blank:

Will you come to luncheon on Wednesday, April the twentieth, at half-past one o'clock? *Mrs. Frank Richards will be here, and I know you will be glad to meet her.*

Cordially *yours,*
Helen R. Roberts.

64 Main Street,
April 16, 19—

My dear Mrs. Roberts:

I will be very glad to come to luncheon on Wednesday, April the twentieth, at half-past

one o'clock. It was very kind of you to rem
ber that I have been wanting to meet Mrs. R
ords for a long time.

Yours very sincerely,
Justine Blanl

437 Fairview Terrace,
May 5, 19-

Dear Mrs. Miller:

I expect a few friends to join me at an formal breakfast at half-past eleven o'cloch Tuesday, the tenth. Won't you be one of th

Sincerely yours,
Maybelle Curti

822 Jennings Street,
May 7, 19-

Dear Mrs. Curtis:

Thank you very much for asking me, b regret that I will not be able to join yo breakfast on Tuesday. I have two young ni stopping with me, and I promised to devote morning to showing them the places of inte in town. They are planning so eagerly for trip, and they are leaving here in such a s time, that I feel that I must not disapp them.

With most sincere regrets, I am
Cordially yours,
Mary K. Mill

There is still another approved form for inviti to luncheon or breakfast. When the occasion i

rictly formal nor too informal, the hostess may write, beneath the engraved name on her ordinary card, the words, "Luncheon at one-thirty o'clock fourth." This is sent about five days before the day. The acknowledgment must be by informal never by a calling card. And this holds true of all invitations; when the personally inscribed calling s used, a first-person note of acceptance or regret be promptly written. The use of cards in this way ked upon with disfavor among people who are most ll of the amenities of polite society.

RECEPTION INVITATIONS

e word "reception" may mean several social functions may or may not be extremely ceremonious. There afternoon tea, for instance, an informal little affair ich one invites one's best friends and most interest- equaintances. The invitation may be either written e hostess or engraved. The at-home day is also a reception, as is the more elaborate occasion when a l guest is introduced to the hostess' friends.

ere was a time when it was considered extremely orm for the host's name to appear on the invitation, y-day the reception invitation often takes the form following:

Mr. and Mrs. Harold *Blaine*
At Home
Tuesday afternoon, May fifth
from four until half-past seven o'clock
Twelve, Park *Terrace*

The above invitation should be engraved in fi
on a large white card of bristol board, and it s
mailed at least ten days in advance of the day
the entertainment. An acknowledgment is not e
if the invitation is accepted, the presence of t
on the day of the reception is sufficient. If one
to be present, one's visiting card is sent to arri
exact day of the reception—unless an answer is
required on the invitation. Not to be present a
ception, and not to send one's visiting card, is to
either that one is ignorant of the correct social
that one desires to discontinue friendship with the

When a mother and her daughters are to re
guests at a reception together, the card is in this

Mrs. William B. Harris
The Misses Harris
At Home
Friday Afternoon, October fifth
from four until seven o'clock
Thirty-two Amsterdam Avenue

If the reception is for the purpose of intro
young *débutante* daughter, the hostess would iss
similar to the one above, except that the *débutan*
would appear immediately below her own. It
merely "Miss Harris" with no Christian name o
If a second daughter is introduced to her mother'
by means of an afternoon tea, the cards are alsc
one above, except that the name of the second
is inscribed *in full* beneath that of the hostess
invited guests would know that "Miss Harris
elder and introduced to society first, and "Miss

" is the second daughter to be introduced to
.

RECEPTION IN HONOR OF A SPECIAL GUEST

n the purpose of the reception is to honor a special the fact should be indicated on the invitations. If vitation is written on a card, the words, "To meet nor and Mrs. Frank Curtis should appear." The form for the engraved invitation follows:

To Meet
Governor and Mrs. Frank Curtis
Mr. and Mrs. James Melvin
request the pleasure of *your*
company
on Thursday afternoon, June fifth
from four until seven o'clock
Eighteen, Washington Garden Heights

acknowledgment other than one's presence on the the reception is necessary to this invitation. How- if one is unable to attend, the visiting card should iled so that it arrives on the precise day of the ainment, or if an unexpected happening prevents om attending, a messenger may be dispatched with l in an envelope, forwarding it to the hostess while ception is in progress.

INVITATIONS TO GARDEN PARTIES

en the garden party is very formal, the invitations graved in black script or block lettering, on white heets or large white cards. The invitation is usually

issued in the name of the hostess alone, and t fashionable stationers are to-day printing car leave a blank space for the name of the perso invited to be written in by the hostess. For inst

Mrs. Maurice Bronson
requests the pleasure of
.....
company on Friday afternoon
May tenth
from four until seven o'clock
Garden Party *Holyoke, West L*

In society, the formal garden party holds the an at-home held out of doors. Thus the followin tion is considered the best form, better even t form shown above, although either may be used taste:

Mrs. Maurice Bronson
At Home
Friday afternoon, May tenth
from four until seven o'clock
Garden Party *Holyoke, West L*

When the garden party is a small informal af at-home card may be used with the words, "Garde Friday, May the tenth, from four to seven written by the hostess in the lower left-hand This method is usually for personal friends only, considered bad form when the garden party is el and formal.

If the guest invited lives in another town, or mu from the city to the country, a small card bea

sary train and schedule information should be en-
with the invitation, similar to the card explained
chapter on wedding invitations. Or the information
be lettered neatly at the bottom of the invitation
The form is usually:

Train leaves Pennsylvania Station *at 3 o'clock*
ain leaves Holyoke Station at 6.20 and 7.10 o'clock

ll another course is open to the hostess who wishes
ve a small garden party, yet not undergo the expense
rouble of specially engraved invitations. She may
brief, friendly notes, in the first person, somewhat
e following form, and send them by post to her
ls and acquaintances:

Holyoke,
May 1, 19—

My dear Mrs. Keene:

I have asked a few of *my friends to have tea with me, informally, on the lawn, Friday afternoon, May the tenth, at four* o'clock. *May I expect you also? Perhaps there will be a few sets* of *tennis. There is a racquet waiting for you.*

Cordially *yours,*
Rose M. Roberts.

CKNOWLEDGING THE GARDEN PARTY INVITATION

hether the garden party invitation bears a request for
ly or not, the courteous thing to do is send an
tance or regret at once. This is especially true
the invitation is engraved, for then one may assume

that the affair is to be a large and elaborate o
reply to an engraved invitation follows:

Mr. and Mrs. Raymond Bruce
accept with pleasure
Mrs. Bronson's kind invitation
for May tenth
Haywood Park,
May second, 19-

or

Mr. and Mrs. Raymond Bruce
regret that a previous engagement
prevents their acceptance
of Mrs. Bronson's kind invitation
for May tenth
Haywood Park,
May second, 19-

In reply to a visiting card inscribed with the
date of the garden party, a brief, polite note of a
or regret should be written. A similar note s
promptly written upon receipt of the informa
note of invitation.

Glendale,
May 2, 19-

My dear Mrs. Bronson:

Mr. Harris and I are looking forward
great pleasure in joining you on May t
We hope the weather will continue to be a
lightful as it is now.

Cordially yours,
Janet B. Winslo

HOUSE OR WEEK-END PARTIES

he invitation for a house- or week-end party differs any other invitation. By the week-end party we a visit from Friday or Saturday until Monday. s the invited guest knows that he is expected to arrive ay afternoon (or Saturday morning) and leave Mon- morning. On the other hand, the house party may a visit of ten days or two weeks duration, or even er. It is necessary, therefore, for the hostess to ion specifically the dates deciding the length of the . It is also courteous for her to mention the sports will be indulged in and any special events planned, and to send the necessary time-tables, indicating est and most convenient trains.

hether for house-party or week-end party, the invita- is always a well-worded, cordial note offering the italities of one's roof for the length of time indicated. will give here one letter of invitation, and its ac- vledgment, which can be, perhaps, adapted to your purposes.

Pine Rock,
June 14, 19—

Dear Miss Janis:

We have planned a house party as a sort of farewell before our trip to Europe, and we are particularly anxious to have you join us. I hope there is nothing to prevent you from coming out to Pine Rock on June twenty-third and remaining here with us until the eighth of July.

I hope to have many of your own friends with us, including Jean and Marie Cordine, who

are also planning to sail towards the end July. Mr. Frank Parsons and Mr. and M Robert Kingsley may be here, too, along w several others whom you do not know, but wh I am most anxious to have you meet.

I am enclosing a time-table for your conv ence, and I have checked the two trains tha believe are most convenient for you. If you t the 3.58 on Tuesday you will arrive here 7.10, and you will be able to meet the guests dinner at eight-thirty. There is an earlier tr in the morning if you prefer it. If you let know which train you expect to take, I will that there is a car at the station to meet you.

Very cordially yours,
Alice M. Bevans

Westville,
June 16, 19—

Dear Mrs. Bevans:

It was very good of you and Mr. Bevans ask me to your house party and I shall be lighted to come. I shall arrive on the 3 train, as you suggest. It was so thoughtfu you to inclose the time-table.

Very sincerely yours,
Helen R. Janis

If the letter were one of regret, it would be n for Miss Janis to write definitely just what was it impossible for her to accept the invitation. I not be correct form to write vaguely, saying th hope you will be able to come," or that "if yo

you will come." No doubt must be left in the ess's mind as to whether or not you will be present.

THE "BREAD-AND-BUTTER" LETTER

rom constant usage, the term "bread-and-butter" r has become custom. Now, upon return from a -end or house party, it is considered necessary and, ed, it would be gross neglect to fail in so obvious a , to write a cordial note to the hostess, expressing reciation of the hospitality received, and informing of your safe arrival.

he letter may be as long and chatty as one pleases, may be only a brief note such as the following:

Terrace Revain,
June 23, 19—

Dear Mrs. Bevans:

This is to tell you again how very much I enjoyed the week-end at Pine Rock. We got into the city at five and Morgan brought me out home in a taxi. Mother is giving a small bridge this afternoon and so I found everyone busy, for while there is not a great deal to do it is impossible to get anyone to help do it.

Tell Mr. Bevans that I am arranging for three or four tennis games next week, so that when I come again, if I don't win, I shall at least not be beaten quite so shamefully.

Let me know when you come to town on your next shopping trip. Perhaps we can arrange for lunch together somewhere.

Very sincerely yours,
Helen R. Janis.

INVITATIONS TO THE THEATER AND OPER

The host or hostess planning a theater or ope should strive to have an equal number of men an guests. For this reason, the person who rec invitation should make prompt reply, so that she is unable to attend, someone else can be take the place. It is not necessary to have in engraved for these occasions; in fact, a brief nc ten with just the correct degree of formality, no sacrifice of cordiality, is much to be preferr following form is correct for theater or opera, ch accord with the names, dates, and circumstance particular party:

22 South St

October 13, 19-

My dear Miss Johnson:

Mr. Roberts and I have planned to ha small group of friends hear "Faust" at Central Opera House, and we are hoping you will be one of us. The time is Friday ning, the seventeenth of October. I have fortunate enough to obtain a box in the parq where the eight of us who will comprise party will be comfortably seated.

If you are free to join us on that evening, Roberts and I will stop for you in the ca half past seven.

Cordially yours,
Evelyn T. Robert

The acknowledgment must be made promptl

and hostess must not be kept waiting for a definite
.

ITATIONS TO MUSICALES AND PRIVATE THEATRICALS

ceremonious drawing-room concert requires en-
ed invitations, issued at least two weeks in advance
he date decided upon. The two approved forms
w:

Mrs. John M. Cook
At Home
Tuesday evening, October first
at nine o'clock
Ten, Farnhut Terrace
Music

or

Mr. and Mrs. John M. Cook
request the pleasure of
.....'s
company at a musicale
on Tuesday evening, the first of *Octobēr*
at nine o'clock
Ten, Farnhut Terrace

is also permissible for the hostess to write in the lower
hand corner of her visiting-card the following words,
she wishes to invite friends to hear a famous soloist
rchestra: "Tuesday, October first, half past three
ck, to hear Mischa Elman." These cards are then
ed to friends and acquaintances, and the recipient
r accepts by attending, or sends his or her cards to

the hostess's house while the entertainment is in p or shortly beforehand.

For private theatricals, invitations follow ver the same form as those used for musicales. The may either add the phrase, "Theatricals at nine o to her invitation, or she may issue engraved ca questing the pleasure of a friend's company at Theatricals. The word "dancing" may be engr the left-hand corner of the card, if dancing is t the theatricals. It is courteous to send a reply invitations.

CHILDREN'S PARTY INVITATIONS

The invitation to the child's party is the one e to the rule of simplicity. Children love color and tion, and so etiquette very graciously permits have cards and invitations that boast colorful For instance, in a well-known stationer's shop York, there are little sheets of pink note paper upper corner of which is a little girl courtesy smiling. Beneath the picture the words "Wo please come to my party?" are printed in fine ita makes most attractive stationery for the youngste

On stationery like that described above, moth write in the following strain, providing the little hostess) is not old enough to do the writing hims

16 Blake Hall,
June 14, 19–

My dear Mrs. Blank:

Harold will be seven years old on Thurs the eighteenth of June. We are planning to a little party for his friends on the Sunday

lowing, June the twenty-first. I know he will not be happy unless little Marian is present. I do hope you will let her come.

If the nurse brings Marian here at three o'clock, *she will be in time for the* opening *game, and I will see that she arrives home safely at about half past six.*

Cordially *yours,*
Helen M. Rob*erts.*

friendly note of acceptance or regret should be ten promptly upon receipt of the above, and if the l is unable to attend, the reason should be given.
ery often, a young host or hostess has a very large formal party, in which case the invitations must be as dignified and formally correct as mother's. For ance, the youngsters who entertain their friends at a l afternoon dance word their invitations in the fol- ng manner:

Miss Jean and Master Walter Curran
would like to have the pleasure
of
Miss Helen Thompson's company
at a dance at 3 o'clock
Thursday afternoon, November third
Clover Hall

young boy or girl just old enough to write his or own invitations, may find some useful suggestions in following model for a birthday party:

Hanover Court,
October 6, 19—

Dear Elizabeth:

I am going to have a birthday party on Sat
day afternoon, the thirteenth of October, a
o'clock. All of our friends from dancing sch
and a good many of Jack's friends from
school will be here. We are planning a don
game, and I am sure we will all have a gr
deal of fun. Won't you come, too? I shall
very disappointed if you cannot.

Sincerely yours,
Helen Camden

It is always wise, however, for the children t
some sort of acknowledgment of the formal engra
tation, for it impresses upon them the import
their social duties.

INVITATIONS TO A CHRISTENING

It is not usual for many guests to be invite
christening of a child. But when it is made an
of formal entertainment, it is necessary to have
cards prepared and issued to friends and relative
is the correct form:

Mr. and Mrs. John B. Meredith
request the pleasure of your company
at the christening of their son
on Tuesday, April second
at three-thirty o'clock
Ten, Jerome Avenue

he letter requesting a relative or friend to serve as
ather or godmother must be tactful and well-worded.
usually very intimate, for no one with fine sensibility
ask any except a dear friend to act as godmother or
ather. Such a request is much better given in person
by letter, whenever it is possible. And it requires
nswer in kind. We give here one brief letter of re-
t, and another of acknowledgment, to serve as sug-
ions:

34 Kinston Road,
March 5, 19—

Dear Mr. Burke:

Jack and I have both agreed that we would rather have you serve as godfather for John Paxton, Jr., than anyone else. We hope that you will not refuse.

The baptism has already been arranged for four o'clock, next Sunday, at St. Peter's Church. We hope you will be present at the church, and later at a small reception here in our drawing-room.

With kindest regards from us both, I am

Cordially yours,
Amelia B. Johnson.

18 Woodlawn Hills,
March 7, 19—

Dear Mrs. Johnson:

It will give me great pleasure to be godfather for your son. Truly, I count it no small honor, and no slight responsibility. I am very eager to see young John Paxton, and shall be

present both at the christening and at the ception.

With every good wish for him and for father and mother, I am

Sincerely yours,
William A. Burke

A WORD OF SPECIAL CAUTION

In answering an invitation never say "will The act of writing the answer involves either the ance or the regret, as the case may be, and the tense should be used.

CHAPTER VI

CORRESPONDENCE

TO-DAY AND YESTERDAY

is customary nowadays to deplore the fact that the
of letter writing has fallen into decay, and when
ead that the entire correspondence of an engaged
le recently was carried on for two years by tele-
e and telegraph we are inclined to believe it. Yet
is not the case. It is true that we no longer have—
for this we should be truly grateful—flowery ex-
ions of rhetorical feeling interlarded with poetic
ments selected from a "Home Book of Verse," or
similar compilation, but we do have letters which
genuine and wholesome expressions of friendship.
is a gift to be able to write lovely notes of congratula-
sympathy and appreciation, and one that has to
ltivated. Writing of all kinds grows perfect with
tice and the large majority of people have to serve a
apprenticeship before they have mastered the gentle
of expressing themselves on paper. It is an art
h mastering even if one never has to write anything
polite social notes and letters.

THE LETTER YOU WRITE

rom Buckingham we have the following little rhyme
does full justice to the important art of letter-
ing:

Of all those arts in which the wise excel,
Nature's chief masterpiece is writing well.

A letter, business or social, is simply talk upo
And as a wise philosopher once said, "Never put
what you would not care to see printed in the ne
for all to read." As in everything else connected
social world, ease is absolutely essential to the
letter. The style must not be cramped, stilted
A free and easy flow of language, simple and unc
able, and with just that acceptable degree of c
and heartiness that makes one enjoy reading, is
in all correspondence.

And yet, letters should be written *personally*—
they should represent the sender. Be sure, first,
know exactly what you want to say, and how y
to say it. Then put it down on paper as though
speaking; make no pretense at being so very hig
cated that you must use flowery language and
phrases. Simplicity in form and wording is t
effective and graceful method. It is a greater
learning and intelligence to write a simple, ably e
cordial letter, than to write one that shows an
effort to cover, by extravagant expressions an
figurative language, the reserve and dignity tha
foundation of all good-breeding.

In the following pages it is possible for us onl
the prescribed principles of correct form, sugge
forms and expressions to be avoided. But the
of letter-writing rests with you—and your own
ality. We would suggest that you read carefu
letter you receive, noting and remembering t
pressions that most appeal to you. A good

ally universal; what appeals to you in a letter you
e will appeal to others. Thus you will find that
nal experience in this matter will help you much
than any book that gives you only the foundation
rm and style.

THE BUSINESS LETTER

is interesting to find in the midst of the lament that
e twentieth century people have ceased to find time
rite letters or to be courteous that the Postmaster
ral has rescinded previous orders which directed that
rtmental correspondence should not begin with the
ıonial form of "My dear Sir," and that the compli-
ary close, "Yours sincerely," etc., should not be used.
rder is worth quoting:

n no part of our work does the demand for the
n quality apply more than in the matter of writing
s. By far the largest contact of this department
the public is by means of the letters which are written.
rs can be cold, stereotyped, following the same
ne day by day, appearing more or less machine made,
he impression which the recipient has upon reading
etter is that the suggestion, complaint, petition, or
cation made has been given scant consideration.

vant every letter that goes out from this department
y of the Post Offices or other field offices to convince
eader of the fact, for it must be a fact, that whatever
s written has been received sympathetically and that
fort has been made to give the writer the benefit of
possible service which the department affords.
o this end I think the writers should endeavor to
their letters more informal than is now the case

generally; that they should, wherever the exig
the case do not require otherwise, be as explicit as
and that reasons for the position taken by the de
should be given. Above all, I do not want the l
be stereotyped."

A business letter is written with a purpose.
good letter when it accomplishes that purpos
thoroughly, and courteously. Women especiall
be careful not to be discursive. Business men
time to puzzle over bad handwriting or ambigu
tences. Whenever it can be done conveniently
ness letter should be written on the typewriter.
stationery is never appropriate, and ruled s
should never be used either for business or soc
spondence.

The correct form for the salutation of a busin
includes the name and address of the person o
whom the letter is written as well as the ceremo
of salutation. Thus:

Bradford and Munro,
534 Fifth Avenue,
New York City, N. Y.

Gentlemen: (or Dear Sirs or My dear Sirs

Mrs. H. K. Weatherly,
Secretary of the Citizens' League,
Smithville, Arkansas.

Dear Mrs. Weatherly: (or Dear Madam or
Madam)

cept when it is the first word of the salutation, *dear* d not begin with a capital letter. The address in alutation should be repeated exactly on the envelope particular care should be taken to make it legible. stamp sbould always be placed in the upper right corner. It is bad form to put it on obliquely or up-down or to place it in the left hand corner or on the flap of the envelope. It is a silly practice to do so causes the postal clerks a great deal of trouble.

FUNCTION OF THE SOCIAL LETTER

iere are, necessarily, several kinds of letters, the three important divisions of which are the friendly letter, usiness letter, and the social letter. In its strictest , the social letter is written for a distinct social pur-—usually about, or in response to, some purely l circumstance. The difference between a friendly : and a social letter is relatively the same as the ence between a strictly formal and a friendly in-al visit.

write a friendly letter, one simply writes what one heeding no very stringent rules regarding letter-ng. But the social letter-writer finds that there are in forms that must be carefully observed, if his or etters are to be considered entirely correct. There wo distinct forms of the social letters—the formal the informal. The formal social note is used only nvitations, announcements and their respective ac-ledgments. It is always written in the third person, always requires an answer. Even though it is sent ie most intimate friend, the formal note remains al; although later a friendly letter may be sent to

remove any possible constraint or "chill." The note has no definite formula, except that it can erally compared to all the informal trend of corre usage. The first person is used in the writin formal notes.

Whether formal or informal, the social note bears the name of the person to whom it is a To illustrate, when writing socially to Mrs. Jos does not use the expression, "Dear Madam," bu Mrs. Joslyn." In America the form "my dear" sidered a trifle more formal than just "dear," alt England the reverse is true. "Dear Madam" an Sir" are forms reserved exclusively for use with letters.

THE ETIQUETTE OF STATIONERY

The well-known proverb may well be changed "A man is known hy the stationery he uses." no greater opportunity to show good taste—or ba in the tone, design and type of note paper we use. effective an index to one's individuality as are th we wear.

Just as in everything else, there are new fa the sizes, forms and general appearance of soci spondence each season. Invariably, the new fo improvement on the older and more stilted form ever, there are slight changes, and the general correct correspondence remain unchanged from year. A good stationer is the best authority i to the minor modifications that come each new s

The *outré* in everything pertaining to goo usage is offensive to good taste. Thus, those refined and well-bred avoid such startling color

s as deep purple paper inscribed with white ink. Of rse, by its very daring, such a letter would gain imme- e attention. But the impression made would be one oor taste and eccentricity, rather than the striking onality the writer doubtless tried to convey. Let us, , avoid all fads in size and color of social stationery.

LETTER AND NOTE PAPER

lain, unruled sheets, either white or light gray in r, and folding once into their envelopes are the ap- ved materials for all social correspondence. Black ink ld always be used—violet, blue or purple expresses ex- nely bad taste. There are, of course, many varying ities of note paper, depending entirely upon the means preferences of the individual. Some manufacturers to-day issuing delightful stationery in delicate tones ray, blue and buff, and it is necessary to mention here there can be no objection to note paper of this . It is only bad taste to use paper of vivid red, yellow green—so glaring in color that it is conspicuous. red borders on stationery are in poor taste, as are heavy gilt edges. Paneled stationery and that with deckle edge are both very lovely and in excellent taste ne color is subdued or pure white. And to be con- uous is to be ill-bred.

he complete text of a formal note must appear on first page only. Thus, a good size for a woman's l correspondence stationery is four and a half es by six inches, although it may be slightly larger that for general correspondence. Then there are very small sheets used merely for a few words of olence or congratulation. The size of stationery for 's social correspondence varies, but it is usually a

trifle larger than a woman's note paper. A m uses small sheets of paper, nor may he condu correspondence upon business or office paper. I when private stationery is not easily available, an must be immediately mailed, that club or hot may be used for social correspondence.

Letter paper and envelopes should be of the sa and of about the same material. We say "abo when the note paper is very thin, a slightly thick should be used for the envelope. Incidentally, v paper is objectionable for social correspondenc both sides of the sheet are written upon.

Some women like to use perfumed paper for th correspondence. While it is not exactly bad for perfumed stationery, a very strong fragrance objectionable. Thus only the most delicate of may be used. The use of perfumes for men's s is entirely discountenanced.

CRESTS AND MONOGRAMS

Just as the gaudy frills and furbelows of the Queen Elizabeth's era have disappeared, so have orate crests, seals and monograms of earlier s tionery gradually given way to a more graceful a fied simplicity. Originality may be the poss those who can attain it, but it must always be acc by simplicity of style.

Gorgeous monograms are not desirable. If all—and very few even of our proud and ar families *do* use them—they should be decorativ being elaborate. A good stationer should be

re one determines upon a monogram. His taste and
vledge should direct the ultimate choice.

lonograms and crests should not appear on the en-
pe, only on the letter paper. Seals may be stamped
ever one wishes on the back of the envelope, although
most fashionable place is in the direct center of the

On mourning stationery, black wax is permissible
the seal; red, blue or any dark color may be used on
e or light gray paper. Care should be taken in drop-
the hot wax and pressing the seal, for nothing is so
cative of poor taste as an untidy seal on the envelope
social letter. A seal should not be used unless it
ctually needed. It is bad form to use it in addition
he mucilage on the flap of the envelope unless the
ilage is of a very poor quality.

monogram or crest is placed in the center at the top
he page when no address is given. It should be omit-
entirely when the address appears at the top of the
e. The space occupied by a crest or monogram should
cover more than the approximate circumference of a
r dime. A crest is usually stamped in gilt, silver,
k, white or dark green. Vivid colors must be avoided.
When an address is engraved on a sheet of paper the
t or monogram should be omitted. The stationery
country house frequently has the name of the place
he upper right hand corner with the name of the post
e or railroad station opposite. Authors sometimes
e their names reproduced from their own handwrit-
and engraved across the top of the paper they use
their business correspondence.

The most fashionable stationery to-day does not bear
ts or monograms or seals, but the address engraved
Gothic or Roman lettering in the upper center of note

and letter sheets, also on the reverse side of the Black ink, of course, is used.

USE OF THE TYPEWRITER

Having invaded and conquered the business w typewriter has now become a social necessity. typewriters, made in portable sizes, are now b for social correspondence, although many cor people prefer to remain loyal to the use of the pen and ink method. Yet, when the best band often illegible and hard to read, a modern inv necessary as the typewriter should be hailed wi and used with enthusiasm.

There still may be a few "extremists" and fanatics who insist that typewritten letters are ness purposes only, and that they are an insult socially. Prevalent custom to-day permits ty correspondence for nearly every occasion, and typed social letter reflects better taste upon t than a hand-written letter that is difficult to r yet took a much greater length of time to write

Social letters, whether hand or typewritten s be on ordinary commercial paper. The lett on the machine should have a wide margin at bottom and sides. Signatures to a typewrit social or business, should be made personally,

REGARDING THE SALUTATION

It is only in cases of extreme formality th pression "Dear Madam" or "Dear Sir" is used dinary social correspondence, the salutation

r Mr. (Mrs.) Roberts" or "My dear Mr. (Mrs.)
rts." The use of "My dear" is considered more
al than merely "Dear," except in England where the
form is considered the more intimate.
ıe form "Dear Miss" or "Dear Friend" may be used
o condition whatever. It is either "Dear Miss Wim-
y" or "Dear Madam." It is considered presump-
s, in good society, for a man to address a lady as
ır Mrs. Brown" until she has first dropped the formal
' in her correspondence with him.
he strictly formal method for addressing a letter to
ın by a woman who is a total stranger to him, is:

. John D. Brown,
)ear Sir."

he is a distant relative, addressed for the first time,
ıe friend of a very intimate friend, the salutation may
, "My dear Mr. Brown."

CLOSING THE LETTER

he endings "Very truly yours" or "Yours truly" ex-
s a certain formality. Friendly letters are closed
such expressions as, "Yours most sincerely," "Cor-
y yours," "Very affectionately yours," "Lovingly
·s." The latter two expressions are confined largely
ıtimate friends and relatives, while the others are used
ı letters are written to new acquaintances or casual
ıds. The pronoun *yours* should never be omitted, as
aves the phrase unfinished and is not complimentary
he person addressed. Thus, closings, such as "Very
y" or "Sincerely" are in bad form.

Always remember, in social letter-writing, to
"graceful exit." An awkward sentence in closi
mars what would otherwise be a perfect letter.
certain strained expressions that remain in the n
demand to be used as closings, merely because th
been used by so many people, over and over again
the farewell in your social letter as cordial and
as your farewell would be if you were talking to
son, instead of writing. Such kind expressions a
kindest personal regards" or "Hoping to have th
ure of seeing you soon" or "With best wishes to y
mother and sisters" always add a note of warm
cordiality to the social letter. These should be
by "I am." It is not considered good form t
letter,

Hoping to hear from you soon,
Yours sincerely,

but it should be

Ho*ping to hear from you soon, I am*
Yours sincerely,

No comma is used after "am."

It is not good taste to use only the initials,
names or given names alone, or diminutives, wh
ing notes or letters except when they are addr
one's most intimate friends. A married woman s
self Ellen Scott, not Mrs. Guy Scott, in social cor
ence. Often, in business letters, when the recipie
be in doubt as to whether or not the lady were t
dressed as Mrs. or Miss, the conclusion to th
should be in this form:

Yours truly,
Ellen Scott
(Mrs. Guy Scott)

n unmarried woman signs her letters "Margaret t," unless it is a business communication and she is e to be mistaken for a widow. In this case, she pre- s her name by the word Miss in parentheses.

he first and last names of the man writing the letter be given in full, and if there is a middle name, either nitial or full spelling may be given. But such a sig- re as *J.* Ferrin Robins is bad form.

is both undignified and confusing to sign a letter with Christian name only, unless one is a relative or very nate friend. A woman never signs her Christian name e in a letter to a man unless he is a relative or her *é* or a very old friend of the family.

ADDRESSING THE ENVELOPE

lthough there is a distinction in England regarding se of "Mr." and "Esq.," both forms are optional here merica. Either one may be used in good form. But mit both, and address a man just as "Walter *J.* h" is exceedingly rude and bad taste. Neither should ." and "Jr." be used together in this manner, "Walter mith, Esq., *J*r." The correct form would be "Walter mith, Jr." A servant would be addressed merely as ter *J.* Smith, without any title.

Mrs." or "Miss" must invariably precede the name of a an on an envelope unless she is a profesisonal woman some such title as "Dr." A woman does not assume husband's honorary title; thus, it is not good form to ess an envelope in this manner: "Mrs. Captain Smith" Mrs. *J*udge Andrews."

practicing woman physician is addressed in this fash- when the communication is professional: "Dr. Ellen

R. Blank." This form is not used in social cor ence, except in the case of a very famous, elder cian who is entitled to the honorary title at ε Otherwise this form is used when the communi social: "Miss Ellen R. Blank" or "Mrs. John T.

LETTERS OF CONDOLENCE

Letters of condolence should never be writte the writer has been genuinely moved to sympat that reason, they are usually forthcoming only f tives and intimate friends of the bereaved family ter of sympathy should be brief and cordial. T tentious letters that are filled with poetic quotat sentimental expressions are not genuinely sym and those that refer constantly to the deceased kind. A few well-chosen words of sympathy ar is necessary. Following are two model letters dolence, that may be used as basic forms for ters:

New York, August

Dear Miss Curtis:

I hasten to offer you my most profound symp the great grief that has fallen upon you and yo hold. If there is anything I can do, I hope yo hesitate to call upon me.

Cordially yours,
Harriet B. Wain

Philadelphia, M

My dear Mrs. Andrews:

Knowing as I do from my own experience how grief must be I also know that there is little tho

say or do to make your sorrow any the less. Yet I not refrain from offering my sincerest sympathy, and ng with it the hope that Time, which softens all things, make even this easier to bear.

Believe me, most sincerely yours,

Lillian M. Roberts.

ACKNOWLEDGING A LETTER OF CONDOLENCE

Mourning or white paper is always used when answering a letter of condolence, except when the engraved cards acknowledgment are sent. These are severely plain, d the message is always brief. Often they are sent in name of the entire family, as:

Mr. and Mrs. John Hall Hammond
gratefully acknowledge your expression of
sympathy upon the death of their daughter.
June 6, 1921.

This is certainly the easiest way for the bereaved to press their gratitude, though simple notes of thanks y be sent instead of the more formal card.

ETIQUETTE OF THE FRIENDLY LETTER

It is often a moot question among friends as to who ll write the first letter. Generally speaking, it is the who has gone away rather than the one remains be- d who writes first, though among good friends there no more necessity to count letters than there is to count its. The writer knew a college girl who, when she ne home, decided to wait before writing and see how ny of her friends cared enough for her to write to her.

She was rather gratified by the result but if each
came away from the school had arrived at the s
cision the situation would have been a very queer
say the least of it.

A young lady who has gone away may send a
write a brief note to a gentleman but if he is the
has departed she should not write to him until she
ceived a letter from him.

Some people may feel that a discourse on frier
ters has no place in a book on social intercours
we feel that social success is just as largely de
upon one's simple friendships as it is upon highly
gant social activities, and therefore it is necessary
something about the friendly letter.

The salutation in a friendly letter should al
"Dear Mary" or "Dear Miss Jones." The text
letter should be written with ease, and instead of
list of questions (as some letter-writers delight in
bits of choice news of the day, interesting pers
periences, and the like should be disclosed. As F
Myers in her book "The Social Letter," says
friendly letter is our proxy for a little *tête-à-têt*
of the personal news of the day, and should be a
poraneous as daily speech. Such letters are gi
scope and it would be as bootless to dictate ru
would be to commit a monologue to memory pr
friendly visit."

Unless you are very intimate with a friend, a
letter contains "identifying" news, do not sign
merely with your Christian name. There a
Marys, and Johns and Harolds; and a letter sig
the full name is as cordial as one which gives
baptismal name.

here is an old Latin proverb, "*Litera scripta manet*," ing "The written letter remains." A very pretty ment is attached to this one short sentence. It s not only that the letter itself remains, but that the ghts contained in that letter, the kind, unselfish, ty thoughts of friendship, remain forever in heart mind of the person for whom it was intended. When write to your friends, make your letters so beautiful orm and text, that they will be read, re-read, and ished a long time after as a fond memory. It will be step on the road to social perfection. Another point e kept in mind is that nothing should be written in ter that one would not be willing for almost anyone e. Letters sometimes travel far, and one can never ltogether sure into what hands they may fall.

THE CHILD'S LETTER

he sooner the child is taught to take care of his or own personal correspondence, the sooner he or she become perfect in the art of letter-writing. The little should be taught early the significance of the cor- letter, the importance of correct social correspond- . Their duties at first may be light, and guided en- y by mother's suggestions; but the youngsters will find keen pleasure and enjoyment in creating letters iselves.

ere are a few letters that might have been written hildren between the ages of seven and twelve. They not offered as model letters, for children have a great more personality than grown-ups, and they must get personality into what they write; otherwise the let- will be strained and unnatural. Do not be too crit-

ical of their first efforts. Pass over mistakes, the letter sound as if the child and not you had it. At the same time teach them to be careful. very small bit of diplomacy the child can be brc take great pride in a letter which he wrote "with hand." And don't make the children say things tl do not want to. Protect them from the petty insi of social life as long as possible .

Dear Aunt May:

Thank you ever so much for the pretty doll. named her May. Mother thinks she is very pr Tom does not. Tom does not like dolls. He pl the dog and his tops and marbles nearly all the tin dog's name is Mike. He is black. *I like him lo are going to have strawberry ice cream Sunday. you could be here. I would give you a big plate*

Please come to see me soon.

Your loving niece,

Helen.

Dear Uncle Frank,

I have a box of paints. I painted a dog and this morning. The soldier has on a red coat. *is a pointer. My dog is a rat terrier named Jc caught a big rat this morning in the* barn. *Mo she thinks he has* been *eating the chickens. Sc be out in a week. I will be glad. Mother says not. I know how to swim. There is a creek n The water is over my head in one place. I am g ing one day next week. I caught two perch la went.*

Your nephew,

John.

r Grandma.

wish you a very happy birthday, and I hope that you like the present I sent you. Mother says that she will me to see you soon. I wish she could take me to-day.

Your loving grandchild,

Mabel.

certain set of definite rules is prescribed for all communication with titled people. The general rules given ordinary social correspondence are not the same for ons of title, and as each executive, dignitary and man oman of royal blood requires special address, it will ecessary to incorporate them into a compact scale can be easily referred to. At the end of this volume scale giving the opening, closing and address, formal informal, for every person of title.

CHAPTER VII

PARENTS AND CHILDREN

THE HOME

The home is the unit of our social life, and ju whole can be no greater than the sum of its par standard of behavior in a community can be n than the sum of the standards in the homes that that community. If in the home one observes sti rules of politeness, which means kindness, one very little trouble with the rules of etiquette, simply the way politeness finds expression in o course with each other. Minor canons of etiquet from time to time but good manners are always and never out of fashion.

APPEARANCE OF THE HOUSE

Obviously a book on etiquette cannot go into lems of interior decoration; yet a word or tw be out of place. The influence of one's surrou one's temper is enormous though the person m conscious of the fact. A disordered room gives of depression and hopelessness to the one who while one that is tidy tends to impart a feelin fulness. If in addition to its neatness it is fu harmonious colors—and one cannot be too care

rs that are used in the home—in subdued tones it will tribute much more to the peace and happiness of the e than even those who live there realize. It will not inate bad tempers or do away with disagreeable mo- ts but it will certainly help to reduce them to a imum.

DRESS

n another volume in the chapter on funerals we have ken of the influence of dress, especially of the influ- e of the constant presence of black on young children. s is only one small phase of a very big subject.

n the home the chief requisite of one's dress is neat- s. A man will find it much easier to accord the little rtesies of well-bred society to his wife if she is neatly l becomingly dressed, however simple the gown may than if she is slatternly and untidy. The children also find it much easier to love, honor and obey if their ents give a reasonable amount of time to taking care their personal appearance. It is not the most impor- t thing in life but it is one of the little things "that of ge life make the whole" and one that has much to do h making it pleasant or unpleasant.

n one of O. Henry's stories a little girl down on Chrys- Street asks her father, "a red-haired, unshaven, untidy n sitting shoeless by the window" to play a game of ckers with her. He refuses and the child goes out o the street to play with the other children "in the ridors of the house of sin." The story is not a pretty . Six or seven years later there is a dance, a murder l a plunge into the East River. And then the great rt story writer says that he dreamed the rest of the

story. He thought he was in the next world an for that was the girl's name, was being tried fo and self-destruction. There was no doubt but had committed the crimes ascribed to her, but th of the officer in the celestial court was, "Disc And he added, "The guilty party you've got to in this case is a red-haired, unshaven, untidy mar by the window reading, in his stocking feet, while dren play in the streets." It is not so much th in itself is important but that it is an index to else, and while it is not an infallible one it is abou right as any we have.

DRESS FOR CHILDREN

There can be nothing quite so humiliating to a to be dressed in an outlandish fashion that ren conspicuous. Some mothers, delighting in the a clothes that they buy for their children, do no what havoc they are causing to the tastes of t A little boy should be dressed like a little boy should be allowed to develop his own tastes in the of his suits and blouses. A little girl should by a be allowed to make her choice of the clothes she is guided by mother's superior knowledge and ex But to force a child to wear a garment against very soul revolts, is to crush whatever natural the child may have for the beautiful and artistic

It is sad to see a child fretting uncomforta suit that is too tight, or a huge sailor hat that la over the eyes. Simple, comfortable clothes are for children, but they should be of excellent Rather give the child one dress of excellent mat

manship, than two that are faulty and inferior. h her to appreciate material and she will always er quality to gaudiness.

CHILDREN AND DEVELOPMENT

is not enough to give children the material things of There are some things that money cannot buy, and thing we call "culture" is one of them. It is a part he heavy responsibility of parents to lead the children eir charge into the paths of right thinking and right g and the task should be a joyous one. For every l born into the world has infinite possibilities and at ery worst the task is illumined by the ray of hope. the ugly duckling became a swan.

KNOW YOUR CHILDREN!

ake that your first commandment in your plan of l-culture. Know your children! And by "know- we do not mean their faults, their likes and dislikes, habits. Know their ambitions, their little hopes, fears and joys and sorrows. Be not only their ad- rs and parents, but their *friends*.

his book, "Making the Most of the Children," La says: "We may say there are four kinds of par- —spades, clubs, diamonds and hearts." The spade nt, he explains, is buried in his work, eager only to e attractively the body of the child, but willing that oul go naked. The club parent is engrossed in social vities; the father with his clubs and sports, the mother her dinners and entertainments. The diamond par-

ents love glitter and ostentation. They mus wealthy and prosperous at all costs. They devo time and thought to their home and outward app —they never think about *knowing* their children.

But the heart parent, La Rue tells us, is the woman who is essentially a home maker. He prc library for the child, a cosy room, an envi that is truly *home*. And he spends time with him ing all about his hopes and ambitions, encouragi teaching him. He knows the child; and the chilc that he has a friend upon whom to depend not o material comforts but for spiritual advice and gu

You must know your children, before you can to make them well-mannered and well-bred.

IMITATION

The strongest force that enters into the mol children's character and deportment is the chara deportment of their own parents. Youngsters car the beautiful gift of good manners in some u place; whatever they do and say is in imitation thing they heard their elders do and say. The w of a man or woman is colored by the environm atmosphere of his or her early childhood.

Children should not be taught "party manne they are to be well-bred at all, they must be s times; and ill-bred parents can no more have children than an oak tree can have pine needles. chief beauty of perfect manners is that they are ual as to be perfectly unconscious.

Of great importance, therefore, is the law of

xample. Show the children that you yourself follow laws of good conduct and courtesy. Whether guests present or not, let your table etiquette be faultless. ress everyone, and especially the children themselves, studied courtesy and thoughtfulness. A well-bred d is known immediately by his or her speech; and when rtesy and gentle, polite conversation is the rule in the he, it will follow as the night the day that it will be rule elsewhere.

Parents invariably feel embarrassment at the ill-man- s and lack of courtesy on the part of their children. ey would often be able to avoid this embarrassment if y realized that it was simply their manners and lack courtesy in the home, an indication that they them- es neglect the tenets of good breeding.

THE CHILD'S SPEECH

t is a very grave mistake to repress constantly the ech of children. But it is necessary that they should taught early the true value of conversation, instead being permitted to prattle nonsense. An excellent ning is to converse with the child when you are alone h him, drawing out his ideas, giving him "food for ught," telling him interesting stories and watching his ctions.

n addressing elders the child should know exactly the rect forms to use. For instance, it is no longer con- red good form for anyone except servants or trades- ple to use the expressions "Yes, ma'am," and "Yes, " Still there is some deference due parents and elders, the correct method of address is, "Yes, mother," or

"No, father," or "Thank you, Mr. Gray." The of the child is just as important as the form of sion; a courteous, respectful manner should al used towards elders.

Contradictions are unbecoming in children. young girl or boy must be entitled to his or her o ion. If something is said with which he does n and if he is taking part in the conversation, he "I beg your pardon, but . . ." or, "I really think making a mistake. I think that. . . ."

AT THE TABLE

The final test of good manners comes at the tal membering this the parents should lay special this part of a child's training, so as to make his of eating as natural as his manner of breathing. is almost as important as the other. There are ticular rules for children beyond those which ol ple should follow and these are given further o volume. Children are really little men and wo their training is all for the purpose of equipping live the lives of men and women in the happiest useful way possible.

A child should never seat himself until those o he are in place though even this should not be oste As soon as the mother or whoever is presiding at indicates that it is time for them to be seated should take their places almost simultaneously.

Disparaging comments on the food are ill-br pleasant incidents should be passed over lightly

take place in the intimacy of the home circle or in
ore formal gathering.
he conversation should be agreeable. Quarreling,
ging, gossiping, scandal-mongering, and fretting are
lutely taboo.

PLAYMATES

Ve have already said that children catch their manners
n the people about them. This is as true of their
ymates as of their parents and when the child is in
ol nearly all day and playing out somewhere the rest
he time except during the evening when he is at home
lying it is perhaps even more so. The most rigid dis-
ine and the most loving care will not prevail against
example of Tom, Dick, or Harry, if these three have
allowed "to run wild." There is a glamor about
lessness even among children. This should be kept in
d by their parents, and while they should be placed,
far as it is possible, among desirable playmates, there
ld not be too stern repression. For this may stifle
elopment, it may breed sullenness, or it may engender
llion.
here are too many parents to-day who try to bring
their children "by the rule." There is no rule. Each
d is a law unto himself and the best way the mother or
er can learn to take care of him is to study the
ngster himself.
nstead of the swaggering playmate or one that is
erwise undesirable the parent should offer something
er. Of course, he should be his child's friend and
nselor as well as his parent, but the wisest and most

lovable parent that ever lived could not satisfy longings and desires of the child's heart. He need panionship of his own age. The constant friction playmates is the best way in the world to rub away corners and rough places.

Games, books, music, toys, friends—carefully these are the most important elements which ent the molding of the child's life and are therefore tl to which greatest attention should be given.

CHILDREN'S PARTIES

A party is something that the average child lool upon with pleasure for a long, long time. Ther more pleasant way of inculcating a feeling of genui pitality or of bringing about an easy manner in th ing-room than through allowing children to have and giving them a large share of the responsibil making them successful. The mother should supe everything but she should consult and advise th about favors, refreshments, etc. The most attrae vitations are those which the youngster himself Charming designs may be had from the statione blank spaces to be filled it by the person sending This makes the child's task delightful as well as sin

Until he is old enough to write, his mother p invitations. Rarely are engraved invitations use children's affair. The invitation may be addressec child or to its mother and since parties for little are usually very informal the invitation should be ir also. The following shows a form which is sor used.

Mrs. Grant,
m having a little party for some of Julian's friends
sday afternoon and am so anxious for Mary to come.
u will send her about four o'clock I will see that she
back home around six.

Cordially yours,
Agnes K. Marshall.

the invitation is addressed to the child it might be
ed something like this:

Mary,
lian is planning to have a little party Thursday
noon and he wants you to come about four o'clock.
your mother that we will see that you get home about
We both want you very much.

Cordially your friend,
Agnes K. Marshall.

rthday parties are usually held in the afternoon be-
t three and six. Older children, those of the Sweet
en age, may have parties from four to seven, or
o'clock. Hallowe'en, New Year and St. Patrick's Day
es for little tots, are invariably in the afternoon.
ıer should arrange for sufficient interesting games to
the youngsters amused and entertained; and it al-
adds greatly to the fun, if a little prize is offered
he winner of each game.
rties and ice-cream, of course, go hand in hand.
ts, cakes and fruit usually accompany the ice-cream.
times hot chocolate and wafers are served to the
gsters. At the birthday party, the inevitable birth-

day cake is usually cut and served by the you
or hostess. Mother must not forget the candle
for each year and one for good measure." The
ments at young folks' parties are usually serve
about four o'clock.

It is most essential to have a sufficient nur
amusements planned to keep the children entertaine
minute of the time. They cannot be trusted to ta
of themselves especially if the party is a mixed on
hostess must also be careful not to have the ga
active as to tire the youngsters out and she must
that the refreshments are wholesome. It is no ve
undertaking to give a successful children's party
reward is great enough to make it worth while.

PLANNING SURPRISES

The two important rules of children's parties
analyzed briefly as: simplicity and a surprise c
with suspense. Suspense is especially importar
dren have impatient little souls and when they ar
ised some strange and vague surprise, they are d
beyond measure, and spend the time awaiting
keen delight and expectation.

The surprise may consist of a huge *Jack* Hor
filled with pretty souvenirs. It may be a Browni
with cunning little Brownie hoods and capes pr
prepared for the young visitors. It may be an
a thousand gay, simple, childhood games that yo
delight in. To offer a prize for the winner always
keen interest in the game.

RECEIVING THE YOUNG GUESTS

t children's parties, the hostess stands in the back-
und cordially seconding the welcomes extended by her
e son or daughter. When everyone has arrived, the
ng host or hostess leads the way into the dining-room
the dinner.
fter the dinner there will be games until it is time to
e. The wise hostess will see that all fragile brie-à-
c and expensive furniture is well out of the way before
children come. And she will see that as soon as a
ıe is becoming too boisterous, or too tiresome, another
ıggested. There must be variety to the entertainment
children grow weary very quickly.

ABOUT THE BIRTHDAY PARTY

f the party is in honor of a child's birthday, an effort
uld be made to make it as festive as possible. The
hday flower, whatever it happens to be, should be
n prominence. The table should have an attractive
al centerpiece, and must be as well-laid as the correctly
nal dinner-table of the older folks.
t is customary for the guests to bring a gift for the
d, but lately it has been forbidden by some parents.
re is no reason to forbid it, however, as the custom is
retty one and the gifts are usually trifling. And it
s amusing as it is pleasing to watch how proudly and
ortantly the young visitor bestows his gifts upon his
rade.
he birthday cake holds the place of honor on the
le. Around the edge of it, in small tin holders, are

candles—one for each year the child has thus
brated. One candle is blown out by each little gu
with it goes a secret wish of happiness for the bo
whose birthday it is. Some parents do not wish
the risk of accidents caused by burning candles.
case, it is pretty to have the icing on cake repre
face of a clock, with the hour hand pointing to
which indicates the child's age. Very often w
slices of birthday cake are distributed, tiny gifts
sented with them.

WHEN THE YOUNG GUESTS LEAVE

A problem which the hostess of children's pa
variably meets, is how to get the children hom
Undoubtedly, the parents of the young childre
provide some means of having them escorted hon
after the party; the duty should not be allowed to
upon the hostess. If the children are older,
school age, the young boys may be trusted to es
girls to their homes. When children are very yo
have no idea when to leave. The hostess may s
us have one more game before you start for ho
dren," and immediately proceed to explain what
shall be, impressing it upon them that they are
to leave for home as soon as it is over. Or she m
gest a final grand march which the youngsters
doubt enter into wholeheartedly—and the march
into the room where their wraps are waiting.

There is nothing quite as beautiful and grati
a group of laughing, happy children; and the
who has attained this may indeed feel repaid
trouble. Children are easy to please, too. Some

something the least bit out of the ordinary, some-
queer or grotesque, is bound to win their immediate
use no matter how simple and inexpensive it may
And strangely enough, the hostess who manages to
the sunshine and merriment into the hearts of her
g guests, feels young and childish herself for the time
—and the feeling is one of such utter delight and
iness that it is well worth the effort.

CHILDREN'S ENTERTAINMENTS AWAY FROM HOME

ere are many delightful ways of entertaining children
from home, and out-of-door parties are especially
some. Motion picture parties for children that are
nough are very pleasing if the picture is a good one.
is a point that should be carefully attended to be-
and. It is no time to "take a chance." At the
out in the woods or down by the bank of the creek
shments should consist of picnic fare. The motion
re party or the matinée party might be followed by
eam or by a simple dinner. But however many of
entertainments one may give one must remember that
is after all not a great deal of art in amusing peo-
hen the amusements are furnished by someone else,
lso that the art of entertaining charmingly at home
haps the greatest art of them all.

CHILDREN AND DANCING

e dancing school teaches the youngster a great deal
than merely a few dancing steps. From no other
e is it possible for the young boy or girl to acquire
race, the poise, the charm of manner that the danc-
chool imparts.

The writer knows a very lovely young miss o
years, who has so charming a manner that one del
be with her. Yet, her parents confide, that tw
ago she was so nervous and fidgety that they were
to take her anywhere. They attribute her prese
and ease to her lessons at dancing school.

There is no reason why boys should not also l
tered at the dancing school. A young man who,
hood learned the little formalities of the dancing
will not be so likely to feel ill at ease in the form
ing-room, or at the elaborate dinner. He will k
to conduct himself without embarrassment or
sciousness.

In training our children's manners and speech,
not forget that their physical development is
portant. Etiquette requires that the child know,
how to act at the table, how to greet visitors an
be well-behaved and mannerly, but also how to
polite and polished. Dancing gives them just
foundation for grace and courtesy of manner.

A WORD TO PARENTS

In your hands has been placed the destiny of
or of children, to be molded, developed and for
a perfect being. Do not make the mistake that
parents make—the mistake of thinking that th
a miniature of yourself, a pocket edition of yo
it were. You have certain tastes, habits, hopes
sires cultivated through years of experience ar
tion. The child has a young mind to be expa
developed, a young body to be molded into lines
and charm, a young life to be made fine and be

is not an easy task, this leading a child through the
ct channels of early life. The young minds are so
ive, the young memory is so retentive; evil influ-
are so easily made, and become so readily a part of
oy's or girl's life. Someone once said, "Motherhood
de up of denial." All parenthood is made up of
l—for from the time the youngster first opens its
n its cradle, the parents must deny themselves every-
that is necessary to make that child a perfect man
oman.

ey must give up much of their social duties to at-
to the development of the child's mind. They must
hours with the youngster in his or her play, so that
will be woven in with that play, a subtle teaching.
must deny themselves material and spiritual com-
so that those whose destiny is in their hands, will be
ctly prepared to meet life.

ere are several chapters to the book of childhood.
the complete volume that counts—not just one page.
w your child through all his chapters of childhood,
into his play and study and ambitions. There are
ny little incidents that remain in the memory and
anently change the behavior. It is one thing to be
a parent, quite another to be parent and friend. Let
child see that you are interested in *all* his activities,
your influence will have a great deal to do in the shap-
f his future manners.

AMUSEMENTS

e as careful of the books you read as of the company
keep; for your habits and character will be as much
need by the former as by the latter." This bit of

wisdom from the pen of Paxton Hood reveals (duty which confronts every parent. The child r its own library, and one that will correctly de mind and manners. Even if it is only one shelf in the nursery, it should belong to the child its pride of personal ownership increases the valu books.

Books should be chosen with care, but there sufficient variety to enable the young boy or girl the subject that he or she is most interested in. should be of the better kind, Robinson Crusoe, Li Fauntleroy, the *Jungle Books*, Grimm's or A Fairy Tales, "Alice in Wonderland," etc. Boy "Plain Tales from the Hills," "Bob, Son of "Treasure Island," "The Sea-Wolf," "Huckleber "Twenty Thousand Leagues Under the Sea," et

There should be special attention given to th It is unfortunate that so much of the time devote should be spent altogether in the schoolroom that one has to read are rarely the ones that best. Dickens, Thackeray, Shakespeare, Geo and a mighty host of others are waiting for the is old enough to understand them. The pare watch the tendencies of the mind of his child a keep him supplied with books that will develo pand the little intellect in accordance with it preferences. The best way to teach a child t books is to keep him surrounded with them ar to him or tell him stories from time to time and tient if he is slow in manifesting a desire to u that unlocks the treasure that lies between the books.

Music is one of the best means of developing

ional nature and of subduing wayward impulses and ringing about harmony in the home circle. The r knows of one family—and there are many others ich sometimes in the evening finds itself all at sixes sevens. Nobody agrees with anybody else; the whole p is hopelessly tangled. The mother goes to the o and begins playing a song that they all know. One ne the members of the family join in and it is not long e they are all gathered around the piano singing after song and the petty disagreements and the un- ant feeling of discord have vanished into thin air.

uch is to be said in favor of the gramophones. ugh them the best music is accessible to almost every- But it is not wise to depend on them altogether, children have talent to be developed, and there is a m about music in the family that is like, to use a crude arison—home-cooking. It cannot be duplicated here.

LET THE CHILD BE NATURAL

fter all, the greatest charm of childhood is natural, taneous simplicity. Stilted, party-mannered chil- are bores. They are unnatural. And that which is natural, cannot be well-bred.

ne cause of shy, bashful, self-conscious youngsters is g training. They are repressed instead of developed. r natural tendencies are held down by constant re- ers and scoldings and warnings. Instead, they should *rought out* by proper encouragement, by kind, sym- etic understanding. Some children have the idea, in extreme youth, that parents are made only to forbid gs, to repress them and make them do things against

which their natures revolt. The bond that sh between parent and child is a certain unde friendliness—an implicit faith on the part of and a wise guidance on the part of the parent.

Remember that a child is like a flower. If is not permitted to struggle upward towards th to gather in the tiny dewdrops, it will wither an the child is not allowed to develop naturally, and ideals will be warped and shallow.

Teach your child to be well-mannered and I do not disguise him with unnatural manners and

THE YOUNG GIRL

There are two kinds of young girls—those life as some great opportunity, who consider i did gift to be made the most of, and who help the beauty that they love to admire; and thos butterflies of society, whose lives are mere husk depth, without worth-while impulses and ambitio are satisfied if they know how to dance graceful know how to enter a room in an impressive n they know how to be charming at the dinner tal conversation is idle chatter; their ambitions "social queens," to earn social distinction and in

Fortunately, the twentieth century girl is less terfly than the tight-laced, hoop-skirted young l latter part of the nineteenth century. Perhaj had something to do with it. Perhaps it so many new occupations have been open her. Perhaps it is evolution. But the youn to-day is certainly more thrilled with life and it

than her sister of two or three decades ago ever was. ife is no longer shown to the young daughter as a ything by fond parents who plan no future except riage and social success for the young woman whose re rests in their hands. To-day life is shown to her t is shown to her brother—as something beautiful, ething impressive, something worthy of deep thought ambitious plans.

To-day the young girl is not only taught to dance cefully, to enter a room correctly, and to conduct her- with ease and charm at the dinner table, but she is ght to develop her natural talents and abilities so that world will be left a little better for her having lived t. Her conduct, therefore, is tinged with a new dig- of purpose, a new desire to make the best of the gift ife. Instead of idle chatter her conversation assumes proportion of intellectual discussions, and young men women to-day discuss intelligently problems that ld not have been mentioned in polite society a genera- ago.

t is to help the young girl to prepare for the glorious ure that awaits her that the following paragraphs are tten.

THE GIRL'S MANNER

There is nothing quite as charming in a young girl as ose of manner. A soft voice, a quiet, cultured manner ore to be admired than a pretty face, or an elaborate m.

Let the young girl look to the ancient Greeks for in- ration. Here she will find the true conception of beauty epose of manner and utter simplicity. She will find

that to be perfect is to be natural, and that one n simple and unostentatious to be beautiful in the tru of the word. After all, what can be quite so lov beautiful manners? And what can be more wor admiration and respect than a sweet, well-mannered girl?

Politeness and courtesy are two other importa tues that the young girl should develop. She sho as polite to her mother and sister as she is to str She should be courteous and kind to everyone. A should learn the art of listening as well as the conversation.

THE CHAPERON

American girls with their independent ideas of requirements mock the idea of a chaperon to the or dance. And this is especially true of the many women who are planning careers for themselves, tend to be more than social butterflies.

We are proud of the ideal American girl. We mean, of course, the self-esteemed, arrogant your who derides all conventions and calls herself "fre her we are not interested at all. But there is t American type—the young girl who is essentially who has self-reliance but is not bold, who is firm being overbearing, who is brainy but not masculi is courageous, strong and fearless, yet *feminine*. no need of the chaperon; and it is because of her t "decay of the chaperon" has been so rapid in Am

And so we find that the American girl who is we who is well-mannered and high-principled, may att theater and the dance with gentlemen, unchaperon

nly when she travels abroad or stops at a hotel for
length of time that social requirements still command
t she be chaperoned. But even then, the girl who
vels on business purposes, need feel no embarrassment
n she is alone, if her manner and speech are as pol-
d and correct as they should be.

THE YOUNG COUNTRY MISS

n the small town or in the country, if a young girl goes
a party or other social meeting with a young man, he
of course, expected to escort her home again. If the
r is early and the family will probably still be up, she
y invite him in if she wishes to do so. But it is not an
igation. If it is late, she does not invite him into the
se, but she may ask him to call. In some sections of
United States it is still considered correct for the
ng man himself to request that he be permitted to
l.

A correspondent has written to inquire whether or not
s correct for a young girl to thank a young man for
escort just before leaving him at her own door. Evi-
tly the young lady who has written has herself been
doubt as to whether or not it is correct. In this in-
nce, circumstances alter cases. If she were a young
ntry miss returning from an informal village function,
would by no means offer thanks. But if the young
n has obviously put himself to an inconvenience to es-
t her home, then it is only polite that she offer him
e expression of gratitude. A city girl does not thank
escort, but he, on the other hand, may thank her for
ery pleasant afternoon or evening if he wishes to do so.

THE GIRL AND HER MOTHER

The young girl should follow her mother's exam advice in all things. Eighteen is the correct com age for the young American girl, and until tl should obey her mother without question. She sh guided by her wider experience, by her more knowledge. But unfortunately this is not alw Mothers and daughters are not the "pals" they to be.

Recently a woman was asked by a very close frie she allowed her daughter to attend the theater dance with a young man who was of questionabl acter. "Surely you have some influence over he friend persisted. "Tell her to avoid him." But s ply smiled in a tired sort of way and said, "I am mother."

This should not be. The mother should gu daughter in all she does, and the daughter should ing to abide by her mother's decisions. Otherw sacred, beautiful friendship that can be created tween a mother and daughter will never exist.

FOR THE SHY AND SELF-CONSCIOUS

A great many of us suffer from self-consciousne always imagine that people are looking at us, about us, ridiculing us. We are never at ease strangers, never happy when people are around. always embarrassed, shy, ill at ease.

There is a story told about the famous Hawtho was so shy and self-conscious that he ran out of tl

id himself whenever he saw visitors approaching. His
, who was also very timid and retiring by nature, was
to entertain the guests as best she could. Hawthorne
heartily ashamed of himself, but instead of trying
overcome his self-consciousness he sought and found
getfulness in his books and writings. His wife, on the
er hand, was forced to overcome her natural timidity
the sake of her husband and for the sake of the hos-
lity of the Hawthorne home. And because she de-
nined to do it, she soon became entirely unself-con-
us and able to conduct herself with ease and uncon-
even among the most celebrated people.

And so you see that self-consciousness can be overcome. ere is no reason for the bride to feel embarrassed and t ease when she is hostess for the first time in her new e. There is no reason for the young girl to feel shy timid when she is introduced in society. There is no son for the young man to be self-conscious in the pres-e of ladies. A little will power and a little sincere ef-t will banish this fault forever.

FORGET ABOUT YOURSELF

That is the only way you can hope to cure yourself self-consciousness—forget about yourself! There are many delightful things you can think of, so many in-esting things beyond the selfish little boundaries of r own self. Send your thoughts abroad, send them the universe to drink deeply of knowledge and learn-, to delve into the wells of profound interest that sur-nd us on every side—and forget about the petty monplaces of life, the unimportant everyday conven-alities. Then you will forget about yourself also,

and before you realize it you will be calm, dignifie afraid. All suggestion of self-consciousness wil vanished.

WHY THE SHY ARE AWKWARD

When a bride leaves a small country place to l the hostess in a large house in a large city, she i likely to feel ill at ease and conscious of herself. urally, this makes her awkward in her manners.

Shyness is over-sensitiveness—a shrinking fro servation. It causes us to worry about what othe thinking about us, and naturally it makes us n Thus we are kept from appearing at our best, and our manners and actions we appear awkward and ous. It is very necessary to overcome this fault wishes to mingle with people of the best society.

Orison Swett Marden says, "If you are a vic timidity and self-depreciation, afraid to say your your own; if you creep about the world as thoug thought you were taking up room which belonged tc body else; if you are bashful, timid, confused, t tied when you ought to assert yourself, say to yc 'I am a child of the King of Kings. I will no suffer this cowardly timidity to rule me. I am m the same Creator who has made all other human They are my brothers and sisters. There is no mo son why I should be afraid to express what I feel o before them than if they were in my own family.'"

The great inspirational writer has shown you little paragraph the way to overcome your self-con ness—the foolish timidity that is robbing you o privilege of self-assertion, of your ease and grace o ner, of your very happiness. Whenever you feel

sed and ill at ease in the presence of strangers, think the words of Marden. Remember that you are one of children of the universe, that we are all brothers and ters, and that you have as much right to assert your- as any other man or woman in the world. And en you finally do overcome your timidity you will find t you have acquired a splendid new grace and charm manner.

SELF-CONFIDENCE VERSUS CONCEIT

Do not have the mistaken idea that confidence in one- f, lack of self-consciousness, is conceit. As a matter fact, it is much better to be shy and self-conscious an to be a pert, aggressive egotist.

The first lesson to learn, in your crusade against self- sciousness, is that you must not be *ashamed of your mess.* That will make you even more conscious of rself. Forget that you are shy. Or if you cannot get, tell yourself that it is better to be reserved and dest than to be conceited and aggressive. Do not shrink m strangers, but meet them and talk to them as though y were your brothers, or sisters. Treat everyone like equal, but do not treat yourself as an inferior.

Self-confidence is what makes success, whether it is in social world or the business world. It was self-confi- ce that helped Edison with each new invention. It was f-confidence that enabled Madame Marie Curie, penni- s and obscure, to discover radium, the greatest and st wonderful metal in the world. All achievement is nded on self-confidence—not of the aggressive sort, but the quiet, calm, unassuming sort that is so easy to velop if one will only try.

Determine that you will no longer allow timidit shyness to rule you. Assert yourself! And watc your manners improve.

COUNTRY HOSPITALITY

The country hostess must not feel that she is ex to entertain her guests in city fashion. There is a deal of difference between the facilities and conditi country and city life, and social activities are conseq different in both localities.

In the country there is much less mingling strangers than there is in the city. Social entertair are confined very largely to the home fireside. The few clubs, few large halls and auditoriums. A feel intimacy and good-fellowship exists which is entirely ing in large cities. Almost everybody knows ever else, and when a large entertainment is given, the village knows about it.

To attempt to emulate her city sister would be fo the country hostess. She hasn't the facilities n natural conditions conducive to the elaborate and s formal entertainments and activities of the city. country everything should be on a simpler, more in basis; the natural beauties of the country are cer not compatible with the fashionable and often os tious activities of the city.

IMPORTANCE OF SIMPLICITY

We go to the country because we are tired of th and we want rest, quiet, peace. We do not expect a frenzied attempt at imitation of city entertain

t this is what so many hostesses do—instead of retain- the delightful natural simplicity of their homes, they l that they must entertain their city friends in city hion. And invariably they fail.

Very often when a city man or woman is tired of the m and narrow conventionalities of city life, he or she l plan to visit a country friend. If that country friend vise, he or she will make no elaborate preparations, but t greet the friend with the simple country hospitality t is so alluring to city people. Where in the city can l find the good-fellowship, the spontaneity, the cour- us kindliness that you find in the small town and vil- e? Where in the city can you find the open-hearted ierosity, the sympathetic understanding and the simple irtesy that you find among country people? The ela- ate ball room with its richly gowned women is charm- and impressive; but the simple country party with its ginia reel, the daughters in their party clothes and thers in their "best black silks" are no less charming.

For the sake of those young men and women who live in country and know liveried chauffeurs and uniformed lers only through books, for the sake of those men and nen who live in the country because they love simplicity l the beauties of nature, but for those who are eager to w good manners and know what is correct at all times, are writing the following paragraphs on etiquette in small town. Let us first write about

THE HOSTESS

When entertaining guests from the city, fresh flowers uld be brought into the house every day. The meal ved should be simple; elaborate course dinners are not

in good form when the facilities of the hostess do nc mit them. Nothing ostentatious should be atten just simple, homelike hospitality such as is offer neighbors and friends of the village.

Early dining is usual in the country, especially summer. Sometimes high tea is served. The tea- placed on the table before the hostess to give a ho air to the function, and fruits and flowers are pla cut glass bowls on the table. Preserves, honey and should also be on the table in cut glass or china Hot biscuits, muffins and wafers are usually ser high tea, with one substantial dish like cold chicken, or cold sliced meats.

Hammocks, tennis courts, rowboats, etc., sho placed at the disposal of visiting guests. The cousi hostess always plans some sort of entertainment for that have come a long way to visit her, but she do make any attempt to provide anything elaborate. ple country dance or a musicale is relaxing and taining.

Protection from flies, mosquitoes, etc. should b vided for guests. If chairs and hammocks are porch, it should be completely screened in to preven quitoes from annoying the guests. It is just such considerations as these that make country hospita delightful.

THE GUEST

Whether you are a guest from the city, or a frien the village, you have a certain definite etiquette to vhen you are at the home of a country hostess. you must make yourself agreeable and helpful. If y

n the city, forget the restricting formalities you have
accustomed to. You may speak to everyone in the
tess' drawing-room—or parlor—even though there
e been no introductions. And if you see an elderly
or woman standing all alone in one corner of the
m, you can go over to him or her, start a conversation,
offer to get a chair or an ice for the stranger. It is
necessary to wait for an introduction.

Do not be dull during the afternoon or evening. Be
sant and agreeable; if conversation lags, stimulate it
an interesting anecdote. If you can entertain in some
, either by singing, playing some musical instrument,
reciting, don't be backward about offering your ser-
s. Remember you are not in an elaborate ball room
among simple country folks, and if you can provide
oyable entertainment for them, they will appreciate it
t as much as you yourself will enjoy it.

An offish person always spoils the fun of a country
ty. If you feel that you are superior to the Virginia
and the apple paring contests, do not attend. Move
the city where you can attend elaborate social func-
ns. But while you are at the party, do your best to add
he general enjoyment, and do not spoil things by being
greeable and unpleasant.

t is poor taste to wear very fashionable city clothes
simple country entertainment. If you come from the
, wear something simple and pretty, but not something
t will make you conspicuous. If you are a man and
know that none of the other men will wear full dress,
don't be presumptuous enough to appear in your
llow-tail. But if you are a village friend, you may
r your "Sunday best" for undoubtedly everyone else
attends the party will do likewise.

FOR COUNTRY FOLKS

Never attempt to make false impressions. Tha great fault found among certain country people. city friends call, they attempt to overawe them wi superiority. While the city friends are with them, not notice their village friends at church, nor invite them to their house. They devote themselve sively to their friends from the city—and invariab friends return home disappointed and disillusioned

When people move in the neighborhood, it is co polite to pay them the first visit—"to extend the welcome," as the expression is. The hostess shou a cup of tea with crackers or cake, and she shou herself agreeable in every way. However, the acqua should not be forced; if the new-comers are haug aloof, it is well to leave them to themselves, un have absorbed some of the good-fellowship and cou the village.

There is very little need for formal calling card small village where everybody knows everybody great many of the conventionalities of city life course, found in the country; but a great many them are lacking. And among them are the strictly introductions, calls and social functions that are with such punctiliousness in the city. Simplicity be the keynote of country life, and quiet, dignifi ners should be the ideal of country people.

THE ENDLESS ROUND OF HOSPITALITY

Hospitality does not mean the giving of su banquets or elaborate dinners. It does not mean

vagant recklessness of much-talked-about house par-
, or extended yachting trips. It does not mean the
ding of gay and festive balls.

No, it means none of these, for even in the most humble
ne one can find the truest hospitality. There need be
rich display, no obvious effort at ostentation. For
spitality is that open-hearted, open-handed, generous,
able, beautiful fellow-feeling for fellow-mortals—the
d of feeling that makes you throw open your home,
all apartment or mighty mansion, as the case may be,
l bid your friends and acquaintances welcome. Wel-
ne, mind you, that has in its greeting none of the sham
diality, that wealthy people sometimes parade merely
the sake of being able to show their worldly goods to
envious eyes of their guests,—but a whole-souled and
ole-hearted welcome that is willing to share everything
e has.

And so, the round of hospitality goes endlessly on, host
d hostess making the pleasure and comfort of the guest
ir prime consideration. Parties, receptions, dances,
ls, dinners—all are instances of the eagerness of the
rld, the social world, to entertain, to give pleasure, to
use. And the guests, in their turn, repay the hospitali-
s with other hospitalities of their own. And we find, in
s glorious twentieth century it is our fortune to be
ing in, a wholesome, generous hospitality that puts to
me the history-famed achievements of kings and princes
yore.

WHEN TO INVITE

The question naturally arises, what are the occasions
at require hospitality? Frankly, there are no definite
casions. Hospitality is the index to breeding and cul-

ture at all times. But there are certain ceremonio
sions that warrant the *invited hospitality*—and
the occasions that we will study in this chapter.

First, we find the wedding anniversary clain
ceremony of many invited guests and much festi
tainment. Thus, wedding anniversaries offer an
opportunity for hospitality. Then there is the
of the young daughter's introduction to society—
which is important, indeed, and requires the utm
pitality on the part of host and hostess alike. Wl
son graduates from college, a little dinner pa
perhaps some musical entertainment afterward i
propriate time to show by one's hospitality, since
tude for the splendid educational opportunities
the youth of America. Oh, there are countless
nities, countless "excuses," if you will call it tha
less occasions when hospitality can be shown
friends and acquaintances! And it is only by ta
vantage of these opportunities, by revealing one's
ungrudging hospitality, that one rightly earns t
of *cultured.*

The hostess who sighs in relief when the guest
parted is not truly hospitable. She should have
sense of satisfaction in the knowledge of her ver
ness. For hasn't she served her guests well? Ha
sent them to their homes a little happier than w
first came? The sigh should be one of sheer joy.

No one invites guests to his or her home to ma
unhappy. Therefore, if among your friends you
one whose worldly goods are very much less th
own, do not invite him or her to a fashionable ba
rich display will make him feel sadly out of place.
save the invitation for a quiet, afternoon tea. An

hand, if you are unable to care for the wants and orts of several guests, do not invite them to house es.

hospitable—but above all use good sense and good ment before you invite.

THE GUESTS AND THEIR DUTIES

ıe fact that America is the home of hospitality and of the most generous hostesses, does not indicate sarily that the guest, in his selfishness, should take ntage of it. A well-bred, considerate person always to minimize as far as possible the efforts of his or ostess, and to make the visit or stay pleasant. She, constantly endeavors to aid the hostess in providing tainment. In short, he returns the hospitality of the and hostess, with a hospitality of his own—a hospi- that, in its consideration and regard for the rights hers, is one of the beautiful things that makes life the living.

is superb—this giving and returning of hospitality: nd a worried, anxious business man, forgetting for oment his pressing affairs in the diverting entertain- provided for him by his hostess; in return, exerting effort to contribute to the success of the evening, to n the conversation when he would rather be silent and ve, to be witty and humorous when he would much r being moody and despondent. And so it goes on, stant giving and returning of hospitality, so beauti- nd so inspiring that it is worthy of the stress given n the social world.

ere are some paramount obligations which the guest observe. Among them, perhaps most exacting, is uality. To keep others waiting, to be continually

tardy, is to demonstrate one's rudeness and want o breeding. Promptness in regard to the answering c tations, punctuality in attending dinners, luncheo parties of any kind,—these are marks of good breed

If one is invited to a dance or party and does nc to attend without an out-of-town friend who happ be stopping with him or her at the time—a friend w tainly cannot be deserted on the afternoon or even the occasion—it is permissible to write a cordial r the hostess explaining the situation and requesting t invitation be extended to the friend. However, no ment should be felt if the hostess finds she must the request; for she may have had to refuse some own friends on account of conditions beyond her c

But no guest may bring to a party, dance or di friend or acquaintance who has not been invited. considered a breach of etiquette, and the hostess inhospitable when she does not invite that particula again.

The guest must conform in all things to the tast customs of his host and hostess. He must find (or enjoyment in everything that is proposed by them, thing that is offered by them in the way of entertai

In taking leave of the hostess it is necessary to her cordially. Criticisms, either of the conduct o other guest, or of servants, are poor form and sh avoided. The ideal guest is the one who has tha and poise of manner, that calmness and kindness c per, that loving and lovable disposition that makes somehow want to talk to and be with him. Such a needs no set of rules—inherently he knows the l good conduct and fine manners; he is the boon o and hostesses the world over.

TITLE	ADDRESSING ENVELOPE	SALUTATION FORMAL	SALUTATION INFORMAL	CLOSING FORMAL	CLOSING INFORMAL
President of United States	President Warren Gamaliel Harding	Sir	My dear Mr. President	I have the honor to remain your most obedient servant	I have the honor to remain most respectfully (sincerely) yours
Vice-President	The Vice-President Thomas F. Blank	Sir or Dear Sir	My dear Mr. Blank	I have, sir, the honor to remain your obedient servant	I have the honor to remain most respectfully (sincerely) yours
Cabinet Member	Hon. or Honorable James Doe, Secretary of Interior, etc.	Sir or Dear Sir	My dear Mr. Doe	I have, sir, the honor to remain your obedient servant	I have the honor to remain most respectfully (sincerely) yours
Senator	Senator Thomas F. Gilt or Honorable Thomas F. Gilt	Sir or Dear Sir	My dear Senator Gilt	I have, sir, the honor to remain your obedient servant	Believe me, most sincerely yours
Member of House of Representatives	Honorable James P. Turner	Sir or Dear Sir	My dear Mr. Turner	I have, sir, the honor to remain your obedient servant	Believe me, most sincerely yours
Justice of Supreme Court	Mr. Justice M. Greene, or The Hon. M. Greene, Justice of Supreme Court	Sir or Dear Sir	Dear Justice Greene	I have, sir, the honor to remain your obedient servant	Believe me, most sincerely yours
Governor of State	Governor John F. McCall	Sir or Dear Sir	Dear Governor McCall or Dear Mr. McCall	I have, sir, the honor to remain your obedient servant	Believe me, most sincerely yours
Mayor of City	His Honor the Mayor of New York, Henry F. Ducault	Sir or Dear Sir	My dear Mayor Ducault	I have, sir, the honor to remain your obedient servant	Believe me, most sincerely yours

CHURCH DIGNITARIES

TITLE	ADDRESSING ENVELOPE	SALUTATION FORMAL	SALUTATION INFORMAL	CLOSING FORMAL	CLOSING INFORMAL
Archbishop Anglican Church	The Most Reverend, His Grace the Archbishop of York	My Lord Archbishop, May it please Your Grace	My dear Lord Archbishop	I remain, my Lord Archbishop, your Grace's most obedient servant	I have honor to remain, my dear Archbishop
Anglican Bishop	To the Right Reverend, the Lord Bishop of Kent	My Lord	My dear Lord Bishop	I have honor to remain your Lordship's obedient servant	I have honor to remain, my dear Lord Bishop, faithfully yours
Roman Catholic Archbishop	The Most Reverend John G. McCaular, Archbishop of Newgate	Most Reverend and dear Sir	Most Reverend and Dear Sir	I have the honor to remain your humble servant	I have the honor to remain your humble servant
Cardinal	His Eminence, Cardinal Newton	Your Eminence	Your Eminence or Dear Cardinal Newton	I have the honor to remain your humble servant	I have the honor to remain your humble servant
Roman Catholic Bishop	To the Right Reverend Joseph F. White, Bishop of Massachusetts	Right Reverend and dear Sir	My dear Bishop White	I have the honor to remain your humble servant	I have the honor to remain your humble servant
Protestant	Right Reverend	Right Reverend and	Dear Bishop Conroy	I have the honor to	I have the honor to

TITLE	ADDRESSING ENVELOPE	SALUTATION FORMAL	SALUTATION INFORMAL	CLOSING FORMAL	CLOSING INFORMAL
Roman Catholic Priest or Protestant Minister	The Reverend James G. Hill (with D.D.) or Reverend Doctor Hill	Reverend and dear Sir	Dear Father Hill (to Catholic) Dear Doctor or Mr. Hill (to Protestant)	I beg to remain, Yours sincerely	
Rabbi	Dr. F. G. Krauss	Dear Sir	Dear Dr. Krauss	I beg to remain, Yours sincerely	

ROYALTY

King or Queen	To His (Her) Most Gracious Majesty King George (Queen Mary)	Sir (or Madam), May it please your Majesty	Dear (or Honored) Sir (or Madam)	I have the honor to remain your Majesty's most obedient servant	
Royal Prince or Princess	To His (Her) Royal Highness, the Prince of Wales (or Princess Mary)	Sir (Madam), May it please your Highness	Dear Sir, Dear Madam	I have the honor to remain your Royal Highness' humble servant	Your Royal Highness' most obedient servant
Duke and Duchess	To His (Her) Grace, the Duke of Devonshire (or Duchess of Devonshire)	My Lord (Madam), My it please your Grace	My dear Duke, My dear Duchess	I have the honor to remain your Grace's most obedient servant	Believe me, dear Duke (Duchess), yours very sincerely
Dowager Duchess	To Her Grace, the Dowager Duchess of Devonshire, or To Her Grace, Anne, Duchess of Devonshire	Madam, May it please your Grace	My dear Duchess	I have the honor to remain your Grace's most obedient servant	Believe me, dear Duchess, yours very sincerely

ROYALTY—*continued*

TITLE	ADDRESSING ENVELOPE	SALUTATION FORMAL	SALUTATION INFORMAL	CLOSING FORMAL	CLOSING INFORMAL
Marquis Marchioness	To the Marquis of Fife, To the Marchioness of Fife or To the Most Noble Marquis of Fife, To the Most Noble Marchioness of Fife	My Lord Marquis Madam	My dear Lord Fife Dear Lady Fife	Believe me, Lord (Lady) Fife, very sincerely yours	Believe me Lord (Lady) Fife, very sincerely yours
Dowager Marchioness	To the Dowager, Marchioness of Fife, To Mary, Marchioness of Fife	Madam	Dear Lady Fife	Believe me, Lady Fife, very sincerely yours	Believe me, Lady Fife, very sincerely yours
Younger son and wife of a Duke or Marquis	To the Right Honorable, the Lord James Grey, To the Right Honorable, the Lady James Grey	My Lord	My dear Lord James Grey, Dear Lady James Grey	I have the honor to remain your Lordship's (Ladyship's) obedient servant	Believe me, My dear Lord (Lady) Grey, faithfully yours
Daughter of Duke,	Right Hon. the Lady Janet Gregory	Madam	Dear Lady Janet	I have the honor to remain your Lordship's	Believe me, dear Lady Janet, very faithfully

Title	Addressing Envelope	Salutation Formal	Salutation Informal	Closing Formal	Closing Informal
Earl Countess	Right Honorable the Earl of Kent Countess of Kent	My Lord (Madam)	Dear Lord Kent Dear Lady Kent	Believe me, my dear Lord (Lady) Kent, sincerely yours	
Viscount Viscountess	Right Honorable Viscount (Viscountess) Grey or To Viscount Grey To Viscountess Grey	My Lord (Madam)	Dear Lord (Lady)	Believe me, my dear Lord (Lady) Kent, sincerely yours	
Baron Baroness	Right Honorable the Baron Whiteside, The Right Honorable the Baroness Whiteside	My Lord (Madam)	Dear Lord (Lady)	Believe me, my dear Lord (Lady) Kent, sincerely yours	
Younger son and Wife of Earl, Viscount or Baron	To the Honorable James Warwick, To the Honorable Mrs. Warwick	Sir, Dear Sir (Madam, Dear Madam)	Dear Mr. Warwick Dear Mrs. Warwick	I have the honor to remain your obedient servant	Believe me, dear Mr. or Mrs. Warwick, sincerely yours
Daughter of Viscount or Baron	To the Honorable Miss Grey	Dear Madam	Dear Miss Grey	Believe me, sincerely yours	
Baronet Lady	To Sir James Grey, Bart. To Lady Grey	Sir Madam	Dear Sir James Dear Lady Grey	Believe me, dear Sir James, faithfully yours Believe me, dear Lady Grey, faithfully yours	
Knight Lady	Sir James Grey, Lady James Grey	Sir Madam	Dear Sir James Dear Lady Grey	Believe me, dear Sir James, faithfully yours Believe me, dear Lady Grey, faithfully yours	

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