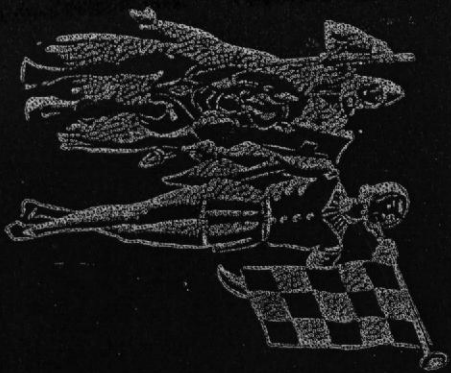



**GOOD  
MANNERS**





## Good Manners

GOOD MANNERS may be only a veneer, an artificial display, a mere external show; they may also be the manifestation of that greatest of all virtues in a man's heart—charity.

The man of sincere good manners practices virtue in all his dealings with his fellowman because in him he sees and serves Christ. He is as thoughtful of others as he is forgetful of himself. His every thought is to make others happier and better for having dined with him, played with him, worked with him, lived with him.

Such was Christ—the perfect gentleman. Such was Blessed Edmund Campion, that gallant gentleman, saintly scholar, and fearless hero of Christ; and such may you always be—Knight of Campion and Knight of Christ.

## GOOD MANNERS IN CHURCH

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**YOUR** manners in church should be perfect at all times. You are a Catholic boy; you know that Christ your Master, the King of kings, is really, truly, and substantially present in the tabernacle. If men and women are most exact in their manners before persons of high position in the world, how much more exact should you be in the presence of Christ himself. No boy should excel you, a knight of Christ, in your conduct in the chapel. Practice these same good manners, not only here in Our Lady of the Angels' chapel, but also in your own parish church. The church is a holy place; it is the House of God. Our Lord said: "My house is a house of prayer." (St. Luke: 19, 46)

You should be very neat in your personal appearance: hands, face, and fingernails clean; shoes shined, clean shirt, tie, and coat. Your hair should be neatly trimmed and combed. You should not wear a sweater or sport shirt in the chapel.

When you approach the outside door of the chapel all conversation should stop. As you enter the outside door, remove your hat. Take holy water with your right hand—with just a few fingers—and reverently bless yourself. Do not make a half gesture at blessing yourself, but with your right hand make the complete sign of the cross.

Proceed down the aisle, looking towards the tabernacle and not gazing around the church. When you come to your pew, reverently genuflect on your right knee, and take your place in the pew. Your genuflection is a mark of your adoration of God who is present on the altar. Do not slouch over as you genuflect; do not lazily lean over with your hands on your left knee as your right knee touches the floor; do not make a half genuflection, but be sure that your right knee goes down to the floor.

Unless you have a definitely assigned place in a pew, never kneel at the end of the seat and make others climb over you to get in the pew. Go in the pew as far as you can and kneel down. On entering your pew you always kneel in adoration—you must never enter a pew and immediately

sit down. If a considerable time elapses before the start of church services, you may sit down after a while, but never sit in such a way that you are a hindrance or a nuisance to those behind you who wish to kneel and pray.

Always be on time for any church service, and stay until the priest has left the altar. You should arrive in church before the priest comes on the altar and remain until he has left. This does not mean that you are to leave the church at the end of the prayers after Mass, but rather that you are to wait until the priest has left the sanctuary.

You go to church to pray. Join in all prayers that are said in common, and join in all congregational singing in church. The hymns sung in church are prayers, and you should add your voice in prayerful song to God.

You must never talk in church—except to God. Do not mumble your private prayers to the distraction of those around you. Never stare around in church; and never turn around to look into the choir loft or at any one or any thing behind you. Keep your eyes and your mind on Christ in the tabernacle.

Never, never mark in the slightest way the pews or any other church furniture. Nothing looks worse than a pew on which some boy has written his name. This is the worst type of destruction of property.

You are a knight of Christ. Could you imagine a loyal knight in a slouching position before his king? Kneel erect in the pew; kneel on both knees; never kneel in a half sitting position—while you are kneeling you should not touch the seat behind you.

Join in all congregational prayers and singing. When not thus engaged, say your own prayers privately. It is a fine practice to follow the priest at Mass by the use of the missal. You may read prayers of your choice from your own prayer book; you may reverently say your rosary; you may kneel in prayerful meditation. But in whatever way you hear Mass or attend other church services, remember that you are in church to pray. These are precious moments in your life. By your prayers you get graces from God to overcome temptations now and in the future years. Say prayers of adora-

tion, prayers of thanksgiving, and prayers of petition—surely there are many favors you wish from God for yourself, for your family, your relations, for sinners who are dying, for the souls in purgatory.

Avoid religiously making any sound in church, especially during a sermon. Nothing is more distracting to a preacher or to those around you than coughing. You may have a cold; perhaps you can't prevent the cough. But prevent the cough as much as you can, especially during the sermon; and, when you must cough, both health and courtesy demand you cough as quickly as possible into your handkerchief.

In going to Holy Communion proceed up the aisle with your hands folded and with your eyes on the tabernacle or modestly lowered somewhat. Do not cast your eyes completely downward because you might walk into someone returning from the communion rail. On arrival at the communion railing you may have to wait in a second row; do not stop as you reach the front but walk in as far as you can so that those who follow will not have to pass in front of you.

In receiving Holy Communion you should have your eyes closed. Raise your head just a trifle, open your mouth at least half way and extend your tongue easily and loosely about half way out of your mouth. There are two extremes to be avoided: some people scarcely open their mouth and do not extend their tongue; others open their mouth full and extend their tongue its full length until it is hard and narrowly rounded. In both cases it is somewhat difficult for a priest to place the host properly on the tongue. After the priest has placed the host on your tongue, slowly retract your tongue and close your mouth. After a moment rise from the altar rail and without a genuflection proceed slowly to your place with eyes reverently lowered and with hands joined.

If you have not gone to Communion, do not kneel on the end of the pew and make those returning from Communion climb over you—quietly move into the pew or rise to allow those returning to get their place. When you move from your place in a pew, do not push yourself along, but rise and walk farther into the pew.

The most precious minutes in your life are those when Christ is really, truly, and substantially present in your heart in Holy Communion. Don't



lose the value of these precious minutes. Christ, your Master, is actually your guest as long as the species of bread remains, that is, until the bread is dissolved in your stomach—this means that Christ is in your heart for about twenty minutes. Adore him, pray to him, talk with him. After receiving Holy Communion you should swallow the host; you should not allow it to dissolve in your mouth. If your mouth is dry, you may have to loosen the host from the roof of your mouth with your tongue, but as soon as you can do so, you should swallow the host.

All the boys at Campion are frequent communicants; the great majority are daily communicants. Those who do not go to Holy Communion at a particular Mass should not sit down when the priest receives the ablation after Holy Communion. *All should kneel until the end of Mass because you interfere with those who are kneeling in thanksgiving after Holy Communion if you sit down.* Those who have received Holy Communion should kneel with their eyes closed in order to remove possible distractions at this sacred time. If you do not go to Holy Communion, you have a fine chance to make a fervent spiritual communion, knowing as you do that Christ is in the heart of the boy kneeling next to you or behind you who has just returned from the communion rail.

When you sit down, do not sprawl over the seat, do not place your arms on the seat behind you, do not cross your knees; sit erect—you are in the presence of the King.

Since Christ is your guest for about twenty minutes in Holy Communion, you should not rush from church just as soon as Mass is finished; you should spend some minutes after Mass in thanksgiving.

When a Bishop distributes Holy Communion, he first presents his ring for you to kiss before he places the host on your tongue.

It is a rule of Campion that every Catholic boy should receive Holy Communion at least once a month—the First Friday of each month is a general Communion day for the entire student-body. You should form the habit of going to Holy Communion frequently. The Jesuits at Campion exhort their students to receive Holy Communion daily.

Every boy should feel honored and privileged to serve at Mass or Benediction and to sing in the choir. Your conduct in the sanctuary and

in the choir loft should be perfect in every detail. Your conduct in the choir loft should be even more perfect, if that were possible, than it is when you are in the body of the church.

Boys who assist at church services should arrive in plenty of time before the service begins. They should not talk even in a whisper in the sacristy. If something has to be said, it should be done quietly and as briefly as possible.

In passing the chapel stop in for a moment to visit our Lord; even make a special trip to pay your respects to him.

### Confession

Remember that the same rules concerning good manners in church apply when you enter the church to go to confession. The time of your confession is a sacred time; you are receiving a sacrament; your sins are being forgiven. Never talk or distract others at confession time. You must never be so close to a confessional that you can hear what the penitent or the priest says. Never step ahead of another person who is preparing for confession—wait your turn. After your confession go to a pew off by yourself, say the penance prayerfully, thank God for his forgiveness of your sins, and promise him to do better.

On leaving the church do not hurry. Rise and make a proper and reverent genuflection; do not gaze around as you go out; take holy water and bless yourself reverently; and do not talk until you are outside the church.

\* \* \* \* \*

Correct posture during a High or Solemn High Mass: Kneel from the beginning of Mass till the "Gloria". Stand when the priest intones the "Gloria", and remain standing during his recitation of the "Gloria" at the altar. Be seated when the priest has been seated during the singing of the "Gloria" by the choir. Rise when the priest sings "Dominus vobiscum" after the "Gloria", and remain standing while the priest sings the prayers following the "Dominus vobiscum."

Sit down during the singing of the epistle. Rise and stand during the recitation of the gospel and remain standing while the deacon sings the gospel in a solemn High Mass. (Genuflect with the priest if a genuflection occurs during the gospel). Rise when the priest intones the "Credo", and remain standing while he recites it; genuflect when he does. Be seated when the priest is seated while the choir sings the "Credo". Kneel while the choir is singing the words "Et incarnatus est."

Remain seated during the offertory. You sit down after the priest sings "Oremus" immediately after the singing of the "Dominus vobiscum" at the beginning of the offertory. Stand while the congregation is being incensed during the offertory.

Stand during the singing of the preface. Kneel at the "Sanctus" and remain on your knees during the entire canon of the Mass. Sit down when the priest receives the ablution for his fingers after the communion. Rise when the priest sings "Dominus vobiscum" after communion and remain standing during the postcommunion prayers which he sings. After the priest sings "Ite missa est" kneel for the blessing; rise after the blessing for the last gospel; genuflect with the priest during the gospel. Kneel down at the end of Mass and remain kneeling till the priest has left the sanctuary. There are different customs in different localities concerning the correct posture during solemn services. Follow the custom of the diocese in which you live.

### GOOD MANNERS IN INTRODUCTIONS

**REMEMBER** the following simple rules and follow them with ease and grace.

Mention first the name of the person to whom you are introducing someone: "Mrs. Smith, this is Mr. Jones." You are introducing Mr. Jones to Mrs. Smith.

Words of introduction. Pronounce the names distinctly. As you pronounce the name, face the person of that name, and bow the head slightly. Then turn slightly and follow the same procedure with the second party. Be sure that you have the attention of both parties when you make the introduction. Address Mrs. Smith first, then turn slightly to Mr. Jones as you mention his name. Say simply:

"Mrs. Smith, this is Mr. Jones."

or

"Mrs. Smith, Mr. Jones."

These words of introduction are used on any except very formal occasions; on very formal occasions you would use the following words:

"Your Excellency, Bishop Griffin, may I present Mr. Jones."

Observe the following order of introduction:

Men are always introduced to women:

"Mrs. Smith (or Miss White), this is Mr. Jones."

Single women are introduced to married women:

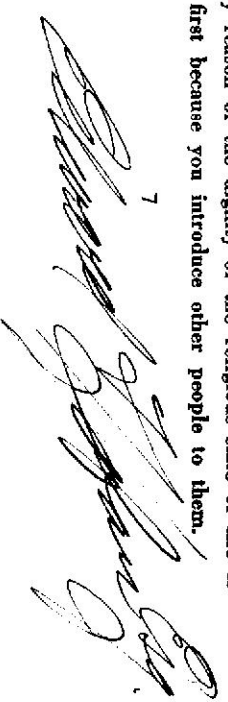
"Mrs. Smith, this is Miss White."

Single men are introduced to married men:

"Mr. Smith (married), this is Mr. Brown (single)."

The following exceptions are to be noted in the above order of introductions:

A church or state dignitary or any priest or religious (Scholaastic, Sister, or Brother) by reason of the dignity of the religious state of life is always mentioned first because you introduce other people to them.

7  


"Father Kelly, this is Mrs. Smith."

In the case of lay people you would mention first the name of an elderly person (whether man or woman, married or single) because young people (whether man or woman, married or single) are introduced to elderly people.

"Mr. Green (an elderly man), this is Mrs. Grey (a young married woman)."

\* \* \* \* \*

When introducing a mixed group to another mixed group follow the above order as you mention each name, facing the party as you mention his or her name, and bowing slightly at the mention of each name. You might preface the round of introduction with the words, "May I introduce", in order to attract the attention of all members of the party.

"May I introduce (pause for a moment)? Father Kelly, Sister Agnes, Brother Mullen, Mrs. Smith, Mrs. Harvey, Miss Hall, Mr. Jones."

If you are introducing one person or two to a group, you begin with the name of that one person (or two), and then name each in turn.

"Miss Hall (pause), Mrs. Smith, Mrs. Harvey, Miss Johnson, Mr. Jones, and Mr. Thompson."

If both persons are of the same state or rank, introduce the person with whom you are better acquainted to the one you know less well.

"Miss Grant, this is Miss Hall (your close friend)."

When a young man presents members of his family or close relations, he mentions the relationship and also the name, if the name happens to be different from his own:

"Father Kelly, this is my mother; my aunt, Miss Grant; my sister, Mrs. Lee; and my cousin, Mr. Jackson."

\* \* \* \* \*

**Response to Introductions**

The person whose name is mentioned first responds first; however, practically, the response on the part of both parties is spontaneous and frequently simultaneous. The party addressed first (because the more favored) may or may not extend a hand in greeting. Common courtesy demands

that should the party last addressed extend the hand in greeting, it should most certainly be accepted. It is not a mark of discourtesy if a woman does not extend her hand in greeting, but she should always accept a hand extended in greeting to her.

Concerning the handshake. It is nothing but affection for a person to shake hands with the hand extended above the normal plane in which people generally shake hands. The handshake should not be vigorous and therefore discomforting to a woman, nor should one offer a flabby, lifeless hand to a person. The ceremony is brief, pleasant, and sincere. Nothing is more distasteful than insincerity.

Words of response in introductions. The person first addressed bows slightly, looks at the other person directly, and simply says:

"How do you do?" or "How do you do, Miss Hall?"

The other party just bows and smiles graciously or may in addition use the same form of words just given. Remember that these words are not a question asking about your health, and they should not be asked as a question with a rising inflection at the end. Do not accentuate any one word, as, "How DO you do?"

Words of parting after an introduction. Simply bow slightly, and with a pleasant smile bid the person the time of day: "Good morning" or "Good evening"—or even more simply and at any time you may say, "Good-bye." You may, if you wish, add the name of the person: "Good-bye, Miss Hall." You may, if you wish, add the complimentary words, "I am glad (or happy) to have met you." To this latter farewell, the other party graciously says: "Thank you." To the other farewells the other party merely bows and smiles pleasantly or adds: "Good bye, Mr. Jones." Naturally,

if you are leaving a group you do not add each name, but simply pass the time of the day or say: "Good-bye."

Men always rise, if they are seated, when an introduction is being made, whether they are being introduced to women or men.

Young women always rise when they are being introduced except when they are being introduced to young women and men like themselves.

Older women rise when they are being introduced to church or state dignitaries, or to any priests or religious (by reason of the high dignity of their state of life.)

*The very simple rule to remember when making an introduction is to mention the right name first; the rest then follows easily. The simple rule in leaving-taking is simply say: "Goodbye," adding if you wish the name of the party to whom you were introduced. "Goodbye, Miss Hall."*

**Meeting Church Dignitaries**

The proper courtesy for all Catholics (women and men) on meeting a Bishop or Archbishop in his own diocese is to drop on the right knee, take his extended hand, and kiss the ring on his right hand, saying as you meet him: "Good morning (or Good evening), Your Excellency." Follow the same procedure in leaving if you have been in the party with him for some length of time. If the leaving-taking occurs a few minutes after you have met him, you simply bow and say: "Goodbye, Your Excellency."

You follow this same procedure in meeting anywhere any Cardinal or the Apostolic Delegate. In meeting a Bishop or Archbishop outside his diocese you do not drop on your knee, but you do kiss his ring, and follow the rest of greeting expressed above. In meeting your own Bishop in or outside his diocese you would drop on your right knee.

The following are proper titles of greeting and introduction for church dignitaries: The Pope—Your Holiness; a Cardinal—Your Eminence; the Apostolic Delegate and all Archbishops and Bishops—Your Excellency. Monsignors are addressed as "Monsignor", and all priests as "Father."

On meeting your Bishop on a public thoroughfare or in a public gathering—for example, on Michigan Boulevard in Chicago—you do not drop on your knee or kiss his ring, but you greet him and accept his hand if he offers it. Otherwise you always follow the procedure outlined above.

In introducing people to a church dignitary you begin with his title of dignity, then add his personal name, and then the formal methods of introduction. For example: "Your Excellency, Bishop Griffin, may I present (or introduce) my mother; my aunt, Miss Grant; my sister, Mrs. Lee; and Mr. Jones." Each one in turn then says: "How do you do, Your Excellency," as he or she drops on the right knee, takes the Bishop's hand, and kisses his ring.

In the course of the conversation that may ensue it is always proper to address the Bishop as "Your Excellency." More familiarly, if one is well acquainted with the Bishop, he might in the course of the conversation address him as "Bishop" or "Bishop Griffin."

When a non-Catholic is introduced to a Catholic Bishop he or she may just accept his extended hand; however, it is perfectly proper, should the non-Catholic wish, to kiss his ring, or to drop on the right knee and kiss his ring as Catholics do.

**GOOD MANNERS IN PERSONAL APPEARANCE**

**W**HETHER fairly or not a man is often judged by his personal appearance. This is especially true in the social and business world. Your personal appearance is your identification card in the business world and your card of introduction to new friends.

There is no excuse for a slovenly appearance. Soap and water are among the most inexpensive commodities; they should be used freely.

Be sure that your trousers are pressed. "Baggy trousers" never make a good impression. Perhaps you cannot afford a new suit, but you can afford to keep your trousers pressed. Occasionally have your coat pressed; and from time to time have your suit cleaned and pressed. Even an old suit of clothes that has been cleaned and pressed can make you look like a "new man."

It just takes a second to use a clothes-brush on your coat and trousers. If you are bothered with dandruff, be sure that your coat collar is clean. A lotion prescribed by a doctor will better the condition.

Disheveled hair detracts from your appearance. If you are one of those individuals whose hair will not lie in place without the use of a hair tonic, then by all means use the hair tonic. Your hair should not be "plastered down", but use something that will help to keep it in place.

There is no excuse for the man who needs a haircut. Have your hair cut at regular intervals. Get this habit as a boy, and maintain it all your life.

Even less excusable is the man who needs a shave. Your face should always be clean-shaven. Boys of high school age look ridiculous with a moustache. If you wish to wear a moustache when you are a man, that is a matter of your personal preference.

Take good care of your teeth. Use your tooth-brush.

Your hands and your face should always be clean. Clean your ears well. Keep your finger-nails trimmed. Don't get the habit of cutting or biting your finger-nails down to the fleshline. Never chew or bite your nails.

Avoid dirt in your finger-nails. Keep a finger-nail file handy, and use it. Dirt in one's finger-nails is unpardonable except to a laboring man during the hours of work.

Your shoes should always be shined. Use a shoe brush or shoe rag frequently.

Never appear anywhere except on a play ground without your tie. Sport shirts and sweaters should not be worn in the chapel, the dining hall, in the class room, or in similar places of formal gatherings.

Never borrow another person's clothes—not even his tie.

Your linen should be clean at all times. Be sure that you carry a clean handkerchief in your pocket.

A bath is a most inexpensive luxury; bathe frequently.

Don't wear your hat or cap at an unconventional angle. Keep your hat in shape.

Soiled socks and socks with holes in them are offensive.

## GOOD MANNERS IN YOUR PRIVATE ROOM

**N**OTHING is more unsightly than a room in disorder. At school learn to keep your room in perfect order, and practice the same habit at home. Even though your family may enjoy the services of a maid at home, that is no excuse for you to leave your room in disorder. No gentleman would ever be discourteous to or inconsiderate of a maid.

At Campion, room service is provided to the extent of sweeping and mopping your room, making your bed, and washing the windows. The rest is your responsibility—and it is little enough.

All articles of clothing should be neatly arranged in their proper place in the clothes-closet or in the cabinet drawers. Use coat and trouser hangers. Always have a clothes-brush handy, and use it frequently. If necessary deny yourself some little luxury, but when necessary have your suit cleaned and pressed.

All toilet articles should be left in the toilet cabinet when not in use.

Soiled linen should be placed immediately in the soiled linen bag. Never leave soiled or clean clothes lying around your room. Never leave a single article of wearing apparel on the floor. Put everything in its proper place *immediately*.

Keep your working desk in order; books when not in use should be placed in their proper place on the book shelf.

The window-sill is not the place for foodstuffs, clothing, books, or anything else. Window sills should be entirely free.

Never hang a picture or anything else on the wall of your room—except on the moulding as provided in the school regulations. Never drive a nail into the wall of your room or any where else. Certain kinds of pictures are forbidden for room decoration.

Never in the slightest degree mark or mar the walls or furniture in your room. Never write or carve your name anywhere.

Never sit on the arm of a chair—that ruins a chair. Do not tilt a chair in which you are sitting. Tilting a chair is bad manners and is ruinous to furniture.

Observe the rules of the school about visitors in your room. Your room is not a general recreation place for your companions—and during study you should never have a visitor in your room.

Smoking: never throw burnt matches, ashes, or a cigarette on the floor. Be most careful that you never lay a burning cigarette down anywhere except on an ash tray. Furniture has been badly burned and stained through this inexcusable habit. The same rule holds for your home. Always be sure that a cigarette is completely rubbed out when you discard it.

Always and everywhere remove your hat when you enter a building.



Immediately after using your wash-stand or a bath-tub, be sure that you personally leave it immaculately clean. A brush, a sponge, or a piece of cloth should be used to leave the porcelain spotless.

Be sure that a water faucet is not left running.

### GOOD MANNERS IN SCHOOL

**A** TRULY educated person has good manners. Your knowledge will benefit you very little in the business and social world if you are without good manners. Boorish people are shunned by others; selfish people are disliked. An important part of your education is your development of good manners. Class and study periods form a big part of your day and are therefore very important in your training. The refined and cultured man always makes a good impression. Never get the false impression that refinement is an effeminate attribute; on the contrary, refinement makes a man of strong character. There is nothing manly about bad manners. The strongest character and the greatest refinement were found in Christ.

Always be on time for class and study periods; in fact always be on time for any engagement whether it be for play or business. Promptness is a social courtesy and a business necessity. Develop this habit strongly during your school days.

The workman who reports for duty without his tools will never succeed. When you come to class be sure that you have the necessary books, paper, pencil, and whatever else the teacher demands for your appearance in class.

Get in the habit of having your work well done and ready for presentation to the teacher.

Do your assigned task with the greatest care and neatness. The heading on your paper and the general appearance of the written task should be exactly what your teacher specifies.

Learn to profit by your mistakes. Take the pains to note the corrections of the teacher; and avoid the same mistake in the next exercise.

Before reporting for class or study take good care of your personal appearance. Clean hands, clean face, clean fingernails are necessary. Your shoes should be shined; your shirt should be spotless and always in place.

Your tie should be worn and neatly in place. Never be guilty of needing a haircut. Your hair should be trimmed regularly.

Don't delay a day in getting all the books you need for school. Be ready for work—a good beginning is half the job. In pen and ink write your name in each book that belongs to you. To open a new book, place it on a table, gently bend part way back the front and back cover, then alternately turn over a few dozen pages front and back and very gently press them down by running your finger along the inside seam. Work from the front and back alternately to the center of the book.

Never leave your books lying around. They should not be carried to the dining hall; put them in their proper place before going to meals. Books should not be placed on radiators. Heat destroys the binding on a book. Do not mark up your books with pictures and sayings.

All running, shoving, and pushing are entirely out of place in a school. In going to class and in changing classes, walk quietly and slowly. There should be no talking in the corridor during the change of classes.

Immediately on entering a class room or study hall, observe perfect silence. The place for recreation is not the class room building. When the teacher enters the class room it is time for serious work immediately—sit down in your place, have your books, paper, and pencil ready for use.

Sit erect with your eyes on the teacher, your book, or the blackboard as the work of the moment requires. Don't sprawl in your seat. A lazy posture usually begets a lazy mind. You must think, and thinking is work; so be ready in mind and body for work in the class room.

Sometimes boys don't think so, but your teacher is one of the greatest benefactors in your life. Show him a heartfelt gratitude. His is a hard job, requiring industry and endless patience; therefore, never do anything to distract him from his wholehearted devotion to his work in hand—training and educating you. No teacher should be obliged to call you to attention. Such admonitions distract his mind from his work and distract the minds of the other students.

The greatest respect must always be shown to a teacher. A Jesuit school would not be worthy of its name if it permitted the slightest violation of this essential element of its discipline.

Address everyone by his proper title. In speaking to a priest you always use the title, "Father"; Scholastics and lay teachers are addressed by their family name with the prefix, "Mister" (Mr. Smith); army officers are addressed with their proper military title, "Major Mahoney" or "Ser-geant Elliot." In answering their questions you do not say "Sir", but you respond as follows: "Yes, Father," or "Yes, Mr. Smith," or "Yes, Major."

Gum chewing is absolutely forbidden in class. In fact gum chewing is not desirable at all at Campion. If you wish to chew gum at home, do so with the minimum physical exertion of your jaws, with closed lips; and deposit the chewed gum in a waste basket. Gum chewers who throw a piece of chewed gum on the floors, on stairways, on the sidewalks—or in fact any-where where someone is liable to step on it—are a public nuisance.

Never mark school furniture in any way—not even with a lead pencil. It is a sin to destroy or mutilate any property that is not your own personal property.

Don't nervously tap your fingers or your pencil on a desk. Nervous boys should strive manfully to overcome their tendency to squirm all around in a seat.

Never snap your fingers to attract the attention of a teacher. Fundamental class room discipline forbids any boy to speak out in class until he is called on by the teacher. Never raise your hand and wave it around frantically when you wish to ask or answer a question. Raise your hand quietly if there is something you wish to ask or answer. At times teachers do not wish to have any questions asked; they wish to proceed with the class matter undisturbed for a while. In such a case follow the teacher's direction and wait until the time he has set for the asking of questions.

Do not distract or disturb in the least way any boy sitting near you. Keep the top of your desk neat. Have only those books on your desk which you need for the class in which you are. Keep books, papers, etc., neatly and orderly arranged inside your desk in the class room or study hall.

Be courteous in asking questions. Preface your question with the kindly opening: "Father, why is the verb in the subjunctive mood?" Always acknowledge the slightest favor with the words: "Thank you, Father."

Do not embarrass a boy who may have done poorly in recitation. Do not laugh at the mistakes of others in class or out of class.

Never throw waste paper or anything else on the floor. Should you see paper or chalk on the floor, pick it up, and place it in the waste-basket. Do not throw things at the waste-basket. At the end of a class period place all scrap paper in the basket. Every boy should be proud of the neat appearance in which he leaves the class room.

If you think that there has been some misunderstanding in your regard, do not raise the issue in the class room; see the teacher after class and then courteously talk to him. The class room is not the time or the place for any such conversation.

Do not answer back a teacher or superior. Do not grumble, drag your feet on the floor, or mumble to yourself, or in any other way show displeasure in obeying the orders of your teacher or prefects.

Do not look at papers on the teacher's desk, or in his books. In the same way do not do these things to your companions. Always respect the privacy of others.

Should your teacher find it necessary to step into the hall, your behavior should be perfect. Only dishonorable boys take advantage of a teacher's absence to misbehave. Your conduct when you are thus left alone is a tribute to your character; good or bad.

When the bell rings for the end of class, do not rush out; step back and allow the teacher to leave, and then follow him in perfect order and quiet.

There is immediate silence when you cross the threshold of a study hall.

Do not ask permission to talk to anyone; such talking is a disturbance to others. Do not go to the study hall prefect for help; you disturb the others. You can get help privately but not at this time. Some boys ask for assistance before they have half tried the work themselves.

Never write anything on the blackboard except class exercises when directed to do so by the teacher.

A well bred boy volunteers to clean the blackboard before and after class as the need may require and the teacher wishes.

Above all be proud of your class room; keep it as neat as your own living room at home. Be loyal, fair, considerate, and courteous to your every teacher. You may personally prefer some teachers to others, but each one deserves at all times the benefit of your best manners.

## GOOD MANNERS IN THE LIBRARY

**T**HE boy who has cultivated a taste for good books has possession of a habit that will bring him untold pleasure in later years. Don't read trash. Be guided in the choice of books. Your teacher or the librarian will guide you wisely in the right choice of books. If you acquire a taste for good reading, the best minds of all times are at your disposal and ready for your companionship through their books.

You have a rare privilege at Campion where the books are all in open shelves. Learn how the library is organized, how books are cataloged and classified. In this way you will learn where to find the type of book you want.

It is a waste of time to read cheap and vulgar magazines and books; it is dangerous; and in some cases may be sinful. Keep your mind clean and pure.

Silence is sacred in a library. No man with a pretense to good manners will talk in a library. People go to a library to read; if you wish to talk, step outside. It is very discourteous to talk in a library and thus bother those who wish to read. The only recreation that should be had in a library is the recreation that comes from quiet reading.

Do not lounge around in the library; never lie down or sprawl out on a chair or a divan.

To steal a book is a sin. It is also wrong to deface or to mar a book in any way.

Never remove a book from the library unless you have duly had it checked out by the librarian. Common decency and justice demand this. And be sure to return the book to the library on time; in fact return the book to the library before the book is due if you have finished reading the book—others may be waiting to get pleasure from the same book.

You are permitted at Campion to take books from the shelves and to read them in the library during your free periods. Do not put such books back on their shelves because you may misplace them and thus cause untold inconvenience to the librarian and everybody else. Leave the book on the table unless you wish to take it out—and in this case be sure that

you duly check it out with the librarian. Do not leave books on the chairs or divans.

Never leave a library book, or any class book of your own, lying around the building, much less out of doors. Never place a book on top of a radiator. Heat dries out the binding of a book, and ruins it.

It is pure vandalism to tear a page out of a book, no matter how important the reference may be for you.

Never lay an open book face downward on the table. Never put a pencil or any such thick article in a book for a book mark. This ruins the binding. Do not turn down the edge of a page of a book to mark your place. Use a slip of scratch paper for a book mark. It is far better to lose your place in a book than to destroy the book through the use of improper book marks.

Do not mark the book in any way with your pencil. Do not write your name or anything in a book; do not mark a book for references.

Books must be returned on time; to keep them out beyond the time they are due is unfair to others. Should you have a book that is overdue, pay the usual library fine promptly. A fine is a fair demand of any library.

Should you lose a book or ruin a book, you are obliged to pay for it.

Remember that any book that is taken out in your name is your responsibility. For this reason do not loan a book to another. It is better for you to return the book to the library, and let your friend draw the book on his own card. But in any case, as long as the book is out in your name, you are responsible for it.

Do not get the habit of borrowing books from others. In later years should a friend loan you a book from his private collection, be absolutely certain that you will return the book promptly. People who do not return books they have borrowed are a plague to thousands of book lovers.

A new book should not be opened violently in the center. The librarian usually breaks in a new book by opening it a few sections at a time, starting from the front and back alternately.

Large heavy books should not be held in the hands; they should be laid on the table while you are using them. Otherwise the binding is loosened.

It is against all the rules of good manners to eat in a library, candy or anything else.

Do not throw or leave any waste paper on the floor or on the tables. Quietly crumple the paper and put it in your pocket. Should you see paper on the floor, pick it up.

You should be very proud of the neat appearance of your beautiful library. Magazines and newspapers should be replaced in their proper place in the magazine racks. It is very unfair to others and opposed to the library rules to take out of the library magazines or newspapers. Should you bring your own personal copy of a newspaper in the library to read, be sure that you fold it up, and remove it from the library when you leave. Throw it in a wastebasket. After reading a newspaper in the library or anywhere else, always turn the paper back to its proper order and neatly fold it. Some people leave unfolded papers lying around. Courtesy demands that the paper or magazine be left in the proper order for the next reader.

When you rise from your chair in the library, be sure to place it back in its proper place against the table.

Campion has one of the largest and most beautiful high school libraries in the country. The librarian is professionally trained to take care of it. The patron of our library is that lovable author, Joyce Kilmer. He is a good exemplar for you in the care and love of good books just as he can well be in other phases of your life. He was cultured, refined, scholarly, and loyal to his death to his country and to God. He looks down on you from his life-like painting in the center of the library. May you be worthy of the traditions that his name connotes at Campion.

## GOOD MANNERS IN THE AUDITORIUM

IT is a general rule of good manners that one does not attract attention to himself in any public gathering. This is one time that a man is seen and not heard. Young people who are loud in public lack the proper refinement.

Good manners demand that you do not so much as whisper during a public performance of any kind: movies, stage shows, concerts, public lectures, etc. It is against the most fundamental rules of courtesy to dis-

tract by word or action those around you who wish to hear the speakers or actors and to enjoy the performance. Even though you may be uninterested, remember that there are others present. Never forecast for the benefit of others your own solution of the problem in a play; never talk to your companion about matters pertinent or extraneous to the show; in a word, don't say anything about anyone or anything to anybody. Men of manners listen when others are performing. To talk during a concert is a public manifestation that you are out of place. If you don't enjoy a concert or show and can not sit in proper perfect silence, then you should not attend a concert or show.

Some ill mannered people express by their words or actions the opposite emotion portrayed in a play or movie—they will laugh, even boisterously, at tragic situation. This might be due in some cases to nervousness. If it is, by all means overcome your nervousness because such actions stamp one as boorish. To applaud derisively at the capture of the villain or the rescue of the hero is childish.

Intended comical situations may evoke laughter, but that does not mean a boisterous guffaw. Laughter should never be a shout, and it should not be prolonged, especially at a movie, because a prolonged laughter prevents the audience from hearing the lines of the actors which immediately follow.

The end of an act or the end of a show may call for a merited applause. Remember there are proper methods of applause: never, never whistle; never show appreciation by any use of your voice or feet, but modestly clap your hands as you know refined people do. Remember that a theatre is not a football stadium; don't confuse the conduct proper to either.

Rare occasions may evoke a second applause, but you should never insincerely clap your hands when the applause has naturally subsided.

Cultivate a quiet manner of voice. When you do talk in a public gathering at the proper time, you should speak in a tone of voice that can be heard only by those in your immediate party.

Do not eat in a theatre. People who munch candy, rustle paper bags or candy wrappers, or chew gum are a nuisance to those around them.

Never rush into or out of an auditorium or theatre. Enter slowly, and quietly take your place. Do not rush for a particular seat. Do not

sprawl out in the seat; keep your feet on the floor directly in front of yourself; do not make use of both arm-rests on a seat, thus depriving one of your neighbors of an arm-rest.

Be most careful not to destroy or mark in the least way any property. Never write your name on any furniture or on the wall. Souvenir-hunters and those with a mania for writing names on public and private property have caused untold damage and have ruined many beautiful public monuments and have defaced the private property of schools and of individuals. In the same category are those people who carry away silverware from hotels, restaurants, and schools. Such a detestable practice is stealing.

Your conduct in public and in public gatherings places a mark upon your character. Always be the man of good manners.

## GOOD MANNERS ON THE CAMPUS

**T**HE general appearance of the campus and the buildings is what makes a good or bad impression on visitors. You should be so loyal to your school that you wish it to make the most favorable impression on your parents, your friends, and on strangers. This is your school; be proud of it. The school authorities at great expense endeavor to make the campus and the buildings as attractive as possible. Do your part to make and keep them that way.

Do not walk on the grass immediately in front of buildings and around the quadrangle. Do not lie or sit on the grass in those places which are kept up as lawns to beautify the grounds. You may walk on the grass on the campus proper and on the grounds that are not adjacent to the buildings.

Do not throw candy wrappers, paper of any kind, or any kind of refuse such as the peelings or cores of fruits on the grounds. Put any scrap paper in your pocket until you pass by a refuse container or a wastebasket. Should you see any paper lying on the campus, kindly pick it up, and deposit in the proper place. If each boy does his part in this, the campus and grounds will always look beautiful.

Do not appear on the campus in careless dress; such carelessness makes a very bad impression on visitors and is not in accord with good

manners. Never allow your shirt to be outside your belt. Your trousers should not be rolled up.

At all athletic contests take your seat in the bleachers, and keep it. Do not wander around, do not shove or push anyone.

Never mark in any way property on the campus or anywhere else; do not mark the flag-pole or canons; do not mar the school signs.

Be courteous to visiting athletes. We play to win, but we can manfully and gracefully lose. It takes a good sport to lose gracefully. Remember that every visiting player is your guest. He must form his impression of you as a host from your treatment of him while he is a guest in your school.

Never leave your place in the stands during a sporting event of any kind. Do not move up to the sidelines in the excitement of a football game. You interfere with the game and you spoil the view for those behind you.

On the golf course observe the rules of the game and the rules of courtesy. Never shoot a golf ball until the preceding players are undoubtedly safely out of range. In putting do not walk all over the sand-greens. When you will have finished with the sand-trake, always leave it on the side farthest from the tee; in this way the rake will not be in the way of those who follow you.

In basketball, as in all games, never take an unfair advantage of an opponent. Your opponent is entitled by rule and by good manners to the same silence your own team enjoys when a foul is being shot.

Never molest public signs or private signs along a highway or railroad track. Do not pick up and throw loose rocks when you go out for a walk in the country. Do not throw at wires, telephone poles, or glass insulators. Never molest in any way block signals along a railroad right-of-way. Damage to these signs may be the cause of a wreck and a loss of life. Never stand on a railroad track before an approaching train. Do not pick flowers except those growing wild in the woods. Do not damage shrubs or plants of any kind.

As you enter any building immediately remove your hat. Do not run or slide along in a corridor.



Leave the toilet room perfectly clean. Do not throw paper on the floor. Do not smoke in the toilet rooms. And never mark or mar in any way with a pencil or any other instrument the walls or toilet stands. A toilet room is never the place for delayed conversation; common decency forbids it.

Be proud of the buildings, the grounds, and campus of your school; and take care of them.

Your should always raise your hat when you pass the chapel. Always raise your hat when you meet a priest or a Sister.

## GOOD MANNERS AT THE TABLE

**D**INING is a fine art. To dine gracefully is a mark of distinction. The dinner hour is not merely a time for necessary food, it is or should be a social hour. You should never eat hurriedly or ravenously, nor should you delay endlessly over food. The proper combination is leisurely eating and pleasantly conversing. The man with good manners keeps an unnoticed eye on the hostess and other guests so that he will finish each course at the same time with the others present. A dinner table is no place for an endless story; it is a place for pleasant general conversation. No one should monopolize the conversation; if one does, he will find that he is delaying the serving of various courses.

The well-bred man by his ease and grace will give the impression that the actual eating of food is a matter of secondary consideration. He never talks about food except to say an appropriate, pleasant word. If he can not say a pleasant word about the food, he says nothing about it, at least nothing that is disparaging—this rule holds for your home, your school, a hotel, and restaurant.

Never get the name of being a "picky" eater—one who eats this and doesn't eat that. If you are ordering your meal in a hotel, you may express your preference by ordering only the things you like, without making comments upon those things on the menu which you don't like. When you are a guest or whenever you are being served a prepared dinner eat something of everything—if only you take a very small portion of the food. Whenever a platter or dish is passed to you so that you can help yourself,

never take more food than you know you will eat. To leave food on your plate is not only bad manners but a waste of food.

Never enter a dining room unless you are perfectly groomed—hands, face, and fingernails. Your linen should be spotless. Your shoes should be shined. Your hair should be combed—never comb your hair in public; you should retire from the presence of others when you are making your toilet. You should wear your tie and a coat at all meals. In your own home, if your mother suggests that you remove your coat because of warm weather, you may do so. Except in your own home as here explained you do not remove your coat at meal time. Never dine without your tie.

### Entering the Dining Room

At a formal dinner the host escorts the feminine guest of honor to her place at table—to his right; the man who is a guest of honor escorts the hostess to table and takes his place at her right. The other guests follow. Unless there are place cards, the men naturally take their place to the left of the women with whom they enter the dining room. The men help the women to be seated first. Each man assists the woman to his right. Stand directly behind her chair, pull it out slightly and easily, and quickly push the chair forward as the woman is being seated. Your conversation and attention should be directed to the woman to your right—not exclusively, but you must see that she is not left out of conversation. Should you notice that the woman to your left is neglected, courtesy demands that you also include her in your conversation and attention. At an informal dinner when perhaps guests are seated haphazardly, you will make yourself helpful to any seated near you.

In the family dinner at home when there are no guests present, always remember that you are to be attentive in the same way to members of your own family—assisting your mother and sisters to be seated. You must never take your seat at table until all the women are seated first.

At school you are to observe every propriety of table etiquette. Enter the dining hall promptly and quietly. Never stop in conversation with some friend at another table, but quietly without disturbance proceed to your place at table, and stand there quietly until all are in place. While waiting at your place, do not play with the chair or silverware, never touch any

food or table appointments. Stand quietly with your arms folded or quietly resting on the back of the chair. You should come to every meal perfectly groomed—hands, face and finger-nails perfectly clean, your hair combed, your shoes shined, tie in place, and wearing your coat. Sweaters and sport shirts should not be worn in the dining hall. Do not bring books or sport equipment to the dining hall entrance or grounds. Put your books in your room before coming to the dining hall; get your sport equipment after the meal. Never nudge or push anyone in entering the dining hall or in going to your place. A man should observe every mark of courtesy in his own home—and Campion is your home during the school year.

### Prayers Before Meals

Grace should be said in every Catholic home before all meals. In your own home where breakfast may be served at different times to various members of the family, you should say your own grace before and after your meal. When the family eats together one member of the family should say grace for all. Your father or mother may ask you or some other member of the family to say grace. At Campion these prayers are said in common. You should say the prayers quietly to yourself if they are being said aloud for all by a Jesuit. Reverence to God, as well as ordinary courtesy, demands that you assume a reverent posture, stand erect, and clasp your hands.

When you are a guest in someone's home, you will avoid embarrassment if on entering the dining room you wait for the hostess to take the lead. If by her action she indicates that prayers will not be said, after she has been seated, you take your seat at table. Catholics say grace before being seated. Some non-Catholics say grace immediately after being seated. Some do not make a practice of saying prayers at meal-time. As a guest in their home, it is your place to be attentive to the action of the host or hostess.

If a priest is a guest at dinner in your home, it is proper for the hostess to ask him to say grace: "Father, will you say grace for us?" Or the priest might pleasantly say: "Shall I say grace for all?"

In dining in a public hotel or restaurant, grace is not said except unobserved and to one's self.

### At the Table

Unfold your napkin half-way and lay it in your lap. Never tuck your napkin in your belt—the place for your napkin is in your lap. If not lying on your plate, your napkin will be found lying to the left of your plate.

You should sit about eight inches from the table. Sit erect; never under any conditions tilt your chair either at table or anywhere else. Keep your feet squarely in front of you and on the floor. Never stretch your feet out in front of you or sideways. Never put your arms or elbows on the table. The only exception to this rule—and this is the only exception—is allowed when you are eating in a public restaurant and you wish to say something to the person seated across from you at table. You may lean slightly over the table so that you may be heard by the person without the necessity of raising your voice. Otherwise, the place for your arms and elbows is at your side with both hands in your lap, or with your wrists resting lightly on the table. Never play with the silver. Sit quietly and at ease. A well trained person is very much at ease at table—you will be at ease if you remember that the dinner hour is a social hour. Do not lean over the table while eating; the head and shoulders are slightly, very slightly bent while you are conveying food to your mouth.

The hostess is the first to start eating. There is this advantage to you in this precedence at a formal dinner—should you be in doubt about which article of silver to use, you can observe the hostess. Observe her most unobtrusively. In general at a formal course dinner, you use the silver, beginning with that farthest from your plate and working in.

### The Use of Knife and Fork and Spoon

In cutting anything the knife and fork are always held in the same way. Keep your elbows against your side; the angle of the hands holding the knife and fork is very small—about twenty degrees. Do not saw the meat, but gently cut without effort. Do not hold the fork and saw the knife against it.

Please notice *carefully*. The handles of both knife and fork are concealed in the palm of the hand—you should not be able to see the end of the handle of either knife or fork. Avoid the "banjo grip" of the fork—allowing the handle to project up in the air beyond the opening between

your thumb and index finger. The index finger is projected lengthwise along the back of the handle of the knife or fork; the thumb is along one side and the second finger along the other side of the handle; the third and little fingers are drawn back along the side of the knife behind the second finger.

In cutting, the knife is held in your right hand, the fork in your left with the prongs turned down to impale the meat. Cut two or at most three small pieces from the meat; then transfer the fork to the right hand, and while holding the fork as you hold a pencil (the handle of the fork resting on the second finger and between the index finger and thumb, the handle projecting out beyond the back of the hand) you impale a small piece of meat with the prongs of the fork turned up; and with the prongs turned up, convey the food to your mouth.

It is better to follow the above manner of handling of knife and fork. It is also correct to cut the meat as directed above; and then instead of transferring the fork to the right hand, keep it in the left, gently impale a piece of meat with the prongs turned down, and with the prongs turned down, convey the food to the mouth.

**THE SPOON:** Use the spoon as you were directed to use the fork in the right hand when conveying the food to the mouth. You hold it as you would hold a pencil. All foods eaten with a spoon are taken in the spoon by moving the spoon in the dish towards yourself—except in the one case of soup, in which case you fill the spoon by moving it away from you. Never put too much food on a spoon—never fill it fully. Whatever food you have on the spoon take entirely when you put the spoon to your mouth.

### The Opening Course

A cocktail may or may not be served. Grapefruit and fruit cocktails are eaten with a spoon. Oysters, clam, lobster, and shrimp cocktails are eaten with a fork. This may be a very small cocktail fork; if there is none present, then use the smallest fork in your silverware. Canapes served before the meal are eaten in the fingers; at table, they are eaten with a fork as other *hors d'oeuvres* (*hors d'oeuvres*)—relish or appetizer served at the beginning of the meal.

Olives and cherries in cocktails are tipped into the mouth after one has drunk the liquid from the glass. A large olive, however, is picked out

and eaten in two or three bites, holding it in the fingers. Young men and women are never more admired by their equals and elders than when they refuse unostentatiously a cocktail made with liquor. When they are older they may consult their pleasure in the matter, but as young men and women it is better for them to practice total abstinence as a virtue. Such a virtue is a strengthening of their character and a safeguard for themselves and their companions. A sensible hostess will never "urge" a cocktail on young people; on the contrary, she will quietly express a word of commendation to them for their praiseworthy habit. Students and the parents of students are reminded that the Jesuits at Campion recommend this virtue highly to their students and absolutely forbid the use of liquor in any form to their students while they are at Campion. This regulation holds also when Campion students are guests of their parents for dinner in town.

### The Soup Course

Soups are eaten from a soup dish with a spoon. In taking the soup from the dish, move the spoon away from you, not towards you. Never fill the spoon fully. Raise the spoon to your lips, lowering your head slightly. Take the soup from the spoon from the side of the spoon, tilting the spoon as you put your lips to the side. The action is one of sipping, not sucking. Never make the slightest noise while eating soup. Do not tilt the soup dish to get the last drop of soup.

Crowtons, if served, are usually in the soup. If they are not in the soup, you put them in the soup with a spoon, not with your fingers. Crowtons are small toasted particles of bread. If oyster crackers are served, take a small share with your spoon, and place them in the soup.

Bouillon, broth, or soup served in a cup are eaten partly with a spoon, and the remainder, if the cup has a handle or handles, is drunk like tea or coffee.

When you have finished a course, do not push the empty plate or glass away from you, but allow it to remain where it is until it is removed.

### The Main Course

When you are serving yourself from a dish, hold the dish in your left hand or lay it on the left side of your plate, and help yourself with the table spoon in your right hand. Pass a dish to another with your right

hand, leaving the silverware on the right side of the dish. Never take more than you know you will eat. If you do not care for a particular food, at least take a very small helping so as not to embarrass the hostess—she might feel embarrassed because she has prepared a dish for which you do not care.

When you are served by the hostess, do not refuse any food that she has prepared. If you do not particularly care for a dish, you might venture the remark quietly: "Just a small portion, please"; but by no means inform her that you do not like this or that food that she has prepared.

When in doubt observe the hostess. Never begin a course until she begins to eat that course. Make yourself pleasantly and quietly sociable during the meal; neither monopolize the conversation, nor play the silent partner. Be observant of the progress of the meal so that you will not finish your course too soon before or too long after the other guests. If offered to you, you may suit your taste about a second helping. Years ago it was considered proper to leave some portion of the meal on your plate. That is no longer true; eat whatever food is on your plate—but never use a piece of bread to "shine" your plate.

Never "snack" your plate with food; take a small portion; if you wish for more, take another helping. Never mix up foods on your plate—one food with another. Your plate should always be neat in appearance. Never prepare a "well" in your potatoes for gravy. Pour a small amount of gravy over your potatoes and over your meat if you prefer it that way.

### Management of Different Foods

Never put any food on the table-cloth unless a piece of dry bread or a dry roll if no butter dish is provided. Never place a knife, fork, or spoon on the table-cloth after it has touched any food of any kind.

**OLIVES:** Take an olive from the olive dish with your fingers, but be very careful not to touch any other olive with your finger. Do not put the whole olive into your mouth; bite small pieces from the olive. Take the stone from the mouth with your thumb and first finger, and lay it on your plate. Never eject anything from your mouth to the plate. Do not eject it into the palm of your hand.

**CELERY:** Take celery with the fingers; do not touch any other piece on the plate. Celery is eaten from your hand. If the celery is quite long, you may break it into pieces two or three inches in length as you

eat it. Never dip the celery in a common salt-cellar; you may dip it directly in the salt-cellar if you have been provided with an individual salt-cellar. If there is only a common open salt-cellar, there should be a spoon in it so that you can take a portion—which you put on your plate, not on the tablecloth. If no spoon is in the salt-cellar, never take salt from it with your fingers or with any silverware that has already touched food or drink. If necessary take salt with a piece of your unused silverware. If salt-shakers are used, shake some salt on your plate and into that dip your celery as you eat it.

**RADISHES:** Take with your fingers and place on your plate. Never put the whole radish in your mouth; eat it in sections. Use the salt as explained in the eating of celery.

**SOUP AND BOUILLON:** explained above.

**BREAD AND BUTTER:** Frequently butter is not served at dinner. At a formal dinner you will find a bread and butter plate at your place with a butter knife resting on that plate. Take a piece of bread from the common bread-plate or a roll and place it on your bread-plate. If an individual bread-plate is not furnished you place the bread on your own plate (or if the bread or roll is dry you may place it on the table near your plate); place the butter on the edge of your dinner plate. Use the butter knife to take butter. If one has been forgotten, use your unused knife to take butter—never, never put a used knife into a common butter dish. The proper way to eat bread or a roll is to break a small piece of bread or roll—remember a small piece—spread a bit of butter on it and with your fingers convey the bread or roll to your mouth. Never butter a whole or even a part of a slice of bread or a roll. You break off one small mouthful and butter it as you wish to eat the bread or roll.

Butter, jelly, and jam are spread on bread or a roll with a knife; on any other food use a fork.

**CHEESE:** The service of cheese; dairy cheeses are usually found cut in small pieces when the dish is passed to you. Take a piece with your fingers; place it on your plate, eat with a fork. Edam cheese is passed with a spoon so that you can scoop a small portion. Camembert cheese is generally served with a cheese knife. In any case, take a small portion and place it on your plate. If eaten with bread or a cracker, take a small

piece of bread or cracker, spread a small portion with your knife, and eat with the fingers; or you may wish to eat it by itself with a fork.

**MEATS:** Cut a small portion and eat with fork. Learn well the proper use of knife and fork as explained before.

**FOWL:** The knife and fork are used—do not use your fingers. In private you may be allowed to put a small bone with the uncut meat in your mouth. Remove the bone with your fingers and place on your plate.

**FISH:** The bones are separated from the fish by lifting the end of the bone with your fork, and then the whole bone is removed slowly with the aid of your knife. The fingers may be used to assist provided they do not touch the fish. Eat the fish with your fork. Bones that may enter the mouth are removed with the fingers and placed on your plate.

**LOBSTER:** In ordering lobster you would do well to ask the waiter to have the lobster well cracked—much difficulty will be avoided unless you are practiced in eating lobster. If not so served, you will have to pull the claws apart with your fingers. Get the meat from the shell with your fork, and eat with your fork. You may have an occasional need for the knife in getting at the meat. In no case should you dig out all the meat and then eat from your plate as you would meat. You eat the meat of the lobster as it is loosened with the fork. If individual boiled butter is served with the lobster, you place the meat on your fork into the butter before conveying it to your mouth.

**BONES AND PITS OF FRUIT:** Remove all bones and pits of fruit from your mouth very unobtrusively between your thumb and index finger, and place on your plate. For any reason should it be necessary to remove any food from your mouth for any reason—a piece of gristle—do so in the same way; moreover, since food that has been in one's mouth is nauseating, you should very quietly cover such food with a small piece of bread so that others may not see the food on your plate.

**BAKED POTATOES:** Break the potato in two with the fingers. With a fork place a bit of butter in one half, pour salt and pepper as desired, and eat with your fork. Do not mess the seasoning up and down in the potato, but with your fork you may move the seasoning to the one piece you are taking to eat. Should you like to eat the skin, you may. If you like to eat the skin, you may after breaking the potato in half with your

fingers, cut the halves into smaller pieces with your knife and fork, season, and eat with your fork.

Fried potatoes of all kinds, saratoga chips, and breakfast bacon are eaten with a fork.

**CORN:** Take an ear of corn from the serving plate in your fingers. If the ear is long, take hold of the corn in your napkin and break it in two. If small corn handles are provided, insert one in each end of the ear of corn. Never butter, salt, and pepper the whole ear at one time. Season at a time just two rows of kernels. Then holding the corn handles, or holding the ear with one or two hands at the end, eat. Never run down a distance in eating the corn. Take a small mouthful at a time. Do not cut the kernels from the cob with a knife.

**ASPARAGUS:** Cut with your fork. You cut a piece when you wish to eat it. You eat asparagus only as far as the tough part. Should the entire stalk be tender, of course you may continue with your fork to the end.

**ARTICHOKES:** The heart of this vegetable is surrounded with leaves. You eat them with your fingers. Break off one leaf at a time starting with the outer leaf, dip the light-colored base in the sauce or butter, eat just the base, and place the inedible leafy part on your dish. When the leaves have all been removed you then eat the "heart" with your fork.

**LETTUCE AND LETTUCE SALAD:** Cut with the edge of the lettuce fork, and eat with the fork. If no lettuce fork is provided, use your dinner-fork. You may find it necessary to use your knife in order to separate the lettuce into sections. But the knife should not be used except when absolutely necessary. The salad is eaten after the meat course, though you may eat it during the meat-course. The salad should be cut into small pieces with the fork; do not try to curl a large piece of lettuce around your fork.

**SPAGHETTI:** Unless you are to the manner born (Italian) it is better for you not to try to curl it around your fork. Unless experienced in eating spaghetti this way, it is better for you to use your fork to cut small portions of the spaghetti and then take to your mouth with the prongs of the fork turned up.

**MACARONI:** Cut in small pieces with your fork.



**CLUB SANDWICH:** Never take a bite out of a whole sandwich of any kind. A six-story club sandwich might require a knife and fork to get it into wieldy portions. Then lay the knife and fork aside. Take one layer at a time. From the one layer break a small mouthful and eat.

An ordinary sandwich—two slices of bread or toast—is broken with the fingers. Break off a mouthful each time—never take a bite from a whole sandwich.

An open sandwich (one slice of bread or toast) is eaten with a fork. It may be necessary to use the knife in order to break the crust of the bread. A knife is generally required to manipulate a toasted cheese sandwich. The individual bits are conveyed to the mouth with a fork.

### Desserts

Ice cream, ices, puddings, custards, berries, melons, and preserves are eaten with a spoon.

Frozen puddings, watermelon, pies, and pastries are eaten with a fork.

**APPLES AND PEARS:** Halve, then quarter them; cut out the core and peel them with a knife. Then cut each quarter into a small section with the knife; the small section is then conveyed to the mouth with the fingers. If the pear is very juicy you may convey the small piece to the mouth with a fork.

Plums and bananas are eaten with the fingers. Take small bites from the plum; remove the seed before placing that piece in the mouth—or if placed in mouth remove seed with thumb and finger, and place seed on your plate. Peel bananas with your fingers. Never take a bite from a whole banana, but with your fingers break off a small piece at a time and place in mouth with fingers.

**PEACHES:** Quarter with a knife. Then with knife cut a small section from a quarter, and place small piece in mouth with fingers. If you wish to remove the skin, after quartering with your knife, you may hold a quarter section with a fork while you peel it with a knife; then with fork cut off a small piece and convey to mouth with a fork.

**ORANGES:** Peel with your fingers with the help of a knife. With your fingers divide the orange into quarters. Divide the quarters into smaller sections with your fingers and convey to mouth with fingers.

**GRAPES:** When grapes are in large fruit dish in center of table, break off a cluster of grapes or cut off a small cluster with the grape scissors (if one is provided). Eat the grapes with your fingers. If you do not wish to eat the skin, you extract the pulp from the skin as you hold the grape to your mouth. This should be done noiselessly. Swallow the seeds if you wish; if you wish to remove the seeds, you do so while they are in your mouth, and use your fingers to extract the seeds from your mouth and place them on your plate.

**FINGERBOWL:** In eating fruit your fingers may become soiled with juice. If a finger bowl is provided, place the tip of your finger, one hand at a time, in the finger bowl and dry on your napkin. If no finger bowl is provided, dry your fingers on your napkin.

**CAKES:** Cake is eaten like bread; break a small piece with the fingers and convey to mouth with your fingers—never take a bite out of a piece of cake. If the cake is "sticky", you cut it and eat it with a fork.

**COFFEE AND TEA:** If you are to serve yourself from a coffee pot, first put the cream in the cup, then pour the coffee or tea—never brimming full. In dining cars just fill your cup half full so that the coffee will not spill due to the motion of the train. You may put sugar in your cup either before or after the coffee. If it is lump sugar, use the sugar tongs in the sugar bowl; if none is there, take a lump with your fingers and slip it gently into your coffee so that there will be no splash. If the sugar is granulated, use the sugar spoon—never under any condition ever put your own soiled spoon into a sugar bowl. Gently stir your coffee until the sugar is dissolved. Immediately place your spoon in the saucer. Never pour any drink into your saucer—even to cool it—and certainly never drink from a saucer. Take a gentle sip of the coffee to determine how hot it is before drinking. Do not use the spoon for this purpose.

Chocolate and cocoa are generally drunk as served unless you wish a little more sugar.

**N. B.** There is only one thing to be done if you have placed something very hot in your mouth—swallow it; take a drink of cold water. You must never spit it out. Be careful, therefore, in tasting hot foods and drinks.

**YOUR NAPKIN:** Leave your napkin in your lap until all are finished. The hostess will place her own on the table; follow her. If you are taking more than the one meal in the home, you fold your napkin neatly, and lay it on the table. Otherwise you do not fold it—but lay it on the table—this does not mean that you place it there like a dish-rag; you might put a half fold or two in the napkin and then lay it neatly on the table.

**Miscellaneous Points of Table Manners**

Never pick over food on a common dish. Don't be guilty of looking over a dish for the best portion. Take whichever portion is nearest to you.

Never touch with your fingers anything on a common serving dish—in the few cases when you are supposed to use your fingers in a common dish, olives for example, be careful not to touch with your finger any piece of food except the piece you are taking.

Never use your soiled knife in a butter dish or any other dish, nor your own soiled spoon in a sugar bowl.

Never, never pass any comment on the food—if you do not care for the food, say not one single word; if you wish to say a complimentary word, do so, but avoid the appearance of too much and, therefore, insincere flattery.

If you must follow a diet, it would be best to say a quiet word to the hostess before the meal so that there will be no comment made at table about the matter.

Be most careful that you never take anything but a small portion from a common serving dish; there is nothing worse in manners than for one to take a generous helping, leaving the last person served either without a portion or with a very small portion. Be more thoughtful of the last person to be served at table than you are of yourself. You will not get the best piece of meat, but you will get the sincere admiration of every one with you for being charitable, courteous, and thoughtful of others. There is no more attractive quality in young or old than unselfishness. Cultivate this virtue as a boy. It will win you a host of friends wherever you go. No one likes a selfish person.

Take one slice of bread. If you wish for more, ask for it later. Never smear a dish in serving yourself. No one likes to be served from a dish that has been left in an unsightly condition by your carelessness or thoughtlessness.

You should not make the least sound while eating your food. Do not munch your food, moving your jaws like trip-hammers. Chew with your lips closed. Chew slowly and noiselessly.

Never empty a glass in one swallow. This is very bad manners. Never detain a pitcher of any beverage at your place until you will have taken a drink and refilled your glass. If your lips are at all greasy wipe them gently at all such times, but especially before taking a drink from a glass or cup. Unless you wipe your lips you will leave a mark around the glass.

Never put your fingers in your mouth to remove a piece of meat from your teeth. Never use a toothpick in public. It is better to suffer the pain of a piece of meat wedged in your tooth until the meal is over and you are alone.

Never talk in a loud voice at table. Never try to carry on a conversation with someone at another table—don't even try to attract his attention. Your companions at dinner are those seated with you.

Once again—do not play with the silver; do not tap your fingers nervously on the table; keep your arms and elbows off the table. Never encircle a dish with your arm while you are eating; nor prop yourself up with one arm or elbow resting on the table.

Never write with a pencil on a tablecloth. Accidents will happen at table; something may be spilled—but many such accidents at table are due to carelessness.

It is not only bad manners, but decidedly wrong ever to take a single piece of silverware or any other furnishing from a table whether private or public.

Get in the habit of passing dishes to others at table. Do not help yourself and forget about your companions. If a refilled dish is placed on the table near you, without being asked by another, pass the dish down or up the table. When you pass a dish be sure that the spoon or knife and fork are on the right side of the dish. This makes it convenient for your neighbor to help himself.

If you must sneeze, or cough, or blow your nose at table, turn your head slightly to the right and a bit backwards and use your handkerchief. If you have a bad cold and must blow your nose at table, never do it loudly; rather gently wipe your nose and bear with yourself until you are out of the dining hall.

Never take a drink of water and hold it in your mouth to rinse your mouth before swallowing the water. This is never permitted and is disgusting to others.

If your hostess wishes you to smoke at table she will provide ash trays. And in any case never put the ashes from a cigarette in a dish that has been used. It looks messy and causes an inconvenience to those washing the dishes. If smoking is suggested by the hostess, and no ash tray is at hand, use a clean saucer or dish.

It is better not to use your knife or a crust of bread to help your fork in picking up peas or any other vegetable. You need not eat the last pea on the plate; and if you wish for more, you might ask for more except at a formal dinner.

Never use a piece of bread to pick up the gravy that may remain on your plate. If you wish, you might break off a small piece of bread and manipulate it with your fork—but in no case should you “shine” your plate. Even the foregoing concession is not allowed at a formal dinner.

Never speak with food in your mouth. This is one more reason for not taking too much food in your mouth at one time because someone might address you while you are eating.

Do not hold your knife or fork poised in your hand while you are talking—lay them down, especially if your comment exceeds a word or two.

On rising from your chair after a meal, do not push your chair backwards, but withdraw it with your hand, and then place (not shove) it back in its proper place.

In all things at table or anywhere be the man of manners. If you are, you will always be a welcome guest and long remembered as a man of culture and refinement.

*And above all remember that your own family deserves the courtesy of your good table manners, as do your schoolmates. Some inconsiderate people reserve their best manners for state and formal occasions and for strangers, and do not observe the ordinary niceties of proper etiquette in their own home and in their own school. Those nearest and dearest to you should receive the benefit of your best manners.*

## GOOD MANNERS IN A RESTAURANT

**T**ABLE D'HOTE (*ta' b'i dot'*—the table of the host) means a set price for the complete meal.

*A la carte* (*kar'*—according to the card) means that there is a separate price for each individual dish ordered. This is more expensive than the *table d'hote* service.

The menu in American restaurants contains both types of service. You will find on the card the dinners for a set price as well as the individually priced dishes.

In a fashionable restaurant or hotel dining room a man leaves his hat and topcoat in the cloak room or checks them at the entrance of the dining room. The check-girl gives you a hat-check. You do not give her a tip until you call for your hat on leaving. Ten cents is the usual tip. A woman does not check her hat or coat.

On entering the dining room wait at the entrance door. The head waiter will approach to direct you to a table. If you have any preference of location, you make it known to the head waiter. The waiter leads the way to your table. If a woman is with you, she follows the waiter; you bring up the rear. If there is a preferred seat at table, e. g., facing the orchestra, that place is offered to the woman. You sit to her left. The head waiter will assist her in being seated; pulling out the chair for her and moving the chair to the table as she sits down. A woman wears her hat at table; the waiter assists her to arrange her coat over the back of the chair when she is seated. Do not sit down yourself until she is seated. If there is no head waiter present, you lead the way to the table of your choice, and assist the woman in the place of the head waiter. When a man dines with two women he sits between them; however, if one is his wife he sits opposite her. A woman dining with two men would be seated between them.

In seating yourself it makes no difference whether you seat yourself from the right or left side of the chair; most people usually approach their chair from the right side through natural habit.

In a first class restaurant the waiter takes the order. After consulting the wishes of his guest the man usually gives her order and his to the waiter. Whenever you are a guest at dinner, do not order the most expensive dishes.

Sometimes you are furnished an order blank which you fill out yourself. Write down the main dish—which usually determines the cost of the meal, and then the names of the different dishes when a choice is offered.

Should a woman guest at your table leave your table for any reason, you rise when she rises to leave, and rise when she returns and assist her in being seated. Should a woman friend stop at your table to meet you or your guest, you rise and remain standing until the visitor has left. Such a passing conversation should be the briefest greeting because it is very embarrassing for a man to remain standing in a public restaurant. But should either of the women forget this courtesy to you, there is only one thing left for you to do—stand. You rise in the same manner if a man unaccompanied by a woman stops at your table if the man is elderly. You do not rise if he is a young man like yourself. You would stand if a priest stopped at your table. If a visitor merely stops for a moment to pay recognition, no introductions are made unless you or your guest knows that either of the persons concerned would be happy to meet each other.

If you wish to smoke at table, ask permission of any women guests because there are still women who are sickened by the smoke from a cigarette. If no ash tray is on your table, ask the waiter to get one. Never put ashes in a soiled dish, it is better to use a clean dish if you can not attract the attention of the waiter.

Read carefully and observe the rules in the chapter: *Good Manners at Table*. Bad table manners give people a very bad impression of a man.

At the end of the meal the check will be presented to you. While proper to give a quick, unstudied glance at the addition of the total bill, do not give the appearance of making a study in arithmetic. Place your money on the tray with the bill. The waiter will bring back the tray with your change. You should give him a tip. How much? At a formal evening dinner party you would give more than you would at an informal dinner with a guest in a public restaurant. In the latter case a tip of ten per cent of the total bill is reasonably accurate if the bill is a large one. A reasonably accurate rule set down in books of etiquette is: a minimum tip of twenty-five cents, whether for one person or two for a bill that totals less than two dollars; thirty-five cents up to three dollars; forty cents up to four dollars. And a minimum of twenty cents a person for a lunch or dinner party. If you are taking lunch

alone in a bare-tabled restaurant or tea room a tip of ten or fifteen cents is common for a dollar meal; ten cents for a lunch that cost thirty-five or fifty cents.

Should a woman be hostess at a lunch or dinner she should prepay the bill or have the check presented to her at some other time than at the dinner table because it is very embarrassing to any men guests to have her pay a bill in their presence.

Should several young couples have lunch or dinner together there should be an understanding among the young men concerning the bill: whether one pays the bill at the table and they later divide the cost or whether each young man pays for his guest and himself, there should be no comment at table among themselves over the question of who pays the bill. Never get the reputation of being parsimonious, of being the man who reaches for his billfold just a second too late.

Lack of consideration for those who serve us in any capacity, whether in a restaurant, hotel, store, or in public places anywhere is a mark of ill breeding and inexcusable pride. Always be the man of good manners. Those who wait on you may be more refined than you are. You may have more money; they, more manners.

At the time of departure, a woman slips her arms in her coat while seated. A woman precedes in leaving the dining hall. You stop and present your hat check in the coat room. On receiving your hat you leave a tip on the counter—ten cents is a customary tip to a check-girl.

As you leave the outside door of the restaurant you step ahead and push open the door as your guest precedes you to the sidewalk.

## GOOD MANNERS IN THE THEATRE

**L**EARN well and observe carefully the rules set down in the chapter: *Good Manners in the Auditorium*. The same good manners that apply at school apply in your own home and in public.

On entering the theatre proper wait at the head of the aisle for the usher. Hand your seat checks to the usher. The usher leads the way, followed by your guest; you bring up the rear. If no usher is present, you lead the way down the aisle, arriving at the right row of seats, allow the girl to precede you. If you are obliged to pass in front of someone in reaching

your seat, you make the appropriate apology for your guest and yourself—"Excuse us, please." A woman enters the row of seats first; you always take your place in the seat nearest to the aisle. If there are unoccupied seats farther in the row, do not stop at the end of the row, and force people to climb over you.

When a man leaves his seat between acts, he turns his back to the stage and faces women in his own party as he passes in front of them, but he faces the stage in passing women who are not of his party. Walk as close to the back of the seat in front of you as you can so that you will not disturb others. If you are carrying a top-coat on your arm, be careful not to brush it against people as you pass. If only one woman guest is in your party, do not leave her alone; it is better for you to remain in your place unless she is going out with you. A woman precedes you in going out of the theatre. The only exception to this rule would be found in a dense crowd where it would be better for you to go first in order to lead the way. In crowds be sure to glance back occasionally to be sure that she has not been lost in the crowd behind you.

If you are obliged to cross in front of someone as you leave your seat, the man makes the appropriate remark for his guest and himself. If someone rises to let him pass he says: "Thank you," or "I'm very sorry."

Women should remove their hats in a theatre.

The theatre (including movies and all show houses) is not the place for a visit with the girl who may be with you. Nothing should be said to her during the show; after all, other people came to see and hear the show. As regards your conduct in a theatre during a show, you should act and behave just as you would if you had gone by yourself. This refers to attention to the girl during the show.

Never come late for a show on the legitimate stage or for a concert. Should you leave your place between the acts, be sure that you are in your place before the curtain rises for the next act. People who come late for such a performance are ill-mannered and very inconsiderate of the pleasure of others.

## MISCELLANEOUS GOOD MANNERS

**A**LWAYS tip your hat in passing a Catholic church; this is your courtesy to Christ and a public profession of your faith.

Always tip your hat to a priest and to a Sister. Catholic boys and men frequently forget this mark of respect.

Always be respectful to your elders. Any person is lacking in good manners who has not the proper respect for age.

Extend every courtesy to your father, mother, brothers, and sisters. Never forget this. To be short in your answer to your parents is doubly wrong. No man can have a good opinion of a man who is lacking in the proper reverence to his parents. Our Lord did only command obedience to one's parents, he said in the fourth commandment: "Honor thy father and thy mother."

Maintain the greatest respect and love for your country. When the national anthem is played and when the flag passes by, stand at attention with your head uncovered. A man in military uniform gives the salute; a man in civilian clothes removes his hat in his right hand which he holds over his heart; a halless civilian and a woman place the right hand over their heart. When the flag is carried in procession with other flags, it should be on the marching right (the flag's own right) or in the front of center. When the flag is hung against a wall, the union should be uppermost and to the flag's own right (the left of the spectator.)

On the street: On meeting a woman you know you raise your hat. If she stops to talk with you you hold your hat in your hand. If the weather is cold you may after a few moments replace your hat on your head. Should she extend her hand to shake hands with you, transfer your hat to your left hand, and shake hands with your right hand. Though books of etiquette suggest that the woman speak first, yet as they add, the greeting between friends is practically simultaneous.

If you are accompanied by some one else, and your companion—man or woman—recognizes someone on the street, you tip your hat if a woman is in either party, and walk ahead a few steps where you wait at ease until your companion finishes greeting the friend and joins you. It is very bad manners for you if you are the one to stop to greet a friend to carry on a conversation with a friend you meet while your companion is forced to



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wait ahead. Usually a woman is supposed to end the conversation so that you can pass on. But there are some people who can not end a conversation; in such a case you must tactfully direct the conversation around to a natural close. Should you foresee that the greeting will extend beyond a passing greeting, then courtesy demands that you introduce your companion to the woman you meet.

On a crowded thoroughfare if the greeting is going to extend into a long conversation, it is better for you to accompany the party you have met in the direction she is going. At street crossings you do not offer your arm to a woman unless she is elderly or unless there is some danger. On crowded streets keep to the right of the sidewalk. On leaving a person whom you have met step behind her as you take your leave.

In walking with a woman a man walks on the curb side. If you are accompanied by two women, you walk between them. Some men still walk on the outside in the latter case; this was the general custom when streets were not well made and there was some danger of mud splashing on pedestrians. Present custom seems to prefer that you walk in the middle. If there are two men and one woman in the party, a woman walks in the middle.

A man always lifts his hat when a woman speaks to him even if she is a stranger asking for directions. If he picks up something which a woman has dropped, he lifts his hat and asks: "Did you drop this?" or "I think you lost this," as he hands her the dropped article. The woman thanks him, and he immediately proceeds on his way.

A man always carries the packages of a woman unless he is a priest or a man in naval or military uniform. The woman may decline the offered service.

A man precedes a woman in going up stairs; he follows her coming down stairs. A man allows a woman to precede him in going through a door. He may step ahead to hold the door open for her or to push a revolving door behind her.

A woman precedes a man in entering an automobile, a street car, or train; the man leaves first and assists a woman to alight. If you are driving an automobile, be sure that everyone is properly seated before you enter the car. When a man seated in a parked car is to be introduced to women, he gets out of the car. Don't forget your good manners when you are driving a car. Drive sanely and safely; to drive at high speed is not only dangerous

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for you but for your guests in your car. You are the guardian of their lives when you are at the wheel. Never take chances while driving. Observe all speed laws and all traffic and road signals. Remember that in case of a tie the train always wins. Never pass anyone on a hill or a curve; you might meet a driver coming the other way. When you come to a stop for a traffic light do not block the entrance and exit doors of street cars. When the light changes to green give all pedestrians who have started across the street time to reach the opposite sidewalk. When you park your car, leave enough space in front and back so that other cars may get out of the parking space easily. Always signal to the driver behind you when you intend to make a turn. It is very bad manners when calling for someone to park your car at the curb and sound your horn for your companion.

In an elevator in any building in which people live a man always removes his hat in the elevator. He allows women to precede him in entering and leaving an elevator. This rule covers all buildings such as hotels, apartments, clubs, etc. The rule does not apply in the case of office buildings and stores. The elevators are too crowded for the men to hold their hats in their hands; and much time would be wasted in waiting for women to enter and leave first.

In taking your seat in a public conveyance, street-car or bus, take the seat farthest from the aisle; if you take the aisle seat you make people climb over you. Men should offer their seat in a public conveyance to religious, to all elderly people, and to anyone who is burdened in any way. Men always offered their seat in a car even to a young lady, but custom seems to permit a man to retain his seat in the case of a young woman. Should you offer your seat to a young woman, you are still in proper form; but you need not offer it. In rising to offer your seat to a woman, you lift your hat as you say: "You may have this seat," or "Would you care to be seated?" A woman should always say, "Thank you," for such a courtesy.

Do not be loud in your conversation in public. In conversation anywhere do not interrupt people; listen attentively even though the speaker may be boring to you. Never drag out a story; some people tell endless stories. Conversation is a fine art. Should you be with someone who is naturally backward, you may have to carry the burden of the conversation. Try to draw them into conversation by tactful and well directed questions or remarks. Most people like to talk about those things in which they are

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interested. Find out the interests of such a person. Never discuss private family affairs even with your best friends. The member of your family would justly resent your friends knowing intimate family matters. Never be curious; never inquire into the intimate personal or family matters of anyone.

Some rude people think that they can do anything as long as they preface a breach of courtesy with: "Excuse me, please," or "I am very sorry." It is always wrong to step ahead of others in line in a store or at a theatre, or to jostle other people in your hurry.

Good manners are a necessity in the use of the radio in the home. Not all people like the same program. The most fundamental charity demands that you consult the wishes of your father and mother. Maybe they have a preference in the matter. In any case never turn on the volume in your radio; perhaps the neighbors are not interested in the program; and remember that other members of the family may be disturbed by the radio. Only selfish people consult only their own wishes.

Always answer correspondence promptly, whether it is business or social correspondence. Boys who are away at school should write regularly to their parents. Let them know that you appreciate the sacrifices that they are making for you. They are giving you the best inheritance they can—a good, Catholic education.

If you have been an overnight guest in some friend's home, you should write a note of thanks to your host shortly after you return home.

To visit the sick is more than just good manners; it is one of the corporal works of mercy. Never prolong your visit to a sick person. Observe the "No Visitors" sign if there is one. People who are very sick do not want visitors; a little note from you in this case is better than a visit.

And as a last word, always remember that at all times and in all places any girl in your company is in your protection. Never by the slightest word, suggestion, or action make her less modest or less good. She is a child of Mary—and so are you. May you always prove true to the ideals that you have been taught at Campion. Through prayer and through the frequent reception of the sacraments together with your own manly cooperation you will always be a worthy knight of Campion and knight of Christ the King.

