

## INVITATION DECLINED.

The invitation is declined in the following manner :

*Mr. and Mrs. Barton regret that a previous engagement (or whatever the cause may be) prevents their having the pleasure of accepting Mr. and Mrs. Potter's invitation to dinner for October 13th.*

Or,

*Mr. and Mrs. Barton regret exceedingly that owing to (whatever the preventing cause may be), they cannot have the pleasure of dining with Mr. and Mrs. Potter on Thursday, October 13th.*

Whatever the cause for declining may be, it should be stated briefly, yet plainly, that there may be no occasion for misunderstanding or hard feelings.

## INVITATION TO TEA-PARTY.

The invitation to a tea-party may be less formal. It may take the form of a friendly note, something in this manner :

*Dear Miss Sumner :*

*We have some friends coming to drink tea with us to-morrow : will you give us the pleasure of your company also ? We hope you will not disappoint us.*

## FAILING TO FILL AN ENGAGEMENT.

When it becomes absolutely necessary to break an engagement once made for dinner or tea, a note must be sent at once to the hostess and host, with full explanation of the cause, so that your place may be supplied, if possible.

## PUNCTUALITY.

The hour generally selected in cities is after business hours, or from five to eight o'clock. In the country or villages it may be an hour or two earlier. To be punctual at the hour mentioned