

MANNERS

CHAPTER I

INTRODUCTIONS, CALLS, CARDS, VISITING

"A beautiful behaviour gives a higher pleasure than statues or pictures; it is the finest of the fine arts."
—Emerson.

INTRODUCTIONS

In introducing persons, one should be careful to pronounce each name distinctly.

When either name is not heard distinctly, the introducer should be requested to repeat it. When introductions are given, it is the man who should be presented to the woman; when two women are introduced, it is the younger who is presented to the elder. For example, in introducing Mr. Jones to Mrs. Smith, it is Mrs. Smith's name that is mentioned. The word "introduce" is preferred to "present." Informal introductions are given by merely mentioning the names; as, "Mrs. Smith, Mr. Jones," and this is ordinarily sufficient.

In introducing two sisters, the elder is "Miss Smith" and the younger "Miss Virginia Smith."

When two women are introduced to each other, it is not necessary for either to rise; a bow and a smile from each is sufficient.

A woman does not rise when a man is presented to her, unless he is very old or is a person of great