

## THREE VALUABLE BOOKS,

All Beautifully Printed and Elegantly Bound.

### I.—The Art of Conversation,

With Directions for Self-Culture. An admirably conceived and entertaining work—sensible, instructive, and full of suggestions valuable to every one who desires to be either good talker or listener, or who wishes to appear to advantage in good society. Every young and even old person should read it, study it over and over again, and follow those hints in it which lead them to break up bad habits and cultivate good ones. \*.\* Price \$1.50. Among the contents will be found chapters upon—

ATTENTION IN CONVERSATION.—SATIRE.—PUNS.—SARCASM.—TEASING.—CENSURE.—FAULT-FINDING.—EGOTISM.—POLITENESS.—COMPLIMENTS.—STORIES.—ANECDOTES.—QUESTIONING.—LITERATURE.—IMPUDENCE.—STARING.—DISAFFECTED SUBJECTS.—SEL

FISHNESS.—ARGUMENT.—SACRIFICES.—SILENT PEOPLE.—DINNER CONVERSATION.—TIMIDITY.—ITS CURE.—MODESTY.—CORRECT LANGUAGE.—SELF-INSTRUCTION.—MISCELLANEOUS KNOWLEDGE.—LANGUAGES.

### II.—The Habits of Good Society.

A Handbook for Ladies and Gentlemen. With thoughts, hints, and anecdotes concerning social observances, nice points of taste and good manners, and the art of making oneself agreeable. The whole interspersed with humorous illustrations of social predicaments, remarks on fashion, etc. \*.\* Price \$1.75. Among the contents will be found chapters upon—

GENTLEMEN'S PREFACE.  
LADIES' PREFACE.—FASHIONS.  
THOUGHTS ON SOCIETY.  
GOOD SOCIETY.—BAD SOCIETY.  
THE DRESSING-ROOM.  
THE LADIES' TOILET.—DRESS.  
FEMININE ACCOMPLISHMENTS.  
MANNERS AND HABITS.  
PUBLIC AND PRIVATE ETIQUETTE.  
MARRIED AND UNMARRIED LADIES.  
DO DO GENTLEMEN.  
CALLING ETIQUETTE.—CARDS.  
VISITING ETIQUETTE.—DINNERS.  
DINNER PARTIES.

LADIES AT DINNER.  
DINNER HABITS.—CARVING.  
MANNERS AT SUPPER.—BALLS.  
MORNING PARTIES.—PICNICS.  
EVENING PARTIES.—DANCES.  
PRIVATE THEATRICALS.  
RECEPTIONS.—ENGAGEMENTS.  
MARRIAGE CEREMONIES.  
INVITATIONS.—DRESSES.  
BRIDESMAIDS.—PRESENTS.  
TRAVELLING ETIQUETTE.  
PUBLIC PROMENADE.  
COUNTRY VISITS.—CITY VISITS.

### III.—Arts of Writing, Reading, and Speaking.

An exceedingly fascinating work for teaching not only the beginner, but for perfecting every one in these three most desirable accomplishments. For youth this book is both interesting and valuable; and for adults, whether professionally or socially it is a book that they cannot dispense with. \*.\* Price \$1.50. Among the contents will be found chapters upon—

READING & THINKING.—LANGUAGE.—WORDS, SENTENCES, & CONSTRUCTION.—WHAT TO AVOID.—LETTER WRITING.—PRONUNCIATION.—EXPRESSION.—TONE.—RELIGIOUS READINGS.—THE BIBLE.—PHRASES.—DRAMATIC READINGS.—THE ACTOR & READER.—FOUNDATIONS FOR ORATORY AND SPEAKING.—WHAT TO SAY.—WHAT NOT TO SAY.—HOW TO BEGIN.—CAUTIONS.—WRITING A SPEECH.—FIRST LESSONS.—PUBLIC SPEAKING.—DELIVERY.—ACTION.—ORATORY OF THE PULPIT.—COMPOSITION.—THE BAR.—READING OF WIT & HUMOR.—THE PLATFORM.—CONSTRUCTION OF A SPEECH.

*These works are the most perfect of their kind ever published: fresh, sensible good-humored, entertaining, and readable. Every person of taste should possess them, and cannot be otherwise than delighted with them.*

\*.\* A beautiful new miniature edition of these very popular books has just been published, entitled "THE DIAMOND EDITION," three little volumes, elegantly printed on tinted paper, and handsomely bound in a box. Price \$3.00.

\*.\* These books are all sent by mail, *postage free*, on receipt of price, by

G. W. CARLETON & CO., Publishers, Madison Square, New York.