

long wanted to meet, you may of course say, "Oh, I am so glad to meet you" — or possibly — "to meet you at last." and then go on to say, "John Brown speaks of you all the time," or whatever may be the reason for wanting to meet this person.

Shaking Hands. Gentlemen always shake hands when they are introduced to each other even if they have to cross a room to do so. Ladies rarely shake hands when introduced.

When a gentleman is introduced to a lady, she generally smiles, bows slightly, and says, "How do you do?" Strictly speaking, it is her place to offer her hand or not, as she chooses; but if he should extend his hand, she as a matter of course gives him hers. Nothing could be more ill-bred than to treat any spontaneous friendliness curtly. In general, it is also the place of a gentleman to whom another is being introduced to offer his hand, and the one being introduced should wait until he does so before putting out his own.

Those who have been drawn into a conversation do not usually shake hands on parting. But for this there is no fixed rule. One is more likely to shake hands with someone whom one finds sympathetic than with one who is the contrary.

Nearly all rules of etiquette are to a degree elastic, and none more so than those governing the acceptance or rejection of the strangers you meet.

There is a wide distance between rudeness and reserve. You can be courteously polite and at the same time reserved to someone who does not appeal to you, or you can be welcoming and friendly to another whom you like on sight.

When to Rise. On formal occasions a hostess always stands at the door and the host nearby. Both shake hands with every arrival. On informal occasions they both rise and go forward to greet each guest — a man as well as a woman.

A woman guest does not stand when introduced to someone at a distance, nor when shaking hands with a friend of her own or with anyone else unless that person be very much older. Should an old lady enter the room in which many other ladies are seated, the others do not rise, since seven or eight all getting up at once would produce an effect not so much of politeness as of confusion. But every gentleman stands as long as his hostess or any other lady

near him does. Nor does he sit if any other gentleman with whom he is talking remains standing.

How Visitor Takes Leave. When a visitor is ready to leave, he or she merely stands. To one with whom he has been talking the visitor says, "Good-bye, I hope I shall see you again soon," or "I've enjoyed our talk so much." Any comment in praise of the other's opinion, or of his achievement, or of an especial work he has done is proper. But any remark flattering to his personal appearance or charm would be in worst possible taste. Whatever pleasant remark one person makes, the other person answers, "Thank you."

In taking leave of a group of strangers you bow slightly and smile a "good-bye" to anyone who happens to be looking at you, but you do not attempt to attract the attention of those who are unaware that you are leaving.