

her, offer the glove to her, and say, "I think you dropped this!" The lady replies, "Thank you." The gentleman should then lift his hat as he passes.

If he is in the company of a lady anywhere in public, he lifts his hat to a man who offers her a seat, or who picks up something she has dropped, or shows her any other civility. He lifts his hat if he asks a woman a question, and always, if, when walking on the street with a lady, she bows to another person.

In other words, a gentleman lifts his hat whenever he says, "Excuse me," "Thank you," or speaks to, or is spoken to by a lady. Needless to say, he always takes his pipe, cigar, or cigarette out of his mouth as he lifts his hat, takes it off or bows.

A Gentleman Removes his Glove. A gentleman wearing outdoor gloves never shakes hands with a lady without first removing his right hand glove. If in the street he cannot free his left hand to pull his right glove off, he says, "Excuse my glove."

A lady does not take off her gloves to shake hands — correctly she puts them on!

Personality of a Handshake. A handshake often creates a feeling of liking or of irritation between two strangers. Who does not dislike a "boneless" hand extended as though it were a boiled fish? It is equally annoying to have one's hand clutched in grotesque affectation or shaken violently.

The proper handshake is made briefly; but there should be the feeling of strength and warmth in the clasp, and one should at the same time look into the countenance of the person whose hand one takes.

A woman should always allow a man who is only an acquaintance to shake her hand; she should never shake his. Younger women usually shake the hand of the older; otherwise women merely clasp hands, give them a dropping movement rather than a shake, and let go.

A Gentleman Rises. A gentleman always rises when a lady comes into a room. In public places men do not jump up for every strange woman who happens to approach. But if any woman addresses a remark to him, a gentleman stands as he answers her.

When a lady goes to a gentleman's office on business, he should stand up to receive her, offer her a chair, and should not sit down, until after she is seated. When she rises to leave, he must get up instantly and stand for as long as she stands — no matter how long that is — and then go with her as far as the door, which he holds open for her.

The Bow of a Woman of Charm. Nothing is so easy for any woman as a charming bow — just to incline your head and spontaneously smile as though you thought, "Why, there you are! How glad I am to see you!"

Even to a stranger who does her a favor, a woman of charm always smiles as she says, "Thank you." As a possession for either woman or man, a ready smile is valuable in life — it makes friends.

Greetings in Public. A gentleman bows to a lady first; but today few people observe this formality.

Unless one has a good memory for people, it is always better to bow to someone whose face is familiar than to run the greater risk of ignoring an acquaintance.

But the habit that causes most unintended rudeness is absent-mindedness. Absorbed in their own thoughts, the unmindful do not hear the voice or see the motions made by someone trying to speak to them.

Taking Leave. Whether you are a man or a woman bidding good-bye to a new acquaintance, either a man or woman, you shake hands and say, "Good-bye. I am very glad (or so glad) to have met you." To one who has been especially interesting or who is somewhat of a personage, you say, "It's been a great pleasure to meet you." The other replies, "Thank you," or "Thank you very much," or "I've enjoyed meeting you", or "I'm so glad to have met you".

When leaving a party early, you also look for your hostess and say good-bye. But you try not to attract more attention than necessary to your going, because this might suggest leaving to others and so start the premature breaking up of the party.