



# Correct Conduct

## FOR CAREER AND COLLEGE

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Edited by  
EMILY POST

**R**ULES OF ETIQUETTE are like the red and green traffic lights. Without rules to go by we would all crash into one another's feelings.

Actually, each rule of etiquette comes into being because it is found to be the best way to meet a certain situation.

When we don't know what to do next, we become awkward and self conscious because we are fearful of what others may be thinking of us.

There is no surer way of making ourselves likable than by being interested in others instead of thinking about ourselves.

The directions contained in the sixty answers following include those for the many everyday situations which you will sooner or later come up against. By putting these rules into constant practice, you will soon be following them instinctively. That is when they will really start paying you back for your efforts!

### INTRODUCTIONS

#### 1. What is the proper way to introduce a man to a girl?

The most useful introduction on informal as well as formal everyday occasions is the mere pronouncing of two names: "Miss Smith - Mr. Jones." (The man's name should be said last, even if he is the older.)

#### 2. A girl to an older woman?

"Mrs. Smith - Miss Modern." Or just "Sally Modern" if Sally is a best friend and under twenty, and Mrs. Smith also someone you know well.

#### 3. A young man to an older man?

"Mr. Elder - John Young."

#### 4. A lady or gentleman to a group?

To attract everyone's attention, say "I would like you to meet Mrs. (or Miss) Newcomer" — and then repeat each one's name as he, or she, happens to come. If presenting a man, say "May I introduce Mr. Newcomer." (If he is a lecturer - "It gives me great pleasure to present Professor Talker.")

#### 5. What mistakes in wording are often made in introductions?

Do not say "Mr. Jones, shake hands with, (or I want to make you acquainted with, or meet) Mr. Brown."

#### 6. What should one say when introduced?

"How do you do" is the accepted reply. When you meet someone whom you have heard much about and have long wanted to meet, it would be natural to say "I am so glad to meet you." Do not say "Charmed" or "Pleased to meet you."

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### ABOUT THE AUTHOR

The late edition of Emily Post's "Etiquette — the Blue Book of Social Usage" is dedicated: "To Anne Kent, my invaluable assistant, in affectionate recognition of her liberatizing influence throughout our long association."

This association began fifteen years ago while Miss Kent was working for a New York advertising agency which was presenting Mrs. Post in a series of radio broadcasts.

A biographer of Emily Post wrote recently, "After this association, it is doubtful that anyone knows more about etiquette than Anne Kent, except Mrs. Post herself."

Miss Kent is a graduate of Cedar Crest College and studied at Columbia University.





The man walks on the outside, toward the curb, when walking with two girls. If they speak to another person on the street, either to a girl or man, he lifts his hat.



In a restaurant, a gentleman rises when a lady stops to speak, and remains standing as long as she does — which is why it is inconsiderate for a lady to stand at length.



The receptionist remains seated when greeting office callers. A man who greets callers in his office, however, man or woman, must rise, except for fellow-employees.

## CORRECT CONDUCT *for* CAREER and COLLEGE . .

### 7. *Should one offer to shake hands when introduced?*

Strictly speaking, a man should wait for a girl to offer her hand. But this is not an important rule, and she must of course give him her hand if he offers his.

Men always shake hands with each other when introduced. Some older women still do on most occasions, but others do only when receiving guests or greeting a friend they haven't seen for a long time, or when saying good-bye to one who is going away.

### 8. *If a girl meets a boy on the street or campus who has been in her classes but who has not been introduced to her, may she speak?*

It is natural to say "Hello" if he looks her way with any glimmer of recognition.

### 9. *On what occasions should a man rise from his seat?*

He should always stand in the presence of a lady who is standing; also when shaking hands with anyone.

### 10. *When parting after having met a stranger, what does one say?*

"Good-bye" is usually sufficient. It is, however, proper as well as natural to say "I am glad to have met you" to anyone with whom you have enjoyed talking. Don't say it unless you mean it and then be sure to look as if you do!

### 11. *When parting from a group to whom one has been introduced?*

"Good-bye" to those with whom you have been talking. Nod to any of the others who happen to be looking your way.

### 12. *When a man is wearing gloves on the street, should he remove his right glove to shake hands?*

Yes. (A woman should not.)

### 13. *When introduced to a girl on the street, should a man remove his hat?*

Yes, and he should hold it for as long as they stand talking. (Freezing weather would explain his putting it on again.)

## Manners on the street

### 14. *What are safe rules to follow for behavior in all public places?*

Don't attract attention to yourself is a primary rule of good breeding. DON'T: talk too loudly; make personal remarks that might offend someone; stare; knock into people; talk across them; take up more than your share of space; call out a name in public unless absolutely unavoidable.

### 15. *When a man is walking on the street with a girl, on which side should he walk? If with two girls?*

On the curb side in both cases.

### 16. *When in the back seat of a car with two girls, where should a man sit?*

Between them would probably be most pleasant for all three.

### 17. *In walking up a flight of stairs, should the man precede or follow the girl? In descending stairs?*

He should always let her go first, upstairs and down, unless it is more considerate that he go up ahead to lead the way, or down to prevent her from falling.

### 18. *Should a man remove his hat in an elevator?*

He removes his hat in the elevator of a private building (apartment, club, hotel) in the presence of ladies, even though they are strangers. He should not remove his hat in the elevator of a store or office building.

### 19. *If a man meets a girl he knows getting on a bus or street car, is he expected to pay her fare?*

Etiquette does not exact it. In fact, unnecessary payment of this kind embarrasses most people.

### 20. *When getting into an automobile or taxi, should the girl wait for the man to open the door for her?*

If he is standing next to her he should. It is Victorian to make an issue of chivalry, but it does put him in the wrong not to let him act like a gentleman.

### 21. *When should a man offer his arm to a girl?*

Whenever he thinks she needs his assistance, suggesting "I think you'd better take my arm" or "Will you take my arm?" and, of course, on all formal occasions.

### 22. *Should a girl wait for the man with whom she is walking to open the door so she can enter first?*

Not necessarily. But if it is a heavy door he hurries ahead of her to pull it open; or, if it pushes in, he holds it open by standing against it. He holds the edge of a revolving door while she enters one partition, and then he follows in the next and keeps the door from either stopping or shoving her.

## Restaurants and Theatres

### 23. *Who should go first, into a theatre or restaurant — a girl or the man accompanying her?*

She follows the headwaiter (or waitress). In the theatre if they are met at the back by an usher, she follows first; then the man, or perhaps both together. If they have to walk part way down the aisle to meet the usher, the man goes first, hands the tickets to the usher and then stands aside for her to go ahead, or walks with her.

### 24. *How is she seated at the table?*

The waiter pulls out the choice seat first (the seat he considers choice because it is facing the room or an interesting view.) She takes it, or stands at another she prefers, saying "I'd rather sit here." If no one shows them to their table she goes to the place she prefers and the gentleman assists her.

### 25. *When there is a check room, in a restaurant or hotel dining room, should both the man and girl check their outside wraps?*

She leaves her wrap in the dressing room, or not, as she chooses. If she wears it to the table she merely throws the shoulders of her coat back over her chair. The man checks his hat and coat.

### 26. *Who orders the meal?*

The simplest way is for each to give his own order to the waiter, the girl first.

*There is no policy like politeness. —BULWER-LYTTON.*

## 60 suggestions for getting along with people

### 27. When another girl stops at their table, should he rise?

Yes, and he has to remain standing for so long as she does. His only means of re-seating himself is to have a chair brought for her.

### 28. If another man, alone, stops at the table?

Not necessary for a man at table to stand for another man. If they don't shake hands he does not even have to get up.

### 29. Is it proper for a girl to apply make-up or comb her hair at a restaurant table or soda counter?

Nothing could be worse than combing her hair where food is being served. It is offensive to almost everyone. Even the thought of hair and food makes most stomachs churn. At other times there could be no objection to combing her hair or applying make-up if done briefly. However, if there is a dressingroom available, it should be used.

### 30. When walking in front of others to reach one's seat in the theatre, what does one say?

"I'm sorry." Or, if someone gets up to let you pass, say "Thank you."

### 31. Should a girl remove her hat in the theatre?

When it is not small and flat and when anything whatsoever stands up on it. It is always safest, however, to take it off or ask the person back of you whether it interferes.

### 32. When two couples go to the theatre, what is the order of seating?

No fixed rule, except a man sits on aisle if they have aisle seats. Simplest, however, to take their places as they prefer to sit.

### 33. In leaving, who goes first?

They leave seats as they come. However, each gentleman naturally stands in the aisle a moment so that the girl following him can walk with, or out ahead of him.

## Tipping

### 34. What is the proper amount to tip?

A waiter — In a bare-tabled cafe, tea room or coffee shop, 10 percent of the check is possible; preferably a little more. Never less than 10c per person. Figure 5c additional for each in a restaurant with table linen.

A bellboy — a minimum of 10c per bag for carrying your bags to your room.

A Red Cap (porter in railway station) — 10c per bag. If you have an unusually heavy bag, you might tip 25c.

A taxi driver — 10 percent of the bill, never less than 10c.

Porter on Pullman — 25c to 50c for a day; 50c for a berth per night.

Check room — 10c for a man's coat and hat. 25c for a woman's wrap in dressing room of a high-class hotel or restaurant, 10c for coat rack at entrance of dining room.

## Table Manners

### 35. What are the primary rules of table manners?

To do nothing, ever, that may be unpleasant to others. Specifically, never let anyone see what you have in your mouth; never make unnecessary noises while eating or drinking; and never make a mess of your place.

### 36. When is it proper to use a tooth-pick?

Only when you are entirely alone!

### 37. May a whole slice of bread be buttered at one time?

A whole slice should be broken at least in half. Only important rule is not to hold it flat on the palm of the hand and butter it in mid air.

### 38. Should one cut up the entire piece of meat before starting to eat?

If you are accustomed to eating with your knife held in the right hand and fork in the left, you cut one piece of meat at a time. But it is better to cut several pieces of meat at once when you have to put your knife down on the edge of your plate and change the fork over to your right hand to eat.

### 39. Is one supposed to wait to begin eating until everyone at the table has been served?

One may begin after two others have been served — especially if food should be eaten hot.

## Parties

### 40. What should a man say in asking a girl to dance? What is her reply?

He asks "May I have this dance?" She replies: "I'm sorry, this one is taken," or "Certainly" or "With pleasure." If he asks "Will you dance?" she answers "I'd like to." Choice depends upon circumstances.

### 41. What should a man say at the end of the dance? What does she reply?

He says: "Thank you." She answers: "Thank you"; or, if she is a spontaneous type of person and he a good friend, she probably says, "That was wonderful" or "Nobody dances as you do!" Or similar praise.

### 42. If a girl does not wish to dance with a man, what can she say?

She can smile and say "Thank you, not just now; I'm very tired." But to refuse to dance with one man and then immediately dance with another is inexcusably rude unless he was intoxicated.

### 43. When she does not wish to finish a dance, what can she say?

"I can't dance the rhumba — could we sit this out?" Or, "My foot hurts terribly: do you mind going back?" Or whatever reason she can give him.

### 44. If unable to accept an invitation because of previous plans, need one explain what such plans are?

One would naturally explain why to an intimate friend; to others, merely, "Thank you, I'm so sorry I have an engagement."

### 45. What does one say when leaving a party? What is the proper response for the hostess or host?

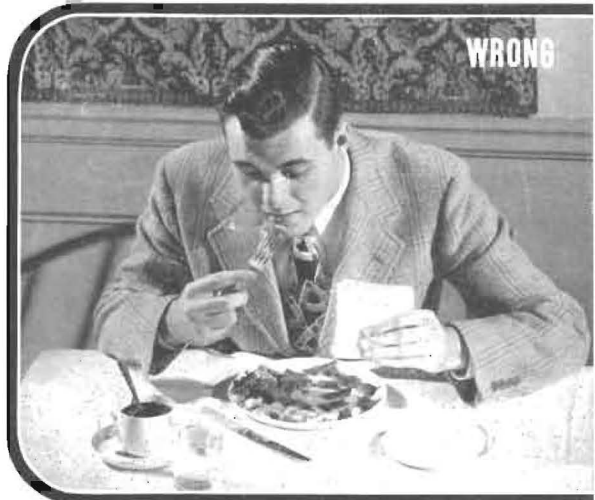
"Thank you for asking me," or "Thank you, I've had a wonderful time," or something else that is appreciative. The hostess (or host) says, "Thank you for coming" or "Thank you, I'm so glad you could come."

### 46. When one is late for an engagement or party, what is the proper thing to say upon entering?

One should not be late except for serious reason. In this event say, "I'm very sorry" — and explain.



Don't comb your hair in public, especially where food is being served. However, make-up may be freshened briefly, at a restaurant table or at a soda fountain.



Five rules for table manners are being broken here. Elbow is on the table, bread is not broken, meat is cut too much at once, knife is on table cloth, spoon is in cup.



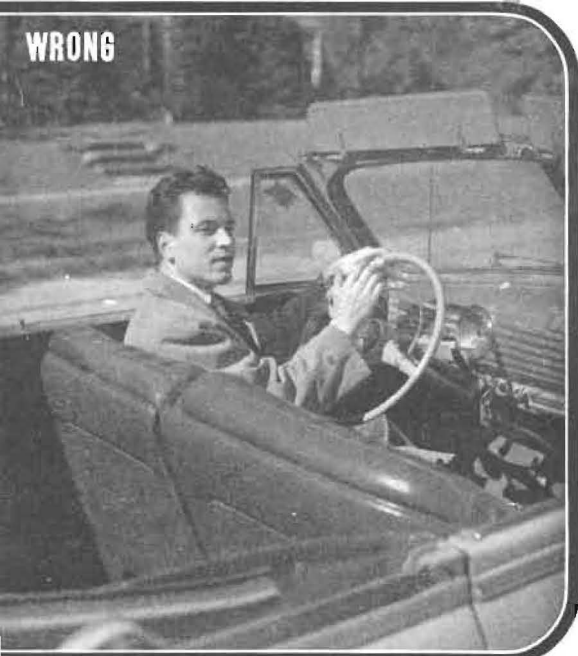
It isn't smart to be late. It's not fair to anyone — not even to yourself if you want to continue to be popular. Here the girl is imposing on her parents and friend.

A man's fortune is frequently decided by his first address. —CHESTERFIELD.





A personal "thank you" note should be written promptly to acknowledge graduation gifts; unless it is possible for the graduate to express appreciation in person.



Never toot the horn when calling for a guest. It shows disrespect for the girl, and disturbs the neighbors. The young man should go to the door and ring the bell.

## CORRECT CONDUCT for CAREER and COLLEGE

### Dating

47. Should a man tell a girl his plans for the evening when he asks her for a date?

He consults her of course. As for example: "Will you go to see the Green Dragon with me Saturday evening?" If he has nothing definite in mind — "May I see you Saturday evening? We can go to a movie or perhaps somewhere to dance." He should never ask such an inconsiderate question as "What are you doing Saturday night?" or "Have you any plans for Saturday night?"

48. When she is expecting him, is it permissible for him to stay in the car and honk the horn?

Definitely not.

49. Should a girl ask the man to come in the house when they return?

If her family is up, it is polite to ask "Don't you want to come in for a little while?" If no one is up she says, "Good night. Thank you for a lovely evening."

50. Should the man thank the girl for the date?

Yes — that is, he should say something about having enjoyed being with her.

51. What may be her response?

She might second his remark — "We did have a good time" or "Thank you Dick, I enjoyed it a lot." Or, if she goes out with him frequently — "You always think of the best things to do."

### Business Etiquette

52. Is it proper to have your friends phone you or meet you at the place where you are working?

Occasional personal telephone interruptions are by most employers accepted as unavoidable. Make them brief and don't let your friends get into the habit. You can usually meet them somewhere else but if not, then at least have them come after business hours.

53. Should a person in an office rise when another person enters the room?

A girl generally remains seated. A man's private secretary may on occasion rise to greet a visitor important to her employer, in his absence. A man does not rise to greet a fellow-employee whom he sees frequently; he does stand to shake hands with a visitor, and again when the visitor leaves.

54. May one smoke while waiting in an office?

Not if you are there looking for a job; and not on other occasions unless it is indicated that smoking is permissible.

55. When telephoning a person in another office, how should the conversation be opened?

If the operator answers first you say "Mr. Brown (or J. P. Brown), calling Mr. King." Mr. King will then probably answer "Hello Brown." If you ring Mr. King's office direct and recognize his voice say "Hello (or good morning) Mr. King; this is John Brown (or Miss Brown)." To a strange voice say "This is Mr. Brown (or J. P. Brown), Mr. King, please." Whenever necessary you of course give the name of your company after your name.

56. What is the proper way to answer the telephone in an office?

If the operator has not announced your name to him, Mr. King will probably answer "King speaking", although it may be assumed if a voice answers "Hello" that it is Mr. King. Anyone else answering his telephone should say "Mr. King's Office" or "Mr. King's Secretary"; or, if he does not have a private office, then "Mr. King's wire." A general office telephone is answered: "Accounting Department; Miss Smith."

### Graduation Etiquette

57. Should Commencement announcements be sent before or after Commencement Day to those for whom the graduate does not have tickets?

Afterwards.

58. What is the proper way to acknowledge a graduation gift?

By writing a personal thank you note as soon as you can. Naturally, if the present is from someone you see every day, you may thank her in person.

59. To whom should graduation announcements be sent by the graduate?

To anyone who may be personally interested in you.

60. When giving the name of a person as reference, for college entrance or in applying for a position, should permission be requested?

Always ask permission to use someone's name as a reference.

"Tact is merely appreciation of other people's sensibilities. It is the result of training, and of quick perception and innate kindness."

— Emily Post.

Good manners are certainly among the greatest assets that a person who wishes to be popular can have. In fact, charm cannot exist without them.

But it is only fair to point out that genuine success in life means much more than hail-fellow-popularity. One who focuses on popularity as a goal in itself, is mistaking a fire-fly for a star!

The only success worth having is that which is earned, through genuine attributes of character and the development of whatever talents or abilities one may possess.