

# THE BOOK OF GOOD MANNERS

A GUIDE TO POLITE USAGE FOR  
ALL SOCIAL FUNCTIONS

*By*  
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## INTRODUCTION

Good Manners—well-bred behavior, based on the kindness of heart and courtesy of mind in which they originate—are a fundamental of civilized life. Etiquette—the great body of rules to which good society conforms—is the correct expression of good manners. Culture—in the social sense—may be defined as the higher polish of mind and conduct which results when good manners in every detail have become second nature.

Good Manners should begin (at least in theory) the moment a child is accepted as a member of human society, when it is christened and practically as soon as it can hold a spoon. Good Manners should end only with death. We need only remember that English peer who, when told he was dying, ordered his valet to shave him, and when the latter expostulated, cried: "What, would you have me enter the presence of my Maker unshaven?" The arrangement of the present volume is based on this theory of good manners—the only right one—and has been carried out in a flexible and common-sense manner. From "the cradle to the grave," to use a much-abused phrase, "The Book of Good Manners" covers its subject—as the author has every reason to believe—with a continuity of interconnection and detail which should make it indispensable.

The correct practice of good manners, the thousand and one rules of etiquette, the countless niceties of culture are

## INTRODUCTION

too numerous to be acquired by observation. The author's aim in this volume has been to supply an encyclopædic guide and work of reference which will answer *every* question that may present itself ; which will cover *every* phase of its subject. His aim has been to make it the American book of manners. In life in general, in the home, in business, in social intercourse the collective best opinion of the community is crystallized in established conventions and rules of procedure. If we wish to "play the game" we must do so in accordance with these rules. To "play the game" properly, to be accepted as socially competent, as a person of taste, culture and refinement, as belonging to good society, you must *know* these rules—the secret of social success. And this opportunity the author has tried to make available in "The Book of Good Manners."

**THE AUTHOR**

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