

General Rules of Etiquette for Ladies and Gentlemen

13 Mannerisms to be avoided by all:

1. Whispering or pointing in company.
2. Giving attention to only one person when more are present.
3. Contradicting parents, friends, or strangers.
4. Laughing loudly.
5. Making noise with hands and feet.
6. Leaning on the shoulder or chair of another.
7. Throwing things instead of handing them.
8. Crowding or bumping elbows.
9. Contempt in looks, words, or actions.
10. Drawing attention to self with dress.
11. Lending a borrowed book.
12. Reading when there is company, or when others are speaking.
13. Laughing at the mistakes of others.

Manners appropriate for all:

1. To be gentle and patient with others.
2. To remember that while speech is wonderful, it is sometimes better to be silent.
3. Speak with a gentle tone and never in anger.
4. Learn to deny yourself and put others first.
5. Give applause only by clapping hands – not by kicking or stamping feet.
6. Rise to one's feet when an older person or dignitary enters the room.