

POLITENESS

A LITTLE BOOK PREPARED
FOR THE CHILDREN

TAUGHT BY

The Dominican Sisters



DOMINICAN PRESS
ST. CATHERINE'S CONVENT, RACINE, WIS.
1913

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PREFACE.

This little book which has been prepared for the pupils of our parochial schools, is arranged in the simplest form and is meant to be in the hands of each pupil.

By assigning two or three points for a certain period — say Friday afternoon — the teacher and pupils will find it most interesting.

The contents may appear trifles, but we know that “trifles make perfection” and that it is attention to the little things of daily life, that will fit our boys and girls to take their place in the world of men and women.

We hope to see our pupils study and practice all these rules so carefully that when they are the men and the women of the world, good manners will have become a second nature to them.

May the use of this little book help to make their school a joy and their home the happiest place on earth.

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MANNERS IN THE HOME.

1. Manners at home are of the greatest importance. If we are always polite at home, we will not fail in being so away from home.

2. Next to God, parents are our best friends, and we owe them very much, therefore, we must love and honor them and show them due respect.

3. Act toward your parents so that when you have reached manhood or womanhood you may look back to the days of your childhood without sorrow or regret.

4. In all important matters pertaining to yourself, make your parents your best friends and advisers.

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5. Address and answer parents respectfully with "Yes or No", father; "Yes or No", mother.

6. Contribute your share of happiness, helpfulness, and good will in the home life, so making it a haven of joy and earthly rest to your father and mother.

7. A boy ought to show his mother and sisters every attention he would to any lady; he is to treat them with politeness and respect.

8. Girls should, of course, treat their brothers in the same polite manner.

9. There should be no quarrelling or disagreement between members of the family. All should be very careful about hurting the feelings of anyone, especially, the dear ones in the home circle.

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TABLE MANNERS.

1. See that you are cleanly in person; that your hair is brushed and your hands clean before you approach the table.
2. Be in time for your meals.
3. Stand with your head bowed during grace.
4. Take your seat in a quiet manner; learn to sit comfortably and gracefully at the table; keep your elbows near your side.
5. It is proper to begin eating as soon as you are served. Eat slowly; avoid noise in masticating food; sip liquids noiselessly; never tip the soup bowl or sauce dish to drain the last drop.
6. The knife is for cutting only; use the fork to carry food to the mouth.

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7. Do not talk with your mouth full of food.

8. Do not pick over a dish to select a certain piece. When anything is passed to you at table, it is always mannerly to take the portion nearest you.

9. Always say *Please* and *Thank you*.

10. Use the napkin neatly in wiping the lips and fingers. Avoid the use of a toothpick at table unless real necessity obliges you to use it; and then do so under cover of napkin.

11. Use the handkerchief as little as possible at table.

12. Do not reach across the table, but ask for what you wish.

MANNERS IN CHURCH.

1. Enter the church modest-

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ly and quietly, let your conduct there be polite and respectful.

2. Be on time before the services begin. By going in late, after Mass has begun, you not only disturb others in their devotions, but show a great lack of that respect and devotion due the divine service.

3. Be modest in your dress and exterior; have your clothing free from dust, your shoes free from mud.

4. Bless yourself at the Holy Water Font, then walk noiselessly down the aisle, not looking about. Genuflect at your pew, bend the right knee to the floor and say to yourself, "My Jesus, I adore Thee." Then enter the pew and offer a prayer.

5. Be silent and devout in

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church; avoid all talking, laughing, and looking about, center your thoughts on God and holy things, remembering the presence of God in His Sanctuary.

6. Try to give your undivided attention to the sermon; it would be a gross insult to leave the church while the priest is preaching.

7. Never leave the church before the services are over.

MANNERS IN THE SCHOOL ROOM.

1. Be polite, courteous and respectful toward your teachers. While under their care they take with you the place of the parent, so heed and obey their advice.

2. If, failing in your duty in the schoolroom, you are reprimanded, take this in the proper

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spirit and do not be afraid to tell the teacher that you are sorry for your wrong doing, and that you hope to do better.

3. Enter the schoolroom in an orderly manner, greeting the teacher with a friendly "Good morning!" Sister.

4. When seated, at once take your books and begin the day's work by studying your lesson.

5. Boys must not forget to remove their hats on entering the schoolroom.

6. When the signal is given for prayers, attend with reverence and devotion, cast down your eyes and fold your hands. If your teacher or a visitor addresses you, rise quietly and remain standing while being spoken to.

7. Be most attentive at the

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recitations, rise promptly when called upon and stand erect. If a question is not understood say politely: "Beg pardon, Sister". When the question has been repeated say, "Thank you, Sister". Do not interrupt while the teacher is speaking, or while a pupil is reciting.

Boys must never stand with their hands in their pockets. Pupils must not lean against the desk or stand on one foot.

8. Give your answers in a clear tone of voice and in a concise manner.

9. Never recite until given permission to do so. Do not snap your fingers, but quietly raise your hand.

10. When a visitor enters the room the class will rise and give

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the customary salutation. When a visitor is about to leave the room the pupil nearest the door should step forward and open it politely.

11. Be punctual and on time in the schoolroom. Be regular in your attendance; a day or even a half day lost at school can never be made up again.

12. Be kind and considerate to your fellow-pupils especially to the new-comers. Learn to be unselfish on the playground and otherwise.

13. Eating, or chewing gum in school is unmannerly.

14. Do not carelessly drop waste paper, apple cores, or other refuse around the schoolroom or at home, or in the yard, or on the side-walk. To do so is an unkind-

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ness to the feeling of others more neat and tidy than yourself.

15. Each pupil should write his name—no more—in his books. Pupils ought to take pride in keeping their text book neat and clean, devoid of markings of any kind or character. Prepare your class work thoroughly; in the evening plan your work for the entire next day; then examine your conscience as to in how far you gave satisfaction to the teacher and yourself by good recitations that day.

16. Love and cherish your teacher; the vocation of a teacher is a truly noble one; therefore appreciate their unselfish, self-sacrificing labor.

POINTS ON PERSONAL MANNERS.

1. Keep your finger-nails

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clean and trimmed. Never do this in public.

2. Do not touch your nose, mouth, ears, or hair, in company.

3. Yawning is very impolite. If obliged to do so, put your handkerchief or hand before your mouth.

4. When coughing or sneezing, the handkerchief is held to the mouth and the head averted from the company.

5. Sit erect with both feet resting on the floor.

6. Do not lean your head against the back of a chair, or against the wall.

7. Never tilt your chair. Do not drum with your fingers upon furniture.

8. Boys will always raise their hat in passing a church

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where Jesus dwells, and on meeting a priest, sister, or superior.

GENERAL HINTS ON GOOD MANNERS.

1. At a concert or play do not annoy others by whispering or in-attention. Wait until there is an intermission and then you may speak in a low tone.

2. Be on time and remain until the end of the exercises.

3. To look over another person's shoulder while he or she is reading or writing is very rude.

4. Never read other's letters or manuscripts.

5. Never pass between two persons who are conversing together; and never pass *before* anybody. If obliged to do so, incline the head and say, "I beg pardon".

6. Never allow anyone that

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you respect to be insulted in your presence.

7. In public, avoid making gestures, talking loud, or calling your friends by their names.

8. Be careful about stopping to gaze in store windows, or at a crowd on the street.

9. Be ever ready to help the feeble, the crippled, the old. Never show disregard for poor or illiterate people.

10. In acknowledging a favor or a service it is the proper thing to say "Thank you," never "Thanks". "Thanks" is both curt and rude.

11. Do not knock, or ring the door bell too loudly, or more than twice.

12. Never try to open an outside door until you are told to

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"come in".

13. Remain standing, until you are invited to be seated.

14. Introduce no person unless you believe it will be agreeable to both parties. Introduce the younger to the older, a gentleman to a lady.— the inferior to the superior. Clergymen have people presented to them, both men and women, their spiritual character giving them a superiority over every one else.

15. When introduced, one ought to bow slightly and enter at once into conversation.

16. When you attend the door, after showing the persons to the parlor, inquire whom they desire to see, and ask their card or name.

17. Treat visitors with be-

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coming respect; make your guests feel at home.

18. If you are attending a visitor and are called away, always excuse yourself.

19. Do not fail to rise when a hostess enters a room, and stand until she is seated.

20. When calling on a priest, remain standing until he tells you to be seated.

21. When retiring, before closing a door, take your leave with a polite bow.

22. In ascending the stairs a gentleman goes first; it is the reverse in descending. When two persons go up the stairs at the same time, the weaker should always walk near the baluster.

23. Try to keep up a conversation that will interest others

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as well as yourself.

24. Do not whisper in company, or talk harshly to anyone. If two or more are talking together, do not join them unless they show you that it will be agreeable.

25. Never speak of yourself unless compelled to do so.

26. It is very rude to quiz simple minded people, or to smile or wink, in a sly way, when others are talking.

27. Do not joke at the expense of those who should be respected. Never ridicule or mimic.

28. Be tender with the bashful, gentle with the absurd.

29. Never gossip. Never give others pain.

30. Do not force yourself into a game. If you lose do not

show bad humor.

31. Speak respectfully of seniors and superiors.

32. Never tell a lie, be honest and truthful in all your dealings so that you may be fully trusted.

33. Express your gratitude in leaving a house where you have been entertained. Seek the hostess to thank her for her kindness.

34. Have great regard for holy things.

35. Never ridicule the religion of anyone.

"If Wisdom's ways you wisely seek,
Five things observe with care:

Of whom you speak, to whom you
[speak,

And HOW, and WHEN, and WHERE.

MORNING PRAYER.

To Thee my God! I offer all that I shall do, all that I may suffer during this day. I unite all my actions to the actions of Jesus and Mary. O great God of Heaven and earth, with all the Angels and Saints I adore Thee. O my God I believe in Thee; O my God I hope in Thee; O my God I love Thee above all things. I thank Thee for keeping me this night and granting me this day to serve Thee. Grant that I may spend this day well and rather die than commit a mortal sin. O my good Angel, protect and pray to God for me that I may do His holy will in all things.

MORNING OFFERING.

O Jesus, through the Immaculate Heart of Mary, I offer Thee my prayers, works and sufferings of this day for all the intentions of Thy Sacred Heart, in

union with the Holy Sacrifice of the Mass throughout the world, in reparation for my sins, for the intentions of all our Associates and in particular for:—

PRAYER TO THE HOLY GHOST.

O God, who by the light of the Holy Ghost did'st instruct the hearts of the faithful, grant by the same Spirit, that we may be attentive in school, as Thy Divine Son, Jesus, was in the mid'st of the doctors and following His example, we may increase in age, and wisdom before God and man. Amen.

EVENING PRAYER.

O my God, I thank Thee for all the favors which I have received from Thee this day, in watching over me and keeping me from so many evils, and dangers. Grant that I may see clearly, all the sins which I have committed this day, and hate them as I ought.

Examination of Conscience.

ACT OF CONTRITION.

O my God, I am most heartily sorry for all my sins, and I detest them above all things from the bottom of my heart, because they displease Thee who art all good and deserving of all my love. I firmly resolve with the help of Thy grace to confess my sins, to do penance, and to amend my life. Amen.

O Holy Mary, my good Angel, and all my holy patrons, pray for me, and obtain for me a quiet night and a happy death. May the souls of the faithful departed through the mercy of God rest in peace.

Jesus, Mary, and Joseph, I give you my heart and my soul.

Jesus, Mary, and Joseph, assist me in my last agony.

Jesus, Mary, and Joseph, may I die in Thy blessed arms. Amen.



