

"GOOD MANNERS"

BASED UPON RULES OF THE

Children's National Guild of Courtesy

COURTESY, Politeness, or Good Manners, means kindly and thoughtful consideration for others. A Celebrated writer has said that a Boy who is Courteous and Pure is an honour to his country. Brave and Noble men and women are always Courteous. Three of the bravest and greatest men who ever lived—the Duke of Wellington, General Gordon and General Washington—were distinguished for their courteous behaviour.

Courteous Boys and Girls will always be careful to observe the following RULES:—

AS TO THEMSELVES	<p>Be Honest, Truthful, and Pure. Do not use Bad Language. Keep out of Bad Company. Keep your Face and Hands clean, and your Clothes and Boots brushed and neat.</p>
AT HOME	<p>Help your Parents as much as you can, and do your best to please them. Be kind to your Brothers and Sisters. Do not be Selfish, but share all your Good Things.</p>
AT SCHOOL	<p>Be Respectful to your Teachers, and help them as much as you can; their work is very difficult and trying. Observe the School Rules. Do not "Copy," nor Cheat in any way. Do not Cut the Desks, nor Write in the Reading Books, etc. Never let another be Punished in mistake for yourself; this is Cowardly and Mean.</p>
AT PLAY	<p>Do not Cheat at Games. Do not Bully; only Cowards do this. Be Pleasant and not Quarrelsome. Do not Jeer at your Schoolmates, or call them by Names which they do not like.</p>
IN THE STREET	<p>Salute your Ministers, Teachers, and Acquaintances when you meet them; they will Salute you in return. Do not Push nor run against people. Do not Chalk on doors, walls, nor gates. Do not Throw Stones, nor destroy Property. Do not Annoy Shopkeepers by Loitering at their shop doors and windows. Do not make Slides on the pavement, nor throw Orange Peel or Banana Skins there; <i>dangerous accidents</i> often result from these practices. Do not make Fun of Old nor Crippled People, but be particularly polite to them, as well as to Strangers and Foreigners.</p>
AT TABLE	<p>Always Wash your Hands and Face before coming to the Table. Do not put your Knife to your Mouth. Look after Other People; do not Help yourself only. Do not be greedy. Do not Speak nor Drink with Food in your Mouth. Turn your head away from the Table and put your Hand or Handkerchief before your Mouth when you Sneeze or Cough. Do not sit with your Elbows on the Table.</p>
EVERYWHERE	<p>Never be Rude to <i>anybody</i>, whether older or younger, richer or poorer, than yourself. Remember to say "Please" or "Thank You"; "Yes, Sir," or "Yes, Ma'am"; "No, Sir," or "No, Ma'am." Before entering a room it is often courteous to Knock at the Door. Do not forget to close the door <i>quietly</i> after you. Always show attention to Older People and Strangers by opening the door for them, bringing what they require (hat, chair, etc.), giving up your seat to them if necessary, and in every possible way Saving them trouble. Never Interrupt when a person is speaking. Always Mind your own Business. Be Punctual. Be Tidy</p>
REMEMBER	<p>All these rules respecting your conduct towards others are included in the one GOLDEN RULE, "<i>Always do to others as you would wish them to do to you if you were in their place.</i>" Whenever, therefore, you are in doubt as to how you should act toward others ask yourself this question, "How should I like them to act towards me if I were in their place?" and then <i>Do what your conscience tells you is right.</i></p>