

SOCIAL DANCING & ETIQUETTE COURSE

What is Etiquette?

A code of behavior based on kindness, consideration, and unselfishness and is not exclusive to age, occupation, income or position in society or business.

RECEIVING LINE TOPICS TO BE COVERED

A. Occasions which would necessitate Receiving Lines

Balls

Formal Dances

Weddings

Anniversary Parties

B. Who would be in the Receiving Line?

C. Introductions in the Receiving Line

THE BASIC RULES OF INTRODUCTION

Introductions are required on many, many occasions; and especially when two strangers meet in the company of a mutual friend. This may be when two friends are walking down the street or riding on a bus and a third, unknown to one of the two, approaches. It may be in the business office when an employee is talking to his boss and a client known to only one of them comes in. It could happen in the hall or at school, at a wedding reception, on an airplane, or anyplace you can name. *Whenever* this situation occurs an introduction is in order. Whether you forget a name, put them in the wrong order, or make any other mistake, some form of introductions is better than none at all. It is inexcusably rude of the one who knows the other two to chat with one and leave the other - unacknowledged and left out - standing by as if they did not exist.

When meeting new people, you present yourself as courteous and interested when you overcome your own shyness or put aside whatever else you may be thinking about and really focus on the other person. The attitude of Jennie Grossigner, who wrote, "To me there are no strangers, only friends I haven't met before," is one to emulate. Introductions often make people nervous as they try to remember who should be introduced to whom. Rules of introduction have become more relaxed in recent years, but certain forms should still be followed. Once learned, they come naturally and are nothing to be nervous about ever again.

To begin, one person is always introduced to another. This is achieved in two ways. First, by actual use of the word *to*: "Mr. Knowles, I'd like to introduce you *to* Mrs. Sampson." second, (and most generally used), by saying the name of the person *to whom* the other is being introduced first without using the preposition *to*: "Mrs. Sampson, may I introduce Mr. Knowles."

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1. RSVP-

Anyone receiving an invitation with a RSVP on it is **obliged** to reply as promptly as possible. It is inexcusably rude to leave someone who has invited you to a party with no idea of how many people to expect. When the RSVP is followed by a phone number do your best to telephone. If you cannot get through after several attempts Do Not Give Up. Rather than no reply at all, a brief note or postal card will be appreciated.

If the invitation says regrets only or if there is not a RSVP you are not obligated to reply but it is never wrong to do so.

2. Hats-

Hats should always be removed indoors except when religious customs indicate that they be kept in place.

3. Elevator Etiquette-

Person nearest the door steps on and holds the button or door for others entering. Those entering should also should step back and allow persons already on elevator to exit before trying to enter.

4. Holding The Door-

It is **always** courteous to hold a door for the person behind you.

5. Cell Phone Etiquette-

Lower your voice when taking calls in public. Avoid personal topics when others can hear you. Avoid taking calls when you're already engaged in a face-to-face conversation. Put your phone's ringer on silent mode in theaters, restaurants, and any other area that would be disruptive to others.

6. Texting Etiquette-

Consider where you are text messaging. Do not text while driving, or having a face to face conversation. When texting, think about the message you are sending. It is difficult to capture a tone via e-mail or text messaging, so be clear and straight-forward. Use texting appropriately. Texting is considered a casual form of communication and therefore should be used to chat with friends and family on a personal level. Text messaging should never be used for anything formal. It is poor etiquette to use texting for any important conversations.

7. E-mail Etiquette-

Make sure your e-mail includes a courteous greeting and closing. Read your email out loud to ensure the tone is that which you desire. Keep emails brief, to the point and type in complete sentences. Do not write in capitals. Always use proper structure and layout.

Thank-You Letters

The most important qualifications of a thank-you letter are that it sound sincere and that it be written promptly. You use the expressions most natural to you and write as enthusiastically as though you were talking.

There are times when one not only wants to express thanks for extraordinary acts of kindness but also to repay that kindness. I always answer this concern with the thought my landlady gave me when I was young and couldn't afford a sitter. She listened and checked on my baby for nothing. When I said I didn't know how I could ever repay her she said, "oh, it doesn't work that way - you pass it on to someone else."

The following chart tells you when thank-you notes are obligatory, optional, or unnecessary.

Occasion	Obligatory	Optional or Unnecessary
Dinner Parties	Only if you are a guest of honor.	Otherwise, always appreciated but not necessary if you have thanked your hostess when leaving.
Overnight Visits	Always except in the case of close friends or relatives whom you see frequently. then, a telephone call would serve the purpose.	
Birthday, Anniversary, Christmas and other gifts	Always, when you have not thanked the donor in person. here Again, a phone call to a very close friend or relative is sufficient.	It is never wrong to send a note in addition to your verbal thanks.
Shower Gifts	If the donor was not at the shower or you did not extend verbal thanks.	Many women like to add a written note to their verbal thanks, but it is not necessary.
Gifts to a sick person	Notes to out-of-towners and calls or notes to close friends are obligatory as soon as the patient feels well enough.	
Notes of condolence	Thank-yous should be sent for all notes of condolence except for printed cards with no personal message.	