

Rules of Civility for Cursive Copy Practice

1. Every action done in company, ought to be with some sign of respect to those that are present.
2. Sleep not when others speak, sit not when others stand, speak not when you should hold your peace, walk not on when others stop.
3. Turn not your back to others especially in speaking, jog not the table or desk on which another reads or writes, and lean not upon anyone.
4. Let your countenance be pleasant but in serious matters somewhat grave.
5. Reproach none for the infirmities of nature, nor delight to put them that have in mind thereof.
6. Show not yourself glad at the misfortune of another though he were your enemy.
7. When you see a crime punished, you may be inwardly pleased; but always show pity to the suffering offender.
8. Associate yourself with people of good quality if you esteem your own reputation for tis better to be alone than in bad company.

9. Reprehend not the imperfections of others for that belongs to parents and superiors.
10. Gaze not on the marks or blemishes of others and ask not how they came. What you may speak in secret to your friend deliver not before others.
11. Think before you speak, pronounce not imperfectly nor bring out your words too hastily but orderly and distinctly.
12. In writing or speaking give to every person his due title according to his degree and the custom of the place.
13. Strive not with your superiors in argument but always submit your judgment to others with modesty.
14. Do not express joy before one sick or in pain for that contrary passion will aggravate his misery.
15. Being to advise or reprehend any one, consider whether it ought to be in public or in private, presently or at some other time, in what terms to do it and in reproving show no sign of choler, but do it with all sweetness and mildness.
16. Use no reproachful language against any one neither curse nor revile.

17. Be not hasty to believe flying reports to the disparagement of any.
18. When another speaks be attentive yourself and disturb not the audience. If any hesitate in his words help him not nor prompt him without desired, interrupt him not, nor answer him until his speech be ended.
19. While you are talking, point not with your finger at him of whom you discourse nor approach too near him to whom you talk, especially to his face.
20. Treat with people at fit times about business and whisper not in the company of others.
21. Undertake not what you cannot perform but be careful to keep your promise.
22. When you deliver a matter do it without passion and with discretion, however mean the person be you do it too.
23. Speak not evil of the absent for it is unjust.
24. Labor to keep alive in your breast that little spark of celestial fire called conscience.