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**MANNERS AND ETIQUETTE FOR A HEART OF VIRTUE:
FOR PRINCESSES AND YOUNG LADIES**

Copyright 2017 Lainie Sloane and Shannon Sloane
Printed in the United States of America

ISBN: 978-1-945774-18-8

Trust House Publishers
P.O. Box 3181
Taos, NM 87571

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ENDORSEMENTS



This is a good, practical how-to book for young ladies who are often left in our culture today without any guidelines for establishing good habits of self-care and identity. *Manners and Etiquette for a Heart of Virtue* is a common sense approach to forging a healthy self-awareness in contrast to the alluring and destructive rhetoric of the pied pipers of social engineering, which will ultimately leave many broken people strewn along the path to adulthood.”

—**Joe Battaglia**, Founder and President of Renaissance Communications, author of *The Politically Incorrect Jesus: Living Boldly in a Culture of Unbelief*, and co-author of *Fathers Say... Give the Gift of Blessing to Your Children*, as well as others. He was on the board of the Gospel Music Association (GMA) for 19 years, and is the former President of the National Association of Religious Broadcasters.

In *Manners and Etiquette for a Heart of Virtue*, my longtime, dear friends, Lainie and Shannon, set forth the tools to navigate any social situation with grace and confidence. This practical, powerful, and inspirational guide will surely become the go-to etiquette book of choice for readers around the world.

—**Deborah Pegues**, Christian counselor, speaker and bestselling author of *30 Days to Taming Your Tongue*; *Choose Your Life*, *Change Your Attitude in 30 Days*, among many others.

Lainie and Shannon's book, *Manners and Etiquette for a Heart of Virtue*, is just fabulous! I will have all three of my daughters trained with this book and eagerly expect to see a small group formed in my church that will use it as a text-book to train the next generation, which appears, at times, to be nearly devoid of any sense of decorum. Thank you for writing this book. It is a GEM from Heaven for such a time as this. I hope pastors everywhere will use it as a means to reinforce a church culture capable of shining in the darkness of our present pagan-American (Babylonian) culture.

—**Cary Gordon**, Senior Pastor, Cornerstone World Outreach, Sioux City, Iowa; author of the *MasterPeace*, and *A Storm, a Message, a Bottle*.

As a pastor and public speaker who has traveled the world for three decades, I see many young women and young girls struggling in the very areas the authors address because they have not had instruction in these practical and necessary truths.

The real power of this book is how it lays out, in great detail, ways every young woman can practice the Golden Rule in each situation. Jesus said, "Do unto others as you would have them do unto you." The Golden Rule is "other-centered relationships," caring and communicating.

Most young women want to be liked and popular. That is normal and within reason; it is not unhealthy. It is most interesting, however, that we find the most popular people and the most likable people are not really concerned about others' opinions of them. Trying to fit in and being like every other worldly-minded girl will not necessarily make you, as a young woman more likable or popular. At times it will cost to be a committed Christian who wants to please God more than the crowd, but your future self will look back and be grateful that you took a stand for being different—standing out when necessary—and standing for Christ. My lovely wife led our three daughters by example and instruction in the ways of the Lord and in practical, biblical ways, much like Lainie and Shannon's book, to live their lives. Today, they are shining examples of godly women.

This book is a treasured resource of godly advice and counsel for young women. I will be sharing it far and wide.

—**Myles Holmes**, Lead Pastor, REVIVE, Collinsville, Illinois

Once upon a time in America, young ladies went to a finishing school where they were versed in the social art of manners, charm, poise and grace. Today, sadly, class has been replaced with crass, grace is often consumed with greed, and morality seems lost in the dust of our history books. But do not fear! My amazing friends, the dynamic mother-daughter duo, Lainie and Shannon Sloane, have boldly met the challenge to restore what we once had—manners and etiquette—from God's perspective! *Manners and Etiquette for a Heart of Virtue* is replete with other gems as well...tips for healthy eating, makeup and fashion, dining etiquette, and even basic English lessons! This is your go-to source for reclaiming class and grace in your life, and for those you love!

As the co-author of *Ladies & Gentlemen: Why the Survival of our Republic Depends on the Revival of Honor*, I highly recommend this book.

—**Gina Loudon**, Ph.D., is a frequent news analyst on *FOX News* and *FOX Business*, and many others, as well as a bestselling author and national columnist.

If one can express approval in a short paragraph, I would recommend *Manners and Etiquette for a Heart of Virtue*. I have the privilege of knowing Lainie and Shannon and can attest that this is their lifestyle in print. If ever a return to moral purity and common sense were needed, it is today. This book, in its easy to read format—which includes check lists—makes it easy for a young lady to see both her areas of strength and those needing improvement but more importantly, why. The use of scripture is so well placed, showing that the true author perhaps is God via the Sloane's. Dads, you stand to gain by reading it too. Our charge is to train up our children in the way they should go. This book gives that guidance.

—**Jack Martin**, Senior Pastor, Praise Family Worship Center, Hudson, Florida; former candidate for the United States Congress

In a world where crassness and vulgarity are becoming the norm rather than the exception, and where immoral celebrities are presented as role models, the mother-daughter team of Lainie and Shannon Sloane present options for those not wanting to follow down that bleak path.

In their book *Manners and Etiquette for a Heart of Virtue*, Lainie and Shannon give tips on everything from cell phone usage to the proper way to sit (and

trust me, as someone who has to sit onstage in front of hundreds of people for a living, there is definitely a “correct” way to do so while wearing a skirt). *A Heart of Virtue* is a reminder—backed up with scripture—that it is literally biblical to aim for a graceful, more respectful way of life and their book will help show you the way.

—**Ann-Marie Murrell**, CEO/Publisher of “PolitiChicks.com,” national columnist, co-author, *PolitiChicks: A Clarion Call to Political Activism* and *What Women (Really) Want*.

Growing up in the Deep South, I was raised going to charm school and taking etiquette classes. I was reminded daily of social graces and was taught that chivalry is expected. Over the years, I have been saddened to see so many of these principles become a dying art in our society. Shannon and Lainie have thankfully tapped into this need to re-educate our young girls in the importance of being a lady in the midst of a fallen world. When we are polished in, educated by and aware of these beautiful truths, we exhibit the Proverbs 31 woman of God. When young ladies grow up with this knowledge, they affect their sphere of influence in such a tremendous way. When they know how to handle themselves based on the Word of God and the principles laid out in each enlightening page, they change the climate in their one chance to have a spectacular life. Healthiness spreads, godliness spreads and appropriateness spreads. I often think to myself that kids of today need more education on how to function at a higher level in interacting with others and in society.

I will keep these pages close as our young daughter grows and becomes the woman God has called her to be. When we read about Esther, Deborah and Ruth, I see the different chapters of this book lived out in their lives. In these pages, we are calling our daughters to rise up and live as examples this world so desperately needs.

—**Lauren Kitchens Steward**, National Radio Host with American Family Radio Network, College Professor, and Motivational Speaker.

What Lainie and Shannon Sloane have done in “Manners and Etiquette for a Heart of Virtue” is a wonderful treasure for young ladies. These two gracious women have put into words what at one time was commonly spoken but to-

day is not only unspoken, but unheeded. The Sloane’s have managed to create a modern, biblical, and helpful guide to Christian etiquette and manners for the modern age. When some read this guide, they might see it as “old fashioned” or “out of date,” but this is only because our society has left behind the decency of Judeo-Christian values, both for men and women.

The young woman who practices what this book teaches will not be snobbish or prudish, but will be kind, considerate, gracious, and helpful. Whether the young lady comes from a family with well-defined manners or a home with simple kindness, she will grow in her ability to be a godly woman, displaying God’s grace to all who have the privilege of her company. The social graces taught in this book might be out of style, but they are never out of order. The one who practices them will never lack for friendship, meaningful dialogue, employment opportunities, and open doors to volunteerism, and so much more.

—**Dr. Randy White**, Pastor, Taos Baptist Church, Taos, New Mexico; Founder and Chief Executive Officer of Dispensational Publishing House

FOREWORD



The Old Testament presented in this book, as “God’s eternal attitude,” alongside the New Testament passages (as the authors have done) is vitally important because the entire Bible is a firm guide on matters of culture and decorum. For example, where the authors say, “...There is nothing attractive or feminine about the Goth look, pierced tongues and noses...,” they can, and should, say this with authority because God has already done so from Heaven in Leviticus 19:28: “Ye shall not make any cuttings in your flesh for the dead, nor print any marks upon you: I am the Lord.”

Those tempted to dismiss God’s thoughts on these matters do so at their peril when saying, “Well, but that’s Old Testament, and we don’t need that anymore.” Recall that the New Testament, in a pedestrian sense, is little more than a commentary on the application of truths taken exclusively from the only “Word of God” that the early church revered for the first three hundred years after the ascension of Jesus to Heaven. That means that for more than 300 years, the letters we now refer to as the “New Testament,” were like commentaries on how to apply the doctrines of what we now call the “Old Testament” to their Christian living. As a point of fact, without

the Old Testament's ongoing application and final authority in the lives of Christians for three hundred years after Jesus was resurrected, there would have been no context for *any* of these letters we call the "New Testament" to have been written—no basis for their teachings—no absolutes to point to during their sermons now recorded in the canon. The New Testament simply cannot be understood correctly without the Old Testament, much less EXIST. In Matthew Henry's Commentary, he explains that most of Leviticus, Chapter 19, are moral commandments that apply not only to Israel, but for every New Testament believer. He was correct.

Regarding the authors' comment about "the world won't always agree...", I'd like to add that "unfortunately, the church doesn't always agree either." This state of flux inside and outside the church adds to the confusion of our young people. Unfortunately, antinomian (anti-law) doctrine permeates almost everything written and spoken by the modern evangelical world, so that any clear absolute is assumed to be "done away in Christ" almost by default. This is error, of course, that misleads young people and their parents. Moreover, it creates a barrier when trying to preserve our nearly-lost culture of a "polite society," which this book is attempting to preserve.

The rhetorical question should be asked: "Are things attractive because we think they are attractive, or are they attractive because God says they are attractive?" (Perhaps we should ask a house-fly his opinion of the alluring [*Dionaea Muscipula*] Venus Fly-trap?) My point is this: when the church (or parents) refrains from considering God's opinions on issues of dress, modesty, courtesy, culture, and what should or should not be considered "attractive"—aren't we just the house fly in my analogy, stupidly lunging toward our doom? Pretty much. What pleases or attracts the flesh of both man and beast can be very destructive, after all.

Why do we wear clothes anyway? The answer is entirely theological and founded in the very most important realities of the atonement of Jesus Christ. ("Atonement" means covering, and the first atonement in Genesis

was when God slew an innocent animal in order to fashion clothing for the sinners named Adam and Eve. See Genesis 3:21.) If sin created the need to wear clothes in the first place, and it is universally assumed in nearly every wicked nation of the earth that men and women should keep wearing them, shouldn't the Christian understand why that is true and, more specifically, what is or is not an appropriate use of clothing? Yes, they should, but as evidenced by how the modern Christians dress, along with their behavior, they are often indistinguishable from the children of the Devil; they clearly do not understand.

To the shock of many modern Christians, the arenas of dress, culture, modesty, and decorum are not nearly as flexible and subjective as so many assume. There certainly is a "law of conscience" (empowered by the authority by God's Word), which weighs heavily in these areas, but moderns fail to connect the dots on this so-called "law of conscience." Because the Bible makes it clear that we either have a conscience malformed by random human opinions, or we have a conscience carefully constructed upon the absolutes of God's unbending laws. Therefore, appealing to the "law of conscience" is not nearly as safe an exit from this discussion as the pop-cultured Christian girl might prefer to imagine, while she dons a string bikini at the public pool and posts selfies on Facebook.

What is the "first-cause" of wholesome culture and tradition? Is it not God? Well, yes, of course! It was God's idea to create "culture" in the "church in the wilderness" (see Psalm 22:22 and Acts 7:38). Some might mistake it as an old fuddy-duddy tradition that isn't at all necessary. "Because, after all, we invented smart-phones, so get with the times." But it was God's idea that young people should rise to their feet when an elder enters the room, in order to show proper respect for their superior life experience: "You shall rise up before the gray headed and honor the aged, and you shall revere your God; I am the Lord."—Leviticus 19:32

As I mentioned a moment ago, the first clothes made in human history

were directly connected to the hearts of the first two sinners in human history. Blood was shed in order to cover their embarrassing nudity in Genesis 3:21: “*The LORD God made garments of skin for Adam and his wife, and clothed them.*” The word “atonement” simply means “covering.” To this day, as one’s proper shame of *flesh* is atoned for by wearing clothes in public, so is one’s proper shame of *soul* and *spirit* atoned for by the shed blood of Jesus Christ at the cross. Understanding that clothing is still connected to the condition of the heart, the Word still speaks to us today proving that how we dress remains an extension of what is going on inside of us where people can’t necessarily see.

For example, notice how a lack of proper shame perverts the motives for wearing revealing clothing upon one’s body (less shame = less atonement):

Proverbs 7:10: “Then out came a woman to meet him, dressed like a prostitute and with crafty intent.”

Notice how the work of Christ adjusts the motives for wearing clothing upon your body (more shame = more atonement):

1 Timothy 2:9-10: “Likewise, I want women to adorn themselves with proper clothing, modestly and discreetly, not with braided hair and gold or pearls or costly garments, but rather by means of good works, as is proper for women making a claim to godliness.”

Consider also as the authors did:

1 Peter 3:3-4: “Your adornment must not be merely external—braiding the hair, and wearing gold jewelry, or putting on dresses; but let it be the hidden person of the heart, with the imperishable quality of a gentle and quiet spirit, which is precious in the sight of God.”

God still cares about how we dress and behave! The opposite of *shameful* nudity is not *shameless* nudity. (If you follow the illogic of popular antinomian Christian heresy, it would be. I mean, the more saved we were the more naked we ought to be in public, too!) No, the opposite of *shameful* nudity is *modest clothing*. The atonement (covering) of Christ is for your

spirit and *soul*. The atonement (covering) of clothes is for your *flesh*. Sin is at the root for why the atonement is necessary. Blood was shed to address both dimensions of the human being. Be reconciled to the Father God by the atoning blood of Jesus Christ. Let your outside reflect the great work of Christ on your inside, America! Selah!

Cary Gordon, Senior Pastor
Cornerstone World Outreach
Sioux City, Iowa

ACKNOWLEDGEMENTS



I have wanted to do this book for a long time—since Shannon was a toddler—but my career in the creative/entertainment industry in “Hollywood” for 25 years, as well as being the CEO of “Sloane of California” modeling school and cosmetics line took precedence. As the saying goes, “time got away from me,” and before I knew it, Shannon had grown into a lovely and charming young lady. Enter Doreen Hanna, Founder and President of Treasured Celebrations, who saw a Facebook post by Shannon about our desire to write a manners and etiquette book from a Christian perspective, so with Doreen’s encouragement to move forward, Shannon and I began our adventure together.

God’s timing is always perfect! As we started our project, God sent a very lovely and talented Christian lady to share her creative talents with us. Pamela Hughes of *Pamela Hughes Fine Art* provided the remarkable artwork for the cover and throughout the book.

Through the years, God has placed many wonderful people in our lives to come alongside us, including three, very special, longtime friends—ladies we consider as part of our immediate family:

Deborah Smith Pegues, former CFO of one of America's largest churches located in Los Angeles and author of many great books, including *Socially Smart in 60 Seconds . . .*”

P. Bunny Wilson (a.k.a. P.B. Wilson), also an accomplished author, including one of her many books, *Knight in Shining Armor* (for singles). Deborah and Bunny are both internationally known, not only as Christian authors (see an exhaustive list of their books on www.Amazon.com or www.HarvestHousePublishers.com), but also as speakers, teachers and Christian counselors.

Last, but certainly not least is Shannon's friend from college and a second daughter to us, Lauren Kitchens Steward. Lauren has been a college communications professor and national radio and television personality for over 27 years. She serves on the Advisory Board for New Beginnings Adoption Agency, and can be heard on American Family Radio National Network with her talk show, *Living Life with Lauren*.

We are blessed to have two very special friends come into our lives more recently in the last few years who have always been supportive of our efforts: Ann-Marie Murrell, who has given us the opportunity to write for her popular blog and Dr. Gina Loudon—on whose television show Shannon has appeared to discuss her experiences with counseling young women about the horrors of abortion. Ann-Marie and Dr. Loudon are both accomplished authors, speakers and internationally known network news contributors.

No less important or less influential in our lives is our longtime, cherished family friend and one who is always by our side in our endeavors, Joe Battaglia, Founder and President of Renaissance Communications, Executive Producer and General Manager of the nationally syndicated radio program, “Keep the Faith,” heard nationally in over 200 markets and numerous countries, author of *A New Suit for Lazarus*, *The Politically Incorrect Jesus: Living Boldly in a Culture of Unbelief*, and co-author of *Fathers*

Say... Give the Gift of Blessing to Your Children, and co-author of *That's My Dad*. Joe's company, Renaissance Communications is in partnership with Sony Pictures' faith-based production company, Affirm, in marketing their films.

We would like to express our gratitude and appreciation for our friends at Trust House Publishing for their efforts on behalf of our book. It was an amazing experience to work with talented professionals who were by our side the whole time with the barrage of questions we had almost every day and who promptly answered each and every one. Thank you Pastor Randy White for your encouragement and problem solving skills and Jack Graves who answered my questions when Pastor Randy didn't have any Wi-Fi available during his lengthy visit to Israel and last, but certainly not least, Leonardo Costa, for your extraordinary artistic talents, which are evident throughout this book.

INTRODUCTION



You Can Make a Difference

Sadly, some Americans have lost their way in being considerate and respectful of others, so you can play a big part in reversing the negative trend. One voice becomes many, so you can make a difference. Rise up and be who God wants you to be!

As you grow in your Christian walk, you will begin to understand what it means to be Christ-like. Perhaps you are already at that place in your life and have become a leader among your peers. If you are still a babe in Christ, are you learning to influence others with positive examples? In other words, do your words and actions glorify God?

Why Proper Conduct Matters

Have you ever wished you had a second chance to start over—for example, meet someone again for the first time? I think we all have, at one time or another, wished we could have a “do-over” with some situations in life, thinking the results might have been different. “If only I’d waited for him to reach his hand out first when we were introduced.” “If only I’d given that statement some thought before I blurted it out” we think to ourselves, but the truth is that we only get one chance to make a good first impression. God gives us second chances, and sometimes we get a second chance with people, but we can’t assume that will always be the case. God wants us to be the best we can be in everything we say and do, so it’s important to have good manners and know proper etiquette before going into situations that could possibly be uncomfortable for us.

Some of you might not know everything there is to know about good manners; that’s fine because we all should always be working to improve different areas of our lives. However, we suspect that the majority of you have been taught manners because most likely, you grew up in a polite society, so it’s spontaneous for you to say, “Thank you,” “Please” and “You’re welcome,” etc.

Whether you are here to learn more about manners and proper etiquette, or you just want a refresher “course,” this book will help guide you. As a young girl, it might seem a bit silly to have social graces, but as you mature and grow—good manners could be the deciding factor in relationships with your friends, getting a good job, a godly husband and other opportunities you might otherwise not be able to attain.

Having good manners and knowing proper etiquette doesn’t make you a “Miss Goody Two Shoes,” nor does it make you better than anyone else in God’s eyes. You should always be humble and grateful for your gifts and

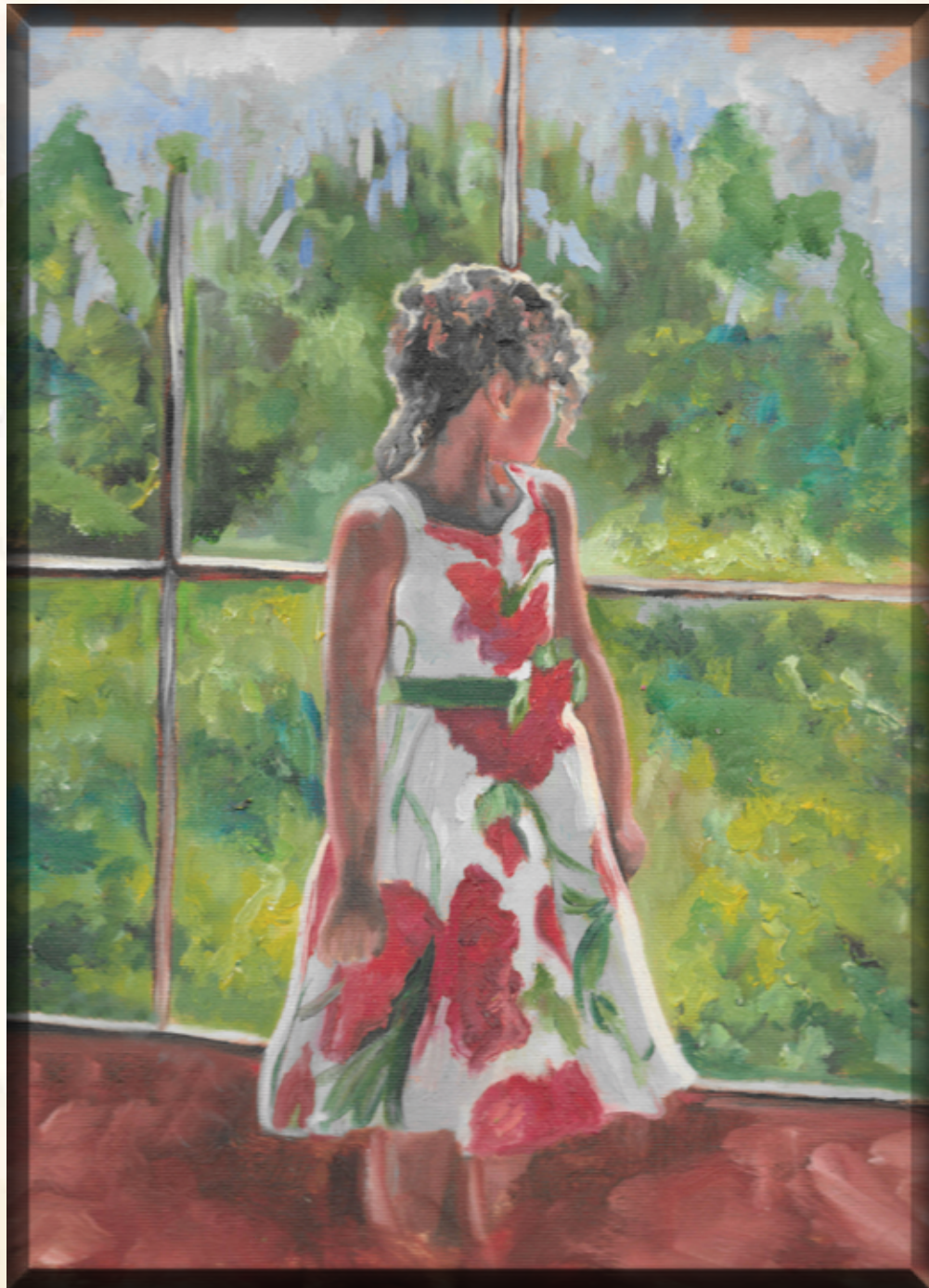
the skills you have. When you are humble, polite and respectful, you are better able to reflect the character of Christ.

Trust in the LORD with all your heart, and do not lean on your own understanding. In all your ways, acknowledge Him, and He will make straight your paths (Proverbs 3:5-6).

And without faith it is impossible to please God, for whoever would approach Him must believe that He exists and that He rewards those who seek Him (Hebrews 11:6).



Focus on your
strengths, not your
weakness.



Chapter One

SOCIAL GRACES

*“that you may be blameless and innocent, children of God without blemish
in the midst of a crooked and twisted [wicked] generation, among whom
you shine as lights in the world,”*

—Philippians 2:15



Basics

- | | |
|--|--|
| ✓ <i>Morality and integrity are character traits which honor God</i> | ✓ <i>Enunciate your words</i> |
| ✓ <i>Tell the truth</i> | ✓ <i>Be poised, charming and gracious</i> |
| ✓ <i>Be humble</i> | ✓ <i>Be mannerly and considerate</i> |
| ✓ <i>Be grateful</i> | ✓ <i>Know proper etiquette</i> |
| ✓ <i>Be confident</i> | ✓ <i>Be a blessing to others</i> |
| ✓ <i>Be decisive</i> | ✓ <i>Treat everyone with respect, even if you disagree</i> |
| ✓ <i>Smile a lot; frown less</i> | ✓ <i>Do what is right</i> |
| ✓ <i>Expect little; give a lot</i> | ✓ <i>Work hard</i> |
| ✓ <i>Always forgive</i> | ✓ <i>Strive for excellence</i> |
| ✓ <i>Keep your word</i> | ✓ <i>Tell your family and friends you love them—often</i> |
| ✓ <i>Make wise decisions</i> | ✓ <i>Give hugs</i> |
| ✓ <i>Keep your promises</i> | ✓ <i>Never, never, never give up</i> |
| ✓ <i>Speak in moderate, not loud tones</i> | |

While we appreciate the advances in technology, which have given us the ability to instantly communicate, the fact remains—we are losing the ability to effectively interact with each other as we did before the dawn of electronic devices. Part of social graces is the ability to carry on an intelligent conversation—as in a face-to-face conversation—in person, not constantly texting, tweeting, communicating via Facebook, Instagram, Pinterest or the other countless social media outlets.

According to a study by the Kaiser Family Foundation, American kids in the age group of 8 to 18 are on electronic devices more than seven and a half hours a day. Because our former ways of talking to each other appear to be becoming a lost art, we've listed some basic ways to assist

you in improving your communication skills. (In Chapter Thirteen, we mention how difficult it is to detect tone, as well as the inability to see facial expressions and body language when using social media; it can completely reverse the direction of a good conversation to one where you might end up apologizing for mistakenly saying something you shouldn't have.)

Conversation Do's and Don'ts

- | | |
|--|--|
| ✓ <i>In a group, look at everyone when speaking; don't focus on just one or two people</i> | ✗ <i>Don't lecture or dominate the conversation</i> |
| ✓ <i>Maintain eye contact</i> | ✗ <i>Don't interrupt</i> |
| ✓ <i>Take turns talking</i> | ✗ <i>Don't be rude, arrogant or emotional (no cussing)</i> |
| ✓ <i>Be interesting (don't focus on the same subject)</i> | ✗ <i>Don't force an issue</i> |
| ✓ <i>Be lighthearted and encouraging</i> | ✗ <i>Don't boast or try to impress others; be humble and respectful</i> |
| ✓ <i>Maintain composure</i> | ✗ <i>Don't swear</i> |
| ✓ <i>Use people's names when you specifically address them.</i> | ✗ <i>Don't argue or quibble (nitpick); try to see the other person's side.</i> |

Conversation Basics

We're sure you've heard that females have a reputation for talking a lot. While that might be true for many girls, it doesn't apply to every single one of us. If you're talkative, that is your personality; don't squelch it—enjoy life. But learn to think about what you are going to say beforehand and know that there are certain things you should not share, such as private family matters, financial matters, spreading rumors (true or not), secrets, etc. Bottom line: Keep your thoughts organized and guard your mouth.

Additionally, never volunteer unnecessary information—especially personal issues of your family and others. We need to listen to others, as opposed to always feeling there is a need to talk. Listening to others is not only part of being a good conversationalist; it also indicates that you have a genuine concern for learning about them, their families and their passions.

