

常 禮 舉 要

Basic Manners and Conduct

子:居家 A: When at home

1. 為人子，不晏起，衣被自己整理，晨昏必定省。

As a child, get up early, make your bed, and put your clothes in a neat pile. Greet your mother and father in the morning and say goodnight before going to sleep.

2. 為人子，坐不中席，行不中道。

As a child, avoid sitting in the middle of a couch or walking in the middle of the sidewalk.

3. 為人子，出必告，反必面。

As a child, inform your parents before you go out and when you have arrived home.

4. 長者與物，須兩手奉接。

When adults give you things, receive it with both hands.

5. 徐行後長，不疾行先長。

Walk behind adults, avoid walking fast in front of them.

6. 長者立不可坐，長者來必起立。

When adults stand, do not sit. When adults arrive, you must stand up.

7. 不在長者座前踱來踱去。

Avoid walking about in front of seated adults.

8. 立不中門，過門不踐門限。

Stand on one side of the entrance, avoid stepping on the entrance threshold.

9. 立不一足跛，坐勿展腳如箕，睡眠不仰不伏，右臥如弓。

Avoid leaning on one leg when standing and avoid sitting with legs apart. Avoid sleeping on your back or on your stomach. Instead, sleep on your right side in an arched position.

10. 同桌吃飯，不另備美食獨啖。

Sit together for meals instead of preparing a separate favorite dish for yourself.

11. 不挑剔食之美惡。

Do not be picky about your food regardless of whether it is good or bad.

12. 食時不歎，不訓斥子弟。

Do not sigh when eating or yell at children during mealtimes.

丑：在校 B: When at school

1. 升降國旗，及唱國歌，校歌時，肅立示敬。

Stand up straight with respect when the national flag is raised or lowered, when singing the national anthem or the school anthem. (This would also apply outside of the school.)

2. 師長上下課時，起立致敬。

Stand up with respect when the teacher enters or leaves the classroom. In America, this may not apply.

3. 向師長質疑問難，必起立。

Stand up when asking the teacher questions or when seeking help with problems. In America, instead of standing up, students raise their hands and wait quietly for the teacher to call on them.

4. 路遇師長，肅立道旁致敬。

When you meet your teacher outside of the school, stand up straight and greet them politely and respectfully.

5. 聽講時，應端坐或直立；不支頤，交股，彎腰，翹足。

In class, sit properly or stand properly. Avoid resting your chin on your hand, crossing your legs, slouching or putting your feet on chairs.

6. 考試時，不交頭接耳，或左顧右盼。

During exams, avoid speaking or looking around. (Don't cheat during exams.)

7. 安其學而親其師，樂其友而信其道。

Be dedicated to your studies and good to the teacher, be friendly with other students and truthful in your actions.

寅：處世 C: Social conduct

1. 無道人之短，無說己之長。

Avoid exposing other people's weaknesses and boasting your own strengths.

2. 家庭之事，不可向外人言。

Avoid telling other people about personal family matters.

3. 口為禍福之門，話要經一番考慮再說。

Speech is the door to positive or negative consequences, so think before you speak.

4. 見失意人，不說得意語；見老年人不說衰喪話。

When you are with a discouraged person, avoid talking about your own successes. When you are with an elderly person, avoid talking about death or other related topics.

5. 交淺不可言深，絕交不出惡聲。

Avoid telling your secrets to acquaintances or speaking ill of those who are no longer your friends.

6. 不侮辱人，不向人開玩笑。

Avoid insulting others or making jokes about them.

7. 與殘疾人會面，須格外恭敬。

Be respectful when you meet people with disabilities.

8. 於肩挑小販苦力，莫討便宜。

Avoid taking advantage of those working in small businesses or that engage in manual labors.

9. 施恩求忘，受恩必報；開罪於人須求解，開罪於我應加恕。

Do not expect rewards for doing good deeds and strive to repay the kindness shown to you. Beg for forgiveness when you offend others and sincerely forgive those who offended you.

10. 善人自當親近，須要久敬；惡人自當敬而遠之。

Keep company with good people and always **show them respect**. Treat **immoral** people with respect while keeping a distance from them.

11. 遇事要鎮靜，做不到的事，莫妄逞能。

Remain calm in any situation and avoid committing to do things you are incapable of doing.

12. 瓜田不納履，李下不整冠。

Avoid tying your shoelace in a melon field or adjusting your hat under a plum tree. (These two actions suggest theft in these situations. Figuratively the advice here is to avoid putting yourself in a position where you can be misunderstood.)

13. 凡事要合理智，不可偏重感情。

Be just and fair in all situations, not letting your emotions to cloud your judgement.

14. 己所不欲，勿施於人。

Do not give to others (something) simply because you do not want it yourself.

15. 凡求教他人的事，必須造門請問。

When requesting the aid of others, ask for their assistance in person.

卯：聚餐 D: When dining

1. 座有次序，上座必讓長者。

There is a system of seating at the table. Let the head of the house have the best seat.

2. 入座後，不橫肱、不伸足。

After sitting down, avoid resting your arms on the table or stretching your legs out.

3. 主先舉杯敬客, 客致謝辭。

The host should toast a welcome to the guests, who should in turn express their gratitude to the host.

4. 主人親自烹調, 須向主人禮謝後食。

If the host personally cooked the food, thank the host before eating.

5. 主人敬酒畢, 正客須回敬主人。

When the host raises his or her glass to do the toast, the guest should likewise respond with respect .

6. 舉箸匙, 必請大家同舉。

When you pick up your chopsticks (eating utensils) to eat, invite others to eat together.

7. 用箸夾菜, 只取向己之一方者, 不立起向他角器中取菜。

Use chopsticks (eating utensils) to pick up food. Take from the nearest dish instead of standing up to take food from across the table.

8. 箸匙不向碗盤頂心取菜取湯。

When using chopsticks or spoon, avoid taking food or soup from the middle of the plate or bowl.

9. 公食之器, 不用己箸翻攪。

For public dishes, do not use your chopsticks to pick and stir through the food.

10. 匙有餘瀝必傾盡, 方再入公食器中。

Empty all food or soup from the serving spoon into your own bowl before putting it into the dish.

11. 自己碗中之鏞菜, 不可反回公器中。

Do not return food from your own bowl back into the public dishes.

12. 箸匙所取鏞菜, 不倍於他人。

Avoid taking more food than others.

13. 食勿響舌, 咽勿鳴喉。

Avoid making noises when eating or swallowing.

14. 公食以不言為原則，須言亦應避免唾沫入公器中。

Avoid talking at the table as a principal, avoid spitting as you talk to keep the food safe.

15. 咳嗽必轉身向後。

Turn away when coughing.

16. 勿叱狗，不投骨於狗。

Avoid yelling at the dogs or throwing bones to the dogs.

17. 碗中不留飯粒。

Avoid leaving rice in your bowl.

18. 不對人剔牙齒。

Avoid picking your teeth in front of others.

19. 客食未畢，主人不先起。

If the guest has yet to finish, the host should not stand up.

20. 起席，主遜言慢待，客稱謝。

At the end of the meal, the host should be humble with providing the meal, and the guest should show appreciation for the food.

21. 宴畢，主人進巾進茶。

After the meal, the host should provide a napkin and tea or coffee.

辰：出門 E: In Public

1. 衣冠不求華美，惟須整潔。

Outfits need not be ostentatious but clean and tidy.

2. 見長者，必趨致敬。

A show of respect should be given when meeting adults.

3. 登高不呼、不指、不招呼。

In a high place, avoid yelling from a distance, pointing, or shouting greetings.

4. 路上不吸煙、不嚼食物、不歌唱。

Avoid smoking, eating, or singing when walking.

5. 乘車，見長者必下；見幼者，亦須與之領首為禮。

On buses and trains, offer your seat to the elderly and acknowledge the younger ones that you are acquainted with.

6. 夜必歸家；因事不能歸時，必先告家人。

You should come home when it is dark, but if that is not possible you should inform your family members.

7. 車馬繁雜衝區，不招呼敬禮。

Avoid greeting or waving when crossing a busy intersection.

8. 不立在路上久談。

Avoid engaging in long conversations on the streets.

9. 不走馬路中間，越路須先向左右看清，不可與汽車爭路。

Avoid walking in the middle of the road. Look carefully both ways before crossing the street, and do not block the road for vehicles.

10. 行走時，步履宜穩重，並宜張胸閉口，目向前視。

When walking, step steadily, keep a proper upright posture, close your mouth, and face forward.

11. 遇婦女老弱，應儘先讓路讓座。

Give women, children, and the elderly the right of way and priority in seating.

12. 途次有人問路，須詳為指示；問路於人，須隨即稱謝。

When others ask for direction, instruct them clearly; When you ask for directions, thank them afterwards.

13. 一人不入古廟，兩人不看深井。

Do not go into abandoned temples (buildings) alone. Avoid looking down at a well (deep hole) at the same time with another person.

14. 逢橋先下馬，過渡莫爭船。

Unmount from a horse before crossing a small bridge. Do not push or shove when boarding a small ferry.

15. 在舟車上或飛機上，不探首或伸手出窗，並不得隨便涕痰。

When riding in a car, boat, or plane, do not stick your head out of the window for a better look, or place your hand outside the vehicle, or spit out the window.

巳：訪人 F: When visiting other people

1. 先立外輕輕扣門，主人讓入方入。

First stand outside the door knocking gently until the host lets you in.

2. 入內有他客，主人為介紹，須一一為禮；辭出時亦如之。

If there are other guests inside the house, the host should provide an introduction and you should, in turn, greet them upon entering and say farewell when leaving.

3. 入內見有他客，不可久坐；有事，須請主人另至他所述說。

If there are other guests present, do not sit long. If you have business to discuss, ask the host politely to move to another location.

4. 坐談時，見有他客來，即辭出。

When other guests arrive during the middle of an informal chat, quickly wrap up the conversation and leave.

5. 坐立必正，不傾聽，不譁笑。

Sit properly and avoid slouching forward to hear. Avoid laughing raucously.

6. 不攜一切動物上堂。

Avoid bringing animals or pets when visiting others.

7. 主人室內之信件文書，概不取看。

Do not look through your host's letters or documents.

8. 談話應答必顧望。

Maintain appropriate eye contact when speaking.

9. 將上堂，聲必揚。

When entering a house or a room, vocalize your intent to the occupant/s. (Avoid creeping about noiselessly.)

10. 戶開亦開，戶闔亦闔；有後入者，闔而勿遂。

When going through doorways, leave doors that are already open or close doors if they were originally shut. In the latter situation, leave the door slightly ajar if there are more people coming through behind you.

11. 主人欠伸，或看鐘錶，即須辭出。

If the host starts stretching or looking at his/her watch, it is time to leave.

12. 飯及眠時不訪客。

Avoid visiting during sleeping hours or meal times.

13. 晉謁長官尊長，應先鞠躬敬禮，然後就座；及退亦然。

When visiting your elders, pay your respects before sitting down and also upon leaving.

14. 與長官尊長，及婦女行握手禮時，應俟其先行伸手，然後敬謹與握。

When shaking hands with your elders or with women, wait for them to extend their hand first before respectfully taking their hand.

15. 訪公教人員，必先問明其上班鐘點，不可久坐閒談。

When visiting working people, you should inquire about their working hours and avoid sitting and chatting for long periods.

16. 訪客不遇，或留片、或寫字登留言牌。

If the person is absent, leave a card or note with a message.

午：會客 G: When receiving visitors

1. 見先致敬，熟客道寒暄，生客請姓字住址。

Welcome your visitors upon their arrival. Greet your friends warmly when they come. Inquire for the name and home location of the unfamiliar visitors.

2. 及門先趨，為客啟闔。

Walk in front of visitors to open or close doors for them.

3. 每門必讓客先行。

Always let the guests walk through the doorway first.

4. 入門必為客安座。

When visitors enter the house, invite them to sit down.

5. 室內有他客，應與介紹，先介幼於長，介卑於尊，介近於遠，同倫則介前於後。

If there are guests already in the house, introduce the visitors to each other (if not already acquainted with each other). Introductions are made in the directions from the young to the old, the junior position to the senior position, the nearer relatives to the more distant relatives, and the less important to the more important colleagues/friends.

6. 敬茶果先長後幼，先生後熟。

Offer tea and fruit to senior guests before younger guests and likewise to acquaintances before old friends.

7. 主人必下座，舉杯讓茶。

The host should occupy the less important seating position and invite the guests to drink tea.

8. 客去，必送致敬；遠方客，必送至村外或路口。

When a visitor leaves, you should walk him or her to the door. If the visitor was from a distant place, you should accompany him or her to the street or outside the village.

9. 遠方客專來，須備飲食、寢室，導廁所、導沐浴。

When guests arrive from a distant place, you should provide food and lodging and inform them the location of the toilet and bathroom.

10. 遠方客去，必送至驛站，望車開遠，始返。

When guests from afar leave, you should accompany them to the transport station, and watch them depart before heading home.

未 旅行 H: Journey taking

1. 將遠行，必辭親友，祭祖辭親。

When going on a long trip, you should say farewell to your relatives and friends, pray to your ancestors, and take leave of your parents.

2. 遠到目的地，必先拜訪有關人士。

After arriving at your destination, you should first visit those with whom you have business.

3. 歸來必謁親友，或略送土產。

When you return home, you should visit your relatives and friends and bring them small souvenirs.

4. 遠行之親友辭行，必往送行，事前或贈物，或宴餞。

When your relatives or friends leave for a distant place, you should send them off, having first given a farewell present or invited them to dine with you.

5. 遠方客來拜訪，須往答拜，或設宴接風。

When a guest has come from afar to visit, you should return the visit or invite him or her to dine with you.

6. 旅人歸來拜，須詣回拜，或設宴洗塵。

When a traveler returns home and calls upon you, you should return the visit or invite him or her to dine with you.

7. 受人之送行及餞別，達到所在地，須一一函謝。

If others have sent you off or invited you to dine before your journey, when you arrive at your destination, you should send them a postcard as a show of gratitude.

8. 人之接風或洗塵畢，須還席。

When others welcome you upon your arrival and invite you to dine with them, you should return the favor.

9. 入境問禁，入國問俗，人門問諱。

Before arriving at your destination, ask which items are prohibited. Once in a country, inquire after their customs. In somebody's household, understand which subjects are taboo.

10. 入國不馳，入村里必下馬車。

In another country, do not speed. In suburban areas, you should get off the horse or step out of the car.

申 對眾 I: In a group

1. 他人正談話，不在中間插言。

When others are speaking, do not butt in.

2. 兩人對談，不向中間穿走。

When two people are having a conversation, do not walk between them.

3. 不高聲喧嘩，擾亂他人視聽。

Do not talk loudly so you do not disturb other people's audio-visual senses.

4. 不橫坐，不橫腿，不捫腳。

Do not slouch when sitting. Do not sit with one ankle on your knee, and do not keep touching your feet.

5. 不隔席談話。

Do not hold a conversation with someone sitting two seats away from you.

6. 坐不掀起椅凳之後方。

Do not sit with your chair tilted.

7. 衣帽不加於他人之衣帽上。

Do not place your coat and hat on top of other people's coats and hats.

8. 不向人噴水吐痰。

Do not spit in the direction of other people.

9. 不向人呵欠、舒伸、嚏噴。

Do not face other people to yawn, stretch, or sneeze.

酉 饋贈 J: Giving gifts

1. 禮尚往來。來而不往，往而不來，皆非禮也。

It is good manners to reciprocate. Receiving yet not giving a gift in return, or giving gifts and not receiving any in return, is considered bad manners.

2. 賜人，不曰來取；與人，不問所欲。

The giver should not ask the receiver to come and get the gifts; the giver should not ask what the receiver will do with the gifts.

3. 贈人物品，必謙必敬。

When giving someone a gift, you should be modest and sincere.

4. 贈人物品，外必用包裹；婚喪慶壽例外。

When giving someone a gift, you should wrap it beforehand; presents for special occasions should be wrapped formally.

5. 平素贈物，座有他客，須避觀聽；遠來及初晤，可不避。

When giving gifts in normal circumstances, if there are guests present, avoid handing over the gifts where the guests can see and hear you; if you have traveled from afar or if you are meeting for the first time, this caution is unnecessary.

6. 受贈，先略謙辭，後受，稱謝，逾日須往拜。

When receiving a gift, first demonstrate humbleness, then take the gift and express your gratitude and reciprocate the visit another day

7. 長者賜，不敢辭。

When your elders present you with a gift, do not refuse.

戌 慶弔 K: Special occasions

1. 參加吉禮，不談衰喪話，不戚容，不啼泣。

When attending a celebration, do not bring up depressing topics, do not look depressed, and do not cry.

2. 居喪不參加吉禮，只送儀物。

If your family is in mourning, do not attend celebrations, just send a gift.

3. 喪服不入公門，不觀吉禮。

If you are wearing mourning clothes, do not go to public places or attend celebrations.

4. 賀婚在眾賓前，辭不諧謔。

When speaking to members of the bride and groom's family in front of guests, do not crack jokes.

5. 臨喪不笑。

Do not laugh when attending a funeral.

6. 里有殯，不巷歌。

If the neighborhood is in mourning, do not sing in the streets.

7. 飯於喪家，酒不赭顏。

If you are dining in a house of mourning, do not drink until your face is red.

8. 佩會葬徽章者，禮終即卸去，不佩帶他往。

If you are wearing a badge for a funeral, take it off immediately when the service finishes, and do not wear it to other places.

亥 稱呼 L: Addressing people

澳洲文化 (Australian Culture)

1. 當會見家庭成員時, 稱呼自己的祖父母為祖父和祖母; 見到長輩親戚時, 通稱為伯伯或阿姨; 至於平輩的堂表兄弟姐妹都直稱名字。

When meeting family members, address your grandparents as Grandpa and Grandma, your adult relations as Uncle or Aunty, and your cousins by their first name.

2. 當會見朋友的雙親時, 要稱呼為先生和太太, 並加上姓氏。

When meeting your friends' parents, address them as Mister and Misses insert surname.

3. 稱呼長輩時要正式恭敬, 除非他們堅持要你直稱他們的名字。

Always address your elders formally unless they insist you to call them by their first name.

4. 在正式場合要恭敬正式的稱呼自己的長官, 即使你已優先許可使用他們的名字也不要輕易為之。

In formal situations, address your superiors formally even if you had prior permission to use their first name.

5. 不要稱呼別人的綽號, 除非你是被同意使用它們。

Do not use nicknames unless you are told to use them.

6. 不要使用隱含有攻擊性的名稱。

Do not use potentially offensive names.

1. 與人初見面時，應先請問對方姓氏，然後再說自己的名字

When you first meet someone, ask for the other person's name, and then tell your own name.

2. 與人打招呼時，應各別於其姓氏之後加上先生、女士，以表其恭敬心

When greeting others, add Mister or Misses to their first name to show your respect.

3. 見到長輩或親戚時，應視其輩份加上適當的稱謂，例如：舅舅、舅媽、阿姨、叔叔、伯伯...等，以表恭敬心。

When meeting older people or relatives, call them according to their age to show respect. For example, uncle and aunt.