Etiquette

AND

Customs of the Service;

OR

Hints to Officers of the New Zealand Territorials.

BY CAPTAIN H. R. POTTER,
(Formerly A.A.G. Canterbury Military District)

TIMARU, N.Z.
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By CAPTAIN H. R. POTTER, A.A.G.,
Canterbury Military District.

With a Preface

By LIEUT.-COL. J. E. HAWKINS, V.D.,
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1910.

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INTRODUCTION.

Young officers on first taking up Military work are immediately faced with a great difficulty, and one which it is hard for them to overcome—the practically unwritten law of Military Customs and Etiquette. Various guides have been published illustrating some phases of it, but most of them do not wholly apply to the Colonial Military Forces. It is therefore with pleasure I accede to the wishes of the Canterbury District Officers' Club, and consent to have published my paper on Military Etiquette and Customs of the Service, as delivered before them in October last. I also wish to thank the members of the Club for the honour they have done me in thinking my paper of such merit as to warrant its publication. My sincerest thanks are also due to the President of the Club, (Major Richardson), for his advice and encouragement when preparing the paper.

I only hope that young officers will find hints in the paper that will be of real use to them both on first joining and afterwards, and also trust that senior officers as well will derive some benefit from its perusal.

H. R. Potter, Captain,
A.A.G.,
Canterbury Military District.

Nov. 10th, 1910.

Some more amongst you may think it savours too much of the pulpit, and cry "preachee, preachee," and ask, with some justice, by what right I hold forth. To such I would only say, "Bear with me, for my warnings are the result of bitter experience." I am sure the more numerous of you here to-night will take the advice in the spirit in which it is offered, will realise that its object is to guide them clear of the stumbling-blocks and pitfalls over and into which many a young officer has floundered, and will eventually be grateful. My remarks are especially addressed to the young officer who has no elder brother and no friend who will take him by the hand and say, "This is the custom, that isn't," and who from want of teaching are apt to err in little matters of etiquette. I, therefore, trust you will find here and there hints likely to be useful in the honourable profession you have chosen, and in which you will naturally desire to excel. "Therefore," wrote the wisest of Englishmen, "since custom is the principal magistrate of man's life, let men by all means endeavour to obtain good customs. Certainly custom is most perfect when it beginneth in young years; this we call education, which is, in effect, but an early custom."

An old army like our own (for we pride ourselves as being part of the British Army), with traditions handed down from a distant past, is the inheritor of many customs in the main beneficent. The young officer, on first joining, becomes instantly subject to a complex code of unwritten laws, which he may not disregard, without endangering his future career. He will find great kindness and ready helpfulness; but breaches of military cus-

tom, if persistent are not easily condoned, and may go far to bar his entrance into the full and free comradeship which is the greatest charm of a military life. In all forms of organised society manner counts for much, but in the army, where the association of men is necessarily intimate, and their mutual dependence is essential, angularities and solecisms are peculiarly exasperating. In matters of custom no one is anxious, and few are willing to seek personal advice. Thus the young officer will rarely or never find a mentor who will bluntly say, "Don't assert yourself or your accomplishments," and a hint may fail to penetrate the shield of egotism which most of us carry in our youth.

The young officer who takes to heart what I say and acts upon its counsels will "obtain good customs," smoothing his pathway to success in a noble profession, linking him with the best traditions of the British Army. So never loose sight of the fact that you are an officer wearing the King's uniform.

Never assert yourself or your accomplishments, they will be more appreciated when found out by others, and so perhaps, will you.

Don't affect a superiority over your brother officers, either as regards knowledge or ignorance. Prigs and ignoramuses are alike intolerable; but the latter predominate. On the other hand, don't be too meek. Leading men like to see traces of humility in others, though oblivious of the fact that, in their own case, the virtue has become rudimentary from disuse. Be sure not to cultivate a brusque, and what may appear to you, soldierlike manner with your juniors. You can be firm without being brutal, polite without being weak, and suave without being fulsome. A pol-

ished bearing will ensure obedience where blustering will fail, and the language of a hectoring bully is always remembered against him.

Do not let false shame lead you to subscribe to things you cannot afford. There is no class of men, taken as a whole, more liberal than your brother officers, and, for that reason, they will respect the more a man who has the courage to regulate the amount of his subscription by the depth of his pocket. But don't let this feeling prevent you supporting anything approved by general consent. Pecuniary considerations may prevent you from joining in what may have been proposed,—selfishness only will lead you to thwart it.

To sneer at anybody, either openly or behind their backs is bad manners and uncharitable, even men with ridiculously bad memories will not readily forget your having done so. Do not be fulsome, or effusive in praise of your superiors. However heartfelt your plaudits, they run a chance of being misconstrued by your hearers, if not by the objects themselves, nor be captious. Your elders always think they know better than you, and, without being sycophantic, it is graceful to be silent rather than to contradict them flatly. It is also politic. Never raise your voice and argue noisily. The quiet man who keeps his wits about him and watches his opportunity, generally has a six-to-four chance. Do not try and clinch your argument or assertion with a bet. "Fools for argument use wagers," and bets of this nature are sometimes taken up. Never openly despise a man, of your own or any other standing, whom you feel to be your inferior. Depend upon it there is something at which he can beat you handsomely, and he will leave no stone

unturned till he does it. Don't hold yourself aloof from your brother officers.

It is a mistake to recite your personal experiences too frequently, or with wearying detail. Unsolicited anecdotes of personal prowess have, as a rule, more charm for the teller than for his audience—some of whom politness alone may prevent from capping them.

Do not parade a want of interest in things which may be engaging the attention of your brother officers. Rightly or wrongly they will expect your sympathy, and will resent its denial.

Never speak slightingly of your profession or its duties. A good workman is never above using and cherishing the tools of his craft. Don't affect to be ashamed of a uniform of which you are (in your heart) justly proud, and don't make a fuss about getting out of it, and into plain clothes.

Do not, as you value your existence, give men a handle to call you a toady. He who forces himself into the friendship of his superiors loses for ever the esteem of his equals and he will realise how hearty the dislike and contempt of his comrades can be.

Never rely upon what is termed "interest" for promotion and advancement. Your own exertions will procure you a solid esteem, infinitely more useful than the recommendation of men in high places.

Don't let any man say of you that you are apt to drop friends when they are of no further use to you. The ladder by which you have climbed, if thrown down, will on occasions, not be suffered to lie prone, but will be reared again to enable someone else to ascend to greater heights than those to

which you have attained, and the hands that do this will be very, very willing.

However successful you may be, do not show a cordial appreciation of it. The story is still remembered, of the Senior Wrangler of his year who, going to his stall in the theatre simultaneously with the entry of the Royal party into their box, was good enough to acknowledge the loyal appreciation of the audience by a winning bow and smile.

It is very important and absolutely essential that all officers should know how to show respect to seniors. When first coming on parade you must salute your senior. This is an evidence of soldier-like feeling and bearing to which it is good to cling with much tenacity.

Never march off or dismiss any party, of which you are in command without first reporting to, and obtaining permission to do so from any senior officer who may be present on the ground. It is not expected that you should go hunting about in the barracks for a senior officer to whom you can report, but if there should be one within easy distance be sure and report to him. The matter of an "easy distance" must be left to your own common sense, and to the circumstances of each individual case. There are often many pitfalls for the unwary over these matters, so keep your eyes open and look about you on these occasions. It is the custom for an officer, if he sees anybody coming any distance to him to ask leave to march off or dismiss, to wave his hand, which is taken as permission, and acknowledged by a salute.

An officer, when asking permission to march off an "armed" party (i.e., with rifles), should always

do so with the sword drawn, even if when he marches the party off he does so with his sword returned.

Don't interlard your conversation too much with the word "Sir" when speaking to an officer considerably your senior, but on the other hand dismiss the idea that you can gain importance in the eyes of the by-stander by omitting it altogether. Listen to your elders and especially to the conversation of those whom you instinctively feel to be the right man to imitate in this respect, and you will realise how one gentleman can pay the proper and recognised respect to another man's rank, without laying himself open to a suspicion of servility.

Never keep a parade waiting. Don't when working with or on parade with your men do anything which they are not permitted to do. To be denied a pipe, for instance, is a greater trial to them than to the comparatively well-fed officer; and your indulgence in this luxury at a time when they are debarred from it, will be very justly resented.

Don't affect undue familiarity with your men; on the other hand do not be snappish with them: familiarity will forfeit their esteem, snappishness ensures their dislike: neither of these results conduces towards commanding the respect without which you will never lead them a yard. Never attempt to teach men what you don't know thoroughly yourself : To be caught tripping by one of your pupils is embarassing, nor does it enhance the respect that the teacher should inspire.

Don't use bad language or deal in strange oaths. The habit is easily acquired, but became bad form

shortly after the withdrawal of our army from Flanders.

It is painful sometimes to hear the way some officers grouse However irksome the duty, remember that others have been put to the same inconvenience—and worse, scores of times before. Try to do what you have to do cheerfully. It is all in a day's work. If found fault with by your superior officer, don't preserve a sullen or resentful demeanour. Own up at once, and express regret. A manly and well-expressed apology will not only turn the tide in your favour, but will ensure amends being made, in the somewhat improbable event of the reprimand being undeserved.

Lord Wolseley says:—Soldiers, particularly old soldiers are naturally grumblers. The self abnegation which is necessary on service, finds a safety-valve in a "good growl." The best and most faithful servants are often the greatest grumblers. This disposition cannot be treated too cautiously and with too light a hand. The tendency should be checked in young officers, for if they grumble, the privates will follow in a chorus that will soon grow too loud."

"God help a regiment when its officers let their men hear them grumble, for it is past all other help!"

Do not regard the Adjutant as your natural enemy, but go to him for advice on all matters. For one thing he will probably advise you right, but if he advises you wrong by any chance, you have asked the right man and so no one can blame you for the fault—he cannot himself anyhow. It is unwise to go to subalterns but little older than your-

self for advice. They may pull your leg for one thing, and, in any case, the chances are ten to one they will advise you wrong, through ignorance, coupled with a desire to appear to you full of knowledge. The Adjutant is the safest one to go to for most things—you must not mind if you find him rather short at times. He has lots to worry him.

Avoid appealing for assistance on parade to the non-commissioned officers about you. If you are considered fit to command a company on parade, try to justify the opinion formed of you. Nothing looks worse or is more calculated to lower the respect of the men for an officer, than to see him turning appealing glances to his Colour-Sergeant, or even openly asking him what to do. Try to learn your drill and interior economy as soon as you can, in order to be independent of extraneous aid. The self-reliant soldiers are the best in all ranks. 'Tis said that, "The Army hangs on the Company," hence the nation does. What a responsibility rests on the Company Commander.

Get to know the men and all their individual peculiarities, as soon as you can. Men will obey and follow an officer whom they know, and who knows them, far more loyally and readily than they will a comparative stranger. This is only human nature.

Never keep anyone waiting. This hint applies of course, more especially to those under you, who are powerless to resent such treatment. Those over you will probably let you know that they do not care to wait your pleasure. If you only exercise a little judgment and forethought in making arrangements and mapping out your time no one, as a rule, need ever wait for you. You will find that those

who get through most solid work in the day, and give the greatest satisfaction to those around them, are those who understand the art of economising time, and of never attempting to be in one place when it is almost certain they will be in another. Try and cultivate this art, you will find it most useful, and profitable.

When in command, and arranging for work, try and think how the date, etc., of the work will affect the amusements of others. It may sound an enigma, but this thought for play will beget the better work.

Remember that what is worth doing is worth doing well. The dominant passion of Napoleon was that nothing within his grasp should be done badly if it could be done well. Do not undertake anything into which you cannot put your whole heart, but when you do take a thing in hand let nothing deter you from seeing it through with all the zeal and energy at your disposal. There is no use for tired or half-hearted men in the New Zealand Territorials.

A good old custom one often sees broken through is that of removing your pipe, cigar, or cigarette when passing a sentry. You will occasionally find a sentry in the British regulars who will stop any officer who passes him smoking, and direct him to remove his pipe, or whatever it is. It is very often somewhat of an awakener to the delinquent, because this good custom is not nearly so well known as it ought to be. A sentry, no matter how young a soldier he may be, or how ignorant he may be, represents, in his own little way, the Majesty of the British Empire, and he is, therefore entitled to every outward respect that it is possible to pay

him. It is considered from a bygone age, disrespect to pass a sentry smoking, just as it is disrespectful and bad manners to pass a lady, smoking, and it should not therefore be done. It is hard to say how or where the custom arose, but it is evidently of some antiquity, Here is a somewhat amusing little anecdote bearing upon it:—

A sentry, seeing an officer pass smoking a cigar, ordered him to put it out; whereupon the officer threw away the cigar and passed on. After walking a few paces something caused him to look back, and he beheld the sentry calmly smoking the cigar he had thrown away, "why are you smoking that cigar," said the officer. "Shure," said Paddy, "I am kaping it alight till the Corporal comes, as evidence against ye."

Never play tricks with sentries, or try on any foolish pranks with them. This is, of course, highly wrong, and extremely subversive of discipline, but I have heard of cases, and have read of young officers being actually encouraged to creep up to sentries by night to test their vigilance. The theory is a very good one, but the method of putting it into practice is very reprehensible. Here is a good story showing that tricks of this sort sometimes lead to unpleasant results: It is about a young recruit who enlisted in a regiment stationed in Aldershot. One day he was on guard duty, and was slowly stepping up and down, when an officer approached. After the usual salute the officer said, "Let me see your rifle." The raw recruit handed over his rifle, and a pleased expression stole over his face. As the officer received the weapon he said in a tone of deepest disgust, "you're a fine soldier; you've given up your rifle, and now what are

you going to do?" The young fellow turned pale, and putting his hand in his pocket, drew out a big knife, and preparing for business, said in a voice that could not be misunderstood, "Gi'me that rifle, or I'll bore a hole through you in a minute." The officer instantly decided not to play any further with the raw recruit, and the rifle was promptly surrendered.

I will refer now to the way in which officers of various ranks should address one another, both on and off duty. On duty every senior officer is addressed as "Sir." The fact of his being your senior entitles him to every respect from you, on parade and officially, no matter how inferior you may consider him to you socially or intellectually.

For instance, two captains are on parade, and the senior gives the junior an order, the junior should say "Yes, Sir," not "Yes, Captain Jones." Off duty all commanding officers, whether district force, regiment, or battalion, are addressed as "Sir," or "Major," by juniors; off duty all officers below field rank, that is to say, all captains and subalterns, are called simply by their names, or nick-names, often by their personal friends. Field officers of equal rank call one another by their names only when off duty, unless one happens to be the commanding officer of the other, when he would be addressed as "Sir;" thus, generals, colonels, and majors would call one another "Smith," or "Brown," off duty, unless one happened to be the commanding officer of the other. They would also call all captains and lieutenants by their names only, without mentioning rank at all. Captains or subalterns always call one another by their names only off duty. It is customary for

officers on friendly terms to address others of superior rank by their rank only, if the officer addressed is of field rank—that is, an officer would say "Yes, General," or "Yes, Colonel," or "Yes, Major," but never "Yes, Captain." A captain should never be addressed as "Captain," without mentioning his surname also ("Captain Brown," or "Captain Smith"), and this is only done on duty, never at mess or off duty. The word "lieutenant" is never used by anyone when speaking to or of a subaltern, except when he (the lieutenant) is court-martialled for a crime, and when a member of the Royal Family is appointed to any regiment with the rank of lieutenant, he is always addressed as lieutenant while holding that rank, as are all other subalterns of the same regiment. On duty or parade a lieutenant is called "Mr.," as "Mr. Brown," or "Mr. Smith," and is spoken of as "Mr," not as Lieutenant.

The correct way to send a message to another officer by a junior or non-commissioned officer or private is to say, "Give my compliments to Colonel, Captain, or Mr. So-and-so, and tell him," etc.

SALUTING.

When you salute, salute properly.

Officers should bear in mind that there is only one way of saluting when on duty, i.e., the one laid down in the Drill Book, and officers should always remember that any modification of it is not only slackness in themselves, but tends to tarnish the credit of their battalion or corps. Avoid that rapid and very inelegant style affected by cabmen, grooms, and other horsey individuals which you often see.

While on this subject I must say a word about returning the salutes of those under you. Be careful to return every salute, and return it properly, not by a mere inclination of the head or a slight elevation of your stick, as if it were an awful nuisance to have to do it at all. Remember that it is not you personally who are being saluted, but the King's commission which you bear, and that you are, therefore, as much compelled to return salutes as your inferiors are to give them. You may find it a nuisance being continually saluted, but it is one of the penalties of your greatness, and a penalty, moreover, that you should be proud of. Never salute with your left hand. This advice may seem superfluous, but I have seen it done. Never salute when minus your head dress; a local officer of field rank was guilty of doing this at the first levee held by His Excellency, Lord Islington.

When one officer makes a report to another, or hands over a party to another, he should salute him properly, even though the officer is junior to him. The officer thus saluted must also salute properly in return.

Every officer should always salute or raise his hat to the Officer Commanding the District whenever he meets him, whether in uniform or plain clothes, and should say "Good Morning, Sir," or "Good Afternoon, Sir," as the case may be.

An officer saluting in plain clothes, should raise his hat a few inches off his head and should not salute as if he was in uniform.

If an officer when in plain clothes does not care to raise his hat he should salute or acknowledge a salute by taking the brim of his hat between the thumb and finger of the hand, but without raising it.

(This will not apply when saluting the Officer Commanding the District or higher officers.)

The King's Regimental Colours of any Regiment must always be saluted by everyone on every occasion.

When two or more officers of different regiments are saluted in plain clothes, the senior officer of the regiment to which the man saluting belongs will return the salute.

When two or more officers are standing together and are saluted by a man, the senior only will return the salute. (King's Regulations, para. 179).

No compliments are to be paid on manoeuvres. At the 1909 Labour Day manoeuvres an officer in charge of a company gave eyes right, when a field officer passed the company. This does not affect the acknowledging of all orders received. All orders are acknowledged by a salute of the right hand; I have noticed that this has not always been done on our field manoeuvres.

An officer when he comes into an orderly room, should always salute the senior officer present, if senior to himself. If in plain clothes he should take off his hat altogether. If without a hat or cap, he should stand at attention for a moment when he comes in, in lieu of a salute. An officer should also act as above when going out of an orderly room. An officer, if sitting down in an orderly room, should rise when a senior officer comes in.

Officers should never return a salute from non-commissioned officers and men when the sword is drawn. When boarding a man-of-war a soldier always salutes the quarter-deck. If a party of officers visit a man-of-war (as was done here a short time ago, when the Admiral gave an after-

noon at home on board the Powerful), all officers must salute the quarter-deck, and not the senior only.

The following applies chiefly to camp, or when the battalion or regiment is together:—

Every officer should always salute or raise his hat to his colonel whenever he meets him, whether in uniform or plain clothes, and should say "Good morning, Sir," the first time of meeting him in the morning.

A captain or subaltern should salute and say "Good morning, Sir," to a major the first time of meeting him in the day only.

A subaltern should salute and say "Good morning" to his own captain the first time of meeting him in the day.

If the men are lying or sitting down, and begin to get up when an officer approaches, it is the custom to tell them to sit down again.

PARADE.

Subaltern officers should make a point of saluting their captains on parade, and of being in their proper places, without having to be told to fall in. (This, I am sorry to say, is not as a rule carried out.)

Officers commanding companies should always be careful to fall out officers before dismissing the men. If any orders, etc., have to be read out to the men, the officers should be fallen out first by the officer commanding company. The command should be "Fall out the officers," On the command "Fall out the officers," the officers will move out clear of the directing flank, halt and salute, returning swords on completing the salute.

If the Commanding Officer comes on to any com-

pany parade, the company should always be called to attention by the captain, who will also salute. This does not apply when at musketry, musketry drills, or in extended order.

An officer falling in after the fall in has gone, should, if in a battalion parade, report himself to the Adjutant if junior to the Adjutant, and to the senior officer present in other cases. On other parades to the senior officer present. The report should be, "I'm very sorry I'm late, sir."

When any regiment passes you, salute the officer in command and the colours, and stand at attention while the whole of the men go by. By adhering to this rule you will be setting an excellent example to those under you and over you, too, perhaps. Cased colours need not be saluted.

On parade when the National Anthem is played the officer commanding will alone salute, all other officers remaining at attention.

No officer, whatever his rank, should attempt to pass between a squad, company, or battalion, and the officer or non-commissioned officer in command of it, but should always pass behind either the party or its commanding officer. But if he does get between he should immediately apologise.

An officer is in command of the "parade" when for any special reason his company is parading alone, or, if in the case of two or more companies, he is the senior officer in command of them.

If any officer obtains an exchange of duties he should always be most careful to inform any officers with whom he would come into official contact while performing the duty.

On parade officers should never leave the parade ground without asking permission to do so from

the officer in command of the parade. Subalterns should always obtain the permission of the captains of their companies before going to the commanding officer of the parade for his.

If any officer wishes to take another officer or non-commissioned officer or man away from any company on parade, he should always ask the permission of the captain of the company concerned first, even though the officer requiring the services of the officer, non-commissioned officer, or man may be senior to the captain of their company.

It is always the custom in the service to look on the company as the property of its captain. For this reason officers should avoid asking the captain of a company officially to detail any man for a duty by name. The request (officially) would be worded thus:—"Please detail a man for so and so." Privately of course arrangements could be made for any particular man to be detaied.

When on parade in front of the men, it is essential that nothing should be done among officers to lower any officer's position before the men, or in any way to undermine the respect with which the men should treat their officers. With this object the officer commanding a battalion at drill should avoid correcting an officer by name, but should address him as the Captain of No. 8, or whatever company he is in command of at drill. Subalterns in the same way would be addressed as the right or left subalterns of whatever company they are with.

When marching through the streets with any party of men, officers while marching at attention with swords drawn must pass their lady friends

by without noticing them. On the order "March at Ease" being given, swords should be returned, and then officers may salute any lady friends they meet, but, of course, must not stop to speak to them.

When in uniform ladies are always saluted: the hat, cap, or helmet is never taken off to them as in plain clothes.

An officer in command of a party should always remember that the Commanding Officer of the regiment to which he himself and the party belong must always be saluted whether in uniform or plain clothes.

If an officer is marching his party between his Commanding Officer and a guard, or armed sentry, he must remember that the guard, or armed sentry, is senior to his Commanding Officer, though under the command of the Commanding Officer.

OFFICERS' SWORDS.

When to be Drawn and Returned.

On ceremonial parades, officers will draw their swords as they fall in; the commander of a parade will not draw his sword, unless a senior officer be present on parade. Swords will be at the carry when the company is at the halt with sloped arms, on the saluting base when marching past, when advancing in review order, and when marching in slow time down the ranks whilst trooping the Colours. At all other times swords will be at the slope.

FUNERALS.

Any officer, N.C.O., or man in uniform meeting a funeral, whether military or civilian, shall al-

ways salute the corpse. If in mufti, he should take off his hat.

If troops meet a military funeral, they should be drawn up in line, and present arms to the corpse. This would apply even to a relief sentry being marched to his post.

If troops meet a civilian funeral, they should march at attention, and be given "Eyes Right or Left."

COURT-MARTIAL.

It is the custom for members to keep their hats on until the President has entered. After saluting him, hats are taken off.

The senior member swears in the President.

The members should be prepared to find the places in the books for the oath, etc., at a moment's notice.

CRITICISM.

Because some one senior to you does something in some particular way which is not exactly as you think it ought to be done, you should not start to criticise him and his methods, although I fear it is very commonly done. It is a great presumption on your part, for one thing, it is subversive of discipline for another; it is highly probable that the officer you thus criticise has forgotten more than you ever knew about his work. At all events he is your senior, and what he does must be right—in reason, of course—in your eyes. The young officer is far too prone nowadays to criticise, and even to correct his seniors. It is a sign of the times, I suppose, but it should be firmly and sternly repressed. Remember what that great soldier Lord Wolseley says:—"The force of example is great."

A very important rule in soldiering to remember is this: Seniors may relax in their behaviour to juniors and become friendly and even familiar when they like, but juniors must be careful not to do so when dealing with a senior officer of field rank or upwards.

The C.O. as C.O. should always be treated with the utmost respect, and should only be approached through the Adjutant, except by the senior officers in the regiment.

When any subject, especially a military one, is under discussion by senior officers, it is inadvisable for juniors to give their opinion unless asked for it

RE THE TEMPORARY APPOINTMENT OF OFFICERS TO THE STAFF OF A REGIMENT OR BRIGADE.

it is very essential that all officers who aspire to staff appointments should thoroughly understand the duties of a staff officer. I am sorry to say that at the Easter manoeuvres held at Mount Somers, a staff officer, noticing things not going on to his liking, deliberately took over the command of a portion of the troops commanded by a field officer. Now this was entirely wrong, and it was also wrong of the field officer to hand over his command. I would draw your attention to Field Service Regulations, which state:—

> "An officer of the Staff, as such, is vested with no military command, but he has a two-fold responsibility; first, he assists a Commander in the supervision and control of the operations and requirements of the troops, and transmits his orders and in-

structions; secondly, it is his duty to give the troops every assistance in his power in carrying out the instructions issued to them."

Of course it must be thoroughly understood that "the senior officer on the spot must unhesitatingly take the command and accept the responsibility in a crisis."

OBEDIENCE.

I must now say a few words on obedience, because in the past I am afraid some officers have not appreciated the full meaning of the word. You teach the men under you that "obedience" is the first duty of a soldier. It is well to remember this, and remember that you are a "soldier," for obedience is the whole keystone of military discipline and efficiency. By obedience I mean the prompt, cheerful, and unhesitating carrying out of orders given to you. Every officer has sworn to obey the officers set over him, and if you expect obedience from those beneath you you must show it to those above you.

A surprised, pained, sulky, dogged or defiant manner when you receive an order, unpleasant though it may be, even although you actually do what you are told, does not show obedience; in fact it shows something very close to disobedience, and is, therefore, a gross breach of discipline. You may be ordered often to do things you dislike—we all are—and you may often think your orders are wrong—we all do—but you must never show your feelings. Do as you are told, with promptitude and willingness, for if you have a grievance, so have you a remedy. Obey cheerfully, and in all your doings bear in mind the

possible effect and influence on those under you. You may imagine that to perform a duty in a perfunctory manner, and to permit the men under you to do whatever they are at slackly and in a way pleasantest to them, will make you popular with them; but you make a very grievous error. The average colonial is a shrewd observer, and you may be assured that he does not think any better of those who, when away from the watchful eyes of those in authority, allow things to slack off. He likes those whom he respects, and he does not respect those who do their work in a slovenly, careless way.

TEMPER.

Now that compulsory military training has been adopted, officers will find their soldier's life full of annoyance and trials to the temper. If you are possessed of a hasty temper, or worse still, of what is comprehensively called a nasty temper, you must do your utmost to overcome it, for military discipline and temper can no more be mixed together than oil and water, so you must curb your temper at all costs, for if it gets the whip hand of you, no one can tell into what awful scrape it may lead you. Especially must you curb your temper in your relations and dealings with the men, because, apart from the bad example you set, they are unable to retaliate. Avoid speaking roughly or rudely to the men for similar reasons. You are expressly forbidden to reprove non-commissioned officers in front of the men in such a manner as will cause them to lose their self-respect, and you will do well to bear this prohibition constantly in mind.

It is a most essential thing to draw a very hard and firm line between your official and your private life, as regards your brother officers. You will find it hard, no doubt, but never allow an official unpleasantness to affect your manners and general demeanour towards the brother officer concerned.

If every officer who was told off, corrected on parade, or otherwise "hauled over the coals," chose to continue his ill-humour in civil life, our Territorial Army would be no place for a gentleman. Lord Wolseley, in "The Story of a Soldier's Life" says:—"Good pleasant manners, closely allied to firmness, a genial disposition, a real sympathy for the private soldier, and an intimate knowledge of human nature, are essential qualifications for the man who would command soldiers effectively anywhere. The art is born in some, and comes naturally to many. In peace or in war it is a quality more necessary for the officer than any knowledge he can acquire by a study of the Drill-book, essential though that knowledge be."

OFFICERS' RECRUIT'S DRILL.

One of the innovations under the new Territorial scheme will be that all young officers on first joining will have to go through recruit's drill. He will have to go through all the drudgery of squad drill, arms drill, and so on, not because he is wanted to take his place in the ranks, but because, to supervise his men properly, and to be able to correct any errors on their part, he must know, from actual experience, how things should be done. Moreover, drilling in the ranks teaches him how the men there should be commanded, it shows him the difference between a bad word of command and

a good one, and it brings prominently before him, and fixes indelibly in his mind, how much the smart working of the men depends on the man commanding them. An officer should never forget what he has been taught at his recruit's drill. There is far more than mere routine in it than many think, and every little detail is of importance. A well drilled recruit officer becomes, in time, that exceeding rarity, a "good drill."

ORDERLY OFFICER.

Young officers if in camp for any length of time will find the duty of orderly officer an irksome and constantly recurring means of employment, and you will be often sorely tempted to wonder why such an officer exists, as the work would appear to be of no earthly benefit to the State. You must not allow yourself to think thus, however, for it is a very short way from questioning the reason of things to actual disobedience, and even, perhaps, insubordination; at all events it is the thin end of the wedge. Then again, you must bear in mind that there must be an officer always in camp in case of emergency of any kind, chiefly, no doubt, as a figure-head, but sometimes not. You may go through the whole of your service as a subaltern, and never once be called upon to do anything out of the common in your capacity as orderly officer, or to act, as such, upon your own initiative whereas, on the other hand, the security of the camp, or the safety even of the Empire, may one day depend upon you; no one can tell, but there you are, ready in case the thousand to one chance turns up. As orderly officer you, in the absence of the adjutant and other officers, represent the Commanding Officer, and by inspect-

ing the rations, and visiting the men's meals, you take some of his work and responsibility off his shoulders, so do what you have to do conscientiously and to the best of your ability.

An officer on duty as orderly officer must always wear his belts.

The orderly officer must not visit the men's mess tent unless preceded by the orderly N.C.O., otherwise he might be placed in a very awkward position.

ORDERS.

It was a very noticeable fact during the Volunteer regime that the promulgation of orders was sadly neglected. The instructions as to the promulgation of orders are very definite and precise. "King's Regulations" clearly point out the responsibility of the Commanding Officer to issue orders, and of those under him in authority to acquire a knowledge of them.

> "All officers are to acquaint themselves with changes in regulations and orders, and with garrison or other orders issued for general information and guidance. Ignorance of published orders will not be admitted as an excuse for their non-observance. All orders specially relating to the soldiers are to be read and explained to them immediately after such orders are received; and important orders are to be read on three successive parades."

Special attention is directed to that part which declares "Ignorance of published orders will never be admitted as an excuse for their non-observance."

The use of the term "By Order" should be noted. This expression has a double meaning. It means that the officer who signs is doing so by order of a senior, and also that it conveys an order to the officer to whom it is addressed, which he is bound to obey. It should never be used when one staff officer communicates with another staff officer serving under the same senior officer.

VISITING GUARDS.

Rules with regard to turning out of Guards by officers on duty are nowhere clearly laid down, as far, that is, as actual times are concerned. The following will, however, be found to be the custom of the service in most of the Home regiments:

1. Guards should not be visited within one hour of being mounted, nor
2. Within one hour of [illegible]

ERRATUM.

PAGE 31.—Line 18, *omit* "Reveille, by night," *and insert* "nor within an hour of Tattoo or Reveille."

Circumstances often alter cases, but the above rules will be found to be a safe guide in most camps in peace time. The visiting and inspecting of Guards should be carried out with the greatest care, and any irregularity or slackness, however small, should be at once reported to the Adjutant.

EXAMPLE.

"The force of example is great." Lord Wolseley, in his "Soldiers' Pocket-book," impresses on

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1. Guards should not be visited within one hour of being mounted, nor
2. Within one hour of retreat by day, nor
3. Between Retreat and Tattoo or Reveille, by night.
5. Further, where there is both a subaltern and a captain on duty, one hour at least should elapse between the visit of the captain and that of the subaltern, both by day and by night.

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EXAMPLE.

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us the necessity of coolness in action, and tells us of the soothing effect that the cantering up of a staff officer, quietly smoking a cigar, had on the nerves of the men who had been some time under a heavy fire.

Nothing is beneath an officer when things are pressing, or when an example is needed, and an officer who cannot maintain his position with his men, especially on active service, without thinking of his dignity, has none of the right instincts in his composition.

"The officer must be prepared to lead anywhere, from the storming of the breach, to the exhuming of a body," thus writes Major-General Alderson. During the Egyptian campaign of 1882 when the British force was at Kassassin, a horse, which had been killed by a shell, was carelessly buried right in the mounted infantry lines. The hot sand soon made the smell unbearable, and a fatigue party was detailed to unearth the horse and bury him elsewhere. While the officers were eating their evening meal, the Quartermaster-Sergeant came and asked if he might speak to one of the officers of his own regiment. The officer saw him, and was told that the party had uncovered the horse, but none of the men would get into the hole to fasten the rope round him to drag him out. They all said the smell was too bad. The officer went with the Quartermaster-Sergeant to the spot and found, much to his indignation, that it was as the latter had said, there was nothing else for it, and down jumped the officer into the grave, fastened the rope round the blue and green hind legs of the horse, and just got out without being sick.

Then indeed he had those men in the hollow of his hand, and he did not fail to express his surprise, in no measured terms either, that they, who had so bravely faced a heavy fire the day before, should have such delicate stomachs as to be unable to face a little task like that: Such is the force of example.

SUBORDINATES.

"Never 'give away' a subordinate." This is a principle which all officers should carry through their military career. Here are a couple of incidents to show how it is observed in the British Army:—

At certain manoeuvres in the New Forest, England, a brigade lost its way in, or could not get through, what is known as an enclosure, because the keys were not available. At the conference after the Field Day, the G.O.C. the Brigade said: "This was the fault of my Staff Officer." In the printed narrative of the day, by the Director of Operations, the following comment was made on this:—"Here the G.O.C. —— blamed his Staff. This cannot for a moment be permitted. He, alone, is responsible." At the same manoeuvres two battalions were detached from another Brigade to carry out a certain task. They went utterly wrong. At the conference the G.O.C. the Brigade was asked the following question:—"And Sir W., those two battalions, did they carry out your instructions?" Sir W. knew they had not, but. although he may have d——d them in private, he would not "give them away" in public, and he replied:—"To the letter, your Royal Highness, to the letter."

Ask yourself which man you would rather serve or would you prefer to leave it to human nature, and can there be a better lesson of this sort?

DRESS.

"Dress the part as well as play the part." Officers should always be sure and turn out well in uniform. See that your things are properly cleaned, polished, or pipe-clayed, as the case may be, and, above all, conform to "Dress Regulations."

An old commanding officer of one of the home regiments used to address his officers as follows: "'The more my officers go about and show themselves, the better I like it. But, if you fellows go hunting and riding races, I will have you properly dressed. Think of my feelings, if it comes to a coroner's inquest, and you are laid out dressed like tinkers."

Whenever the great-coat is worn the collar will be turned down (unless the weather is very severe), the top hook and eye will be fastened, and the lappel of the collar on the left-hand side buttoned over to the right shoulder, so that the whole of the double row of buttons are visible from top to bottom, and none of the tunic or jacket underneath can be seen, except over the top of the collar of the coat.

Officers attending dances or entertainments in uniform will always wear white kid gloves with plain backs.

Mounted officers should always, out of consideration for the ladies, wear dress spurs without rowels.

Do not turn the trousers up at the bottom, nor carry an umbrella. I have noticed a few officers being guilty of doing this during inclement weather. It is very unsoldierlike, and gives cause for talk amongst the N.C.Os. and men, thereby causing a breach of discipline.

PATRIOTISM AND UNSELFISHNESS.

Just a word on Patriotism and Unselfishness, two virtues which go hand in hand, and should be possessed by all officers from the General to the Junior Lieutenant.

Patriotism wrought wonders for the Prussians of 1866, the Germans of 1870, and the Japanese in 1904. But true Patriotism, rendering a nation capable of unselfish sacrifice, not only in actual war, but in peace time—a patriotism which shows itself by cheerful peace preparations—can only be brought about by careful national education. It is not a natural instinct, and must be taught. The natural instinct is selfishness; and must be combated with all our might.

One of the most important qualities is unselfishness. If we are unselfish, and if we know that our colleagues are unselfish, that will go a long way to raising every one's spirits and ensuring that all do their best. We must "play the game;" play for the side and not for ourselves. The Germans did this is 1870 with conspicuous success. Perhaps the chief cause of French failure in the Peninsula in 1809-13 was the jealousy between their marshals. The Turks might have won in 1877 if their generals had not been so jealous of each other. The Russians seemed to have failed at

Heikoutai partly if not chiefly, owing to jealousy among the higher commands, whereas the Japanese conduct was marked by the supreme unselfishness of all ranks; in fact, to quote Sir Ian Hamilton, "To change our characters, so that we may become less jealous and egotistical, and more loyal and disinterested towards our own brother officers, this is the great lesson of the war." We must learn to look on selfishness as the most deadly enemy to success. A war, such as our last war in South Africa, may foster this miserable feeling, but there will be no room for it when we are fighting for our national existence. Hand in hand with unselfishness go loyalty to superiors and trust in one's subordinates. It is well to remember Wellington's remark touching Craufurd's action on the Coa, 24th July, 1810. "If I am hanged for it, I cannot accuse a man who, I believe, has meant well, and whose error is one of judgment and not of intention and, indeed, I must add, although my errors, and of those of others also, are visited heavily upon me, that is not the way in which any, much less a British Army can be commanded."

All officers should strenuously guard against jealousy. Major-General Alderson says:—"A one man show is the worst and most flimsy of all shows." How true this is when applied to any fighting unit. How often, however, do we see commanders and also administrative heads, of all degrees, so jealous of their seconds and other juniors, that they will never, if they can possibly help it, let them take hold of the wheel and learn to steer the ship. No fighting unit is really sound, and well-trained, unless it can "carry on" with its

seniors hors-de-combat, and no commander, however brilliant, he may be himself, does his duty to his unit unless he trains his juniors for the command, and the responsibility entailed thereby, which a few bullets, or one shrapnel shell, may one day bring to them.

Senior officers should encourage those under them in discussing moral forces and their effects, and point out some methods of fostering these moral powers. Most of you, I think, are familiar with Napoleon's maxim, "The moral is to the physical as three to one."

Lord Nelson said that: "The attainment of success, and not personal glory, should dictate action."

To sum up, it just means that the saying, "Every man for himself and God for us all." should be transposed by us soldiers into, "God for us all, and every man for the side."

ESPRIT-DE-CORPS.

Now that the whole force is being re-modelled and we are to have properly organised Regiments and Battalions, a few words on Esprit-de-Corps will not, I trust, be out of place. For Esprit-de-Corps there is no exact English equivalent, the nearest we can go to it being the very mild "Pride of the Regiment." This virtue—for it is little else—makes its possessor consider his particular regiment absolutely second to none in everything; to serve it and to uphold its good name he is prepared to go through any dangers or difficulties that may occur. It has inspired some of the noblest deeds in the long and glorious record of the British army. A good soldier properly embued

with it, will never allow himself to bring the good name of his corps into disrepute. He will place the credit of his regiment above all else. It is a grand feeling and a noble incentive to good in peace and to victory in war, and the regiment, the army, or the nation even, that lacks it is on the downward path, and fit for but little. Therefore, cherish and foster this feeling, which is assuredly the mainspring of military efficiency, with all the zeal and energy in your power.

Lord Wolsley in the "Soldiers' Pocket-book," says:—"The soldier is a peculiar animal that can alone be brought to the highest efficiency by inducing him to believe that he belongs to a regiment which is infinitely superior to the others around him."

"The Army Means its Officers." Thus wrote Frederick the Great, and Napoleon meant much the same when he said, "There are no bad regiments, there are only bad commanding officers."

It will be well if we all ponder on these two sayings,and then realise the responsibility we take upon ourselves in becoming officers. For it is certain that the commanding officer can influence the officers, the officers the non-commissioned officers, and the non-commissioned officers the men.

MESS.

Under the new system of training, when the different regiments will have to put in a certain number of days in camp, an officers' mess will be formed; and as few of the junior officers have ever belonged to a properly constituted mess, a few hints of what to do and what not to do, might I trust, be found useful.

Try to regard your mess with the same respect as you would your own father's house, and do nothing or say nothing in the one that you would not do or say in the other. If you can abide by this precept you will not go far astray.

Mess is a parade, so never be late. Should you come into the room after the other men have sat down, invariably apologise for doing so to the President.

Do not talk loud at mess,or monopolise the conversation by telling stories which though possibly new to you, may be well known to your elders. These are the privileges of senior officers, and your turn will come. Never write or open a note during dinner without first obtaining the President's permission. A lady's name should never, by any chance, be mentioned at mess. This rule is as good as it is old, and cannot be too strictly adhered to. Strong language is strictly prohibited at mess. Remember the old saying, "Rudeness from a boy's lips becomes an insult from a man's," and the consequences are proportionately serious.

Avoid quarrelling and petty wrangling with your brother officers, and even arguing, when this cannot be done peaceably. Nothing is more detrimental to the comfort and harmony of a mess than constant squabbles and heated argument.

Don't draw you sword in the mess precincts. The origin of this unwritten law is wrapped in obscurity, but no doubt it dates from the days when blades sprang too readily from their scabbards, and their frequent appearance had to be discouraged. In these degenerate days the imposition of a fine of a bottle of champagne has been found to be sufficient deterrent, and this punishment is one

which, as a rule, follows on the crime. The mess is where all officers can meet on terms of perfect equality, as there is no second position, after that of the senior combatant officer is recognised.

Colonel Davies mentions in his lecture on "Discipline," that he once heard an officer at a volunteer camp say, "Captain Adjutant, will you pass the salt, please." No doubt it was done with the best intentions in the world, but you could not get anything much more ludicrous to the ears of a soldier accustomed to the rules of the game. The effect of hearing these mistakes made is naturally to make the professional soldier look upon the man who makes them as a new-chum, and we do not want that.

When an officer first comes into the ante-room in the morning, if there is anyone senior to him in the room, he should say, "Good morning." If there is not, the other officers in the ante-room say "Good morning" to him. This general rule also applies when coming into the ante-room before dinner.

In most of the Line Regiments at Home, it is the custom for officers in the ante-room to rise when the Colonel comes in. Also when anybody comes to call.

An officer who has a guest dining with him at mess, should make a point of introducing him to his Colonel, or the senior officer of the regiment present, at the earliest possible opportunity.

The President and Vice-President for the night, or their substitute, are responsible that the rules of the mess are observed at table, etc., and that no bad language is used, the Royal Family not mentioned lightly, etc.

An officer going into another mess, should always take off his hat whether in uniform or not.

A coin put on the mess table, should be confiscated, and given to the mess fund.

HOW AN OFFICER'S MESS IS USUALLY RUN.

The management of the mess is vested in the Mess Committee. The President is selected by the Commanding Officer from among the officers of the Regiment.

The members are elected by the officers themselves. The mess caterer if an officer, is on the Committee, ex officio. His special duty is to supervise the supply of provisions.

The duties of the Mess President are to look after the mess property, and accounts generally, and, in the absence of a caterer for the provisions, and to do his work as well. All the mess servants are under the Mess President, and no one else is allowed to censure the waiters. If an officer wishes to find fault with any waiter, or the quality of the provisions, &c., he must enter his complaint in the complaint book. This book is brought daily to the Mess President, who deals with the case. The reason of this is obvious. The Mess President having special knowledge from always being informed of everything that goes on "below stairs," can better judge of the merits of any case than any officer who may have been served with a bad egg for breakfast. Besides it is fairer to the waiters, who know who they are to look to, and are only serving one master instead of many.

The Mess President does not, as a hard and fast rule, always take the head of the table at dinner.

The ends of the table are taken by the officers in turn, the one at the head of the table being the President, and the other one the Vice-President.

The duty of the President at dinner consists chiefly of looking after the proper conduct of the meal. He does not in any way usurp the privileges of the Mess President for the time being, but is simply the head of the table. He must check any skylarking or unseemly behaviour at table, and has the power to request any officer to leave the table if his authority is questioned. This of course, is a very extreme measure. Nothing however, relieves the senior combatant officer present of his responsibility. (*Vide* King's Regulations).

As a rule, if an officer wishes to see another officer on duty, to make a report to him, &c., he should avoid doing so in the mess building or tent. This of course cannot always be done, but when possible it should be done.

CORRESPONDENCE.

One of the great faults of most volunteer officers is the neglect to answer letters—apart from the inherent rudeness, it is always as well to remember that the humblest correspondent may rise to a position from which he may rule your future destiny. Don't write anything without long and anxious consideration, which can be tortured into a rudeness or a censure. Remember that tone cannot be expressed in a letter, and think how, by an inflection of the voice, you can alter the meaning of the simplest sentence; you must not take it for granted that a man's frame of mind, when he receives a letter, is the same as that of the sender. To a man with the gout, a flippant note for instance, is gall and wormwood, though, if in rude health he may be tempted to search good-humouredly through it for wit. Official letters never permit of a post scriptum. They should be complete; hence the necessity of their being well considered. Should it be discovered

that anything which should have been said, has been omitted, hesitate not, but write another letter.

It should be noted that correspondence sent from a junior office to a senior one belongs to the latter, the words "Please return," cannot therefore be used when forwarding to a superior office.

In writing letters, or replies to persons unconnected with the army, methods adopted as suitable for military purposes should not be used, but the correspondence should be conducted in the manner usually in vogue in civil life.

A beginner is apt to fall into an error arising from the idea of the importance of official correspondence, that such should be clothed in the most pompous, high sounding and magniloquent language; that because of the greater dignity, it is needful to employ as many uncommon, and what are usually termed "hard" words as possible. This can be easily shown to be fallacious reasoning.

"Hard" words are so, because the user of them finds them "hard" to himself; knowing but little of them he is likely to misunderstand them; misunderstanding them he is extremely likely to misuse them. Being misused they do harm, for they obscure what should be evident, and render what should be easy, plain, and agreeable reading, troublesome, difficult and unpleasant. Should the words not be misused, the intelligent reader smiles to think of the useless trouble taken, when a shorter, plainer and easier set of expressions might have been as effective. Long "hard" words may excite surprise and admiration in the vulgar, who are most astonished by what they do not understand.

In writing letters the following rules should be observed:—

1. Write on one side of the paper only.
2. Number your paragraphs.

3. Avoid long letters—try to make them concise and to the point.

4. Address the person written to with his rank.

5. Commence a letter to a superior officer with the word "Sir," (on no account use "Dear Sir.")

6. Conclude a letter to a superior officer with "I have the honour to be, Sir, Your obedient Servant, W.E.G., Lieutenant." A letter to a subordinate should end simply with your signature, rank, and command as "T. J. Roberts, Capt., Commg. A. Compy."

There are only two forms of official letters, of which the following are specimens :—

From
CAPTAIN A. R. SMITH,

To
THE ADJUTANT,
1st Bn. Canterbury Infantry Brigade,
King Edward Barracks,
Christchurch. Oct. 20th, 1910.

Sir,

I have the honour to request that you will be good enough to place before the Commanding Officer for his favourable consideration this my application for leave of absence on urgent private affairs, from Nov. 15th to Dec. 25th, 1910, (number of days in brackets) to proceed to Timaru.

My proposed address will be———

I have the honour to be,
Sir,
Your Obedient Servant,
A. R. SMITH, CAPTAIN.

N.B.—The above should be written on foolscap with quarter margin.

MEMORANDUM.

From O.C. "A" Coy. 1st Battalion, Canterbury Infantry Brigade To THE ADJUTANT. 1st Battalion Canty. Inf'try Brigade	From ADJUTANT To O.C. "A" Coy. Answer.
Christchurch, 20th Oct. 1910.	23/10/10.
A. SMITH, CAPT. Comg. "A" Coy.	T. A. JONES, CAPT. Adjutant.

With the regulars and Territorial Forces at Home the above is written on Army Form C. 348.

Official letters are, as a general rule, written upon foolscap with a quarter margin on the left. As the margin is made by creasing the paper from top to bottom at the required width, when the paper is turned over, the margin will be on the right. Nothing should appear in this margin, except such matters as are intended to be brought into great prominence. Each subject must be dealt with in a separate letter. This is not recommended in order to multiply letters or increase the labours of the letter writer, but for convenience in indexing for ready reference, and also that an apparently less important matter may not be overshadowed by one which is in seeming more urgent;

for when the above rule is followed, and each matter brought separately to notice, it follows that there can be no such excuse made by the recipient as that by attending to the greater, the lesser matter was neglected. Paragraphs should be numbered, and any enclosure should be described in the margin or in a separate schedule. Short communications may be written on a half sheet, but when the letter extends beyond one page, or is accompanied by enclosures, it should be written on a whole sheet. Replies, remarks, or queries, arising out of an original letter or memoradum should be made in the form of minutes. The first minute should follow where the original letter or memorandum ends, and the person who makes it should mark the original letter or subject matter No. 1, and his own minute thereon No. 2, (in red ink when possible). Each succeeding minute should immediately follow that which by date precedes it, and should be numbered in sequence. A fresh half sheet should be added, when required, for the continuation or beginning of a minute ; no continuation or commencement is allowed in vacant spaces between previous minutes or in the margin. Attached documents or enclosures should be added at the end of the file in the order in which they are referred to.

No complimentary expressions, no enquiries as to health of relatives, etc., nothing but business can be admitted into official correspondence, seeing that it is intended to be kept as a record of matters of public not personal interest.

In writing official letters then, the mind must be kept to the business side of the question, and it must never be forgotten for a moment that what is written belongs not only to the two officials concerned, but to the official world, and even the public at large if requisite. Knowing this care will be taken to omit all expressions of levity, and every subject will be treated with the grave ernestness of a

true public servant. It is well to remember that it is a mark of great affectation to use a foreign word when an English equivalent exists. It is only permissible to use foreign words and idioms in official letter writing when no English word or idiom fully expresses the meaning desired, or for the purpose of obviating a long paragraph ; and even then, only when these words and idioms are well known.

All letters should be written in a legible hand, nothing is so conducive to ill-temper, grumbling, loss of time and vexation, as the receipt of an undecipherable communication. Legibility prevents any mistakes as to the words used ; legibility prevents undue strain upon the eye ; legibility lessons the effort the mind requires to make in order to grasp the meaning of what the eye sees. The attainment of a legible hand is the first principle of letter writing. The great object to be attained by any written communication is to convey its meaning, and this can only be done by legibility, and the power of clear and concise expression.

I think it would be advisable for the benefit of those officers who contemplate sitting for the Imperial Examination, to quote from King's Regulations, 1908, with amendments :—

"In the written examinations, subjects (*d*) to (*j*), the "marks gained by a candidate in any paper are liable to a deduction not exceeding 10 per cent., for bad spelling, handwriting not easily legible, marked irrelevancy, or want of power of clear and concise expression."

In bringing this paper to a close, there is another point I should like to bring prominently before you, and Major-General Alderson puts it very nicely when he says :—"We are, all of us, apt to become Pygmalions." That is to fall in love with our own work, and to forget that other branches of the service are just as important as our own.

This tendency must be fought against, because it is likely to be prejudicial to cordial co-operation. We must remember also that others form their opinions and convictions just as honestly and conscientiously as we do ourselves.

Now Sir, with your permission I will quote what a Field Officer said at the conclusion of a lecture to the United Service Institute, which I think is very applicable to this Club.

"How often when we have been coming away from lectures, etc., at which discussion has been invited, has someone said to me, "I do not agree with that, and I think it is disproved by what I saw at so and so." I have replied "My dear fellow, why did you not get up and say so, don't you see, that personal experience when free from 'buck' and original ideas, are always interesting. Don't you see, also, that, if you sit tight and say nothing, when you hear something said which you do not agree with, your silence gives consent? Above all, don't you see that one of the main objects of these lectures is to get at what people, many people, really think, and if they sit blinking like owls and won't speak, how can anyone tell what they think?"

Cannot we bear this in mind when we next attend lectures. In fact I think we should start from to-night.

Now, Gentlemen, I will bring this paper to a close by quoting from the 1st Corinthians, chapter 8, verse 2:— "And if any man think that he knoweth anything, he knoweth nothing yet, as he ought to know."