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EC995 Lest We Forget

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LEST WE FORGET

Politeness is to do and say
The kindest thing in the kindest way.

The laws of courtesy have been handed down to us for generations. They have grown out of respect and consideration for others and spring from a spirit of unselfishness, a desire to help others, and to make it pleasant for those with whom we come in contact.

The Ten Commandments are full of excellent examples of courtesy. For example, a person who honors his parents, who respects ownership, who does not indulge in slanderous gossip or who does not use profane language has the foundation for good manners.

A child is born mannerless, hence, manners, good or bad, are acquired by degrees throughout childhood, adolescence and adult life. Good manners give one self-possession, charm, a pleasing appearance, and make it possible for one to appear at ease and have poise in any social gathering.

Courtesy to Others

If courtesy is shown to those with whom one is most intimately associated, consideration and respect will be shown easily and naturally to all with whom one comes in contact.

Younger people rise when older people enter the room, make certain that the latter receive a comfortable chair, and anticipate their needs whenever possible. Older people enjoy a part in the conversation with younger ones, hence respect is shown by seeing that the conversation is on a subject in which everyone may take a part.

All of us, young or old, have the opportunity to have our fathers, mothers, and friends meet other acquaintances we have made. A few simple rules will help us to introduce others correctly and graciously.

Precedence in Introduction

The younger person is presented to the older person when both are of the same sex, as for example, "Miss (older woman), may I present Miss (young woman)?" or "Mr. (older man), may I present Mr. (young man)?"

The person of lower rank is presented to the person of higher rank when both are of the same sex, as for example, "Dean (Dean of the College), may I present Miss (Member of Faculty)?"

The unmarried woman is presented to the married woman, unless the latter is much younger. "Mrs. Smith, may I present Miss Jones?" In introducing two married women or two girls to each other or one gentleman to another no distinction is made.

A gentleman is always presented to a lady; "Miss Jones, may I present Mr. Smith?"

In introducing a gentleman to a lady you may ask Mr. Smith if he has met Mrs. or Miss Jones, but one does not ask Mrs. or Miss Jones if she has met Mr. Smith.

In family introductions, relationship is inserted before the name of the relative; "Miss Jones, this is my daughter Mary." or "Miss Jones, this is my sister _____."

A person presents everyone to his mother regardless of age or rank: "Mother, may I present Miss Jones." If your mother's name is different from your name, it is given; "Mrs. Jones, I want to present you to my mother, Mrs. Smith."

There is a feeling against labeling "in-laws" as such. Introductions may be; Miss Jones, may I present my husband's brother, or my sister's husband, Mr. _____?"

Acknowledging Introductions

The generally accepted form of introductions is "How do you do?" It is not necessary but it is a courtesy to repeat the name of the person to whom you are being introduced.

"I am very glad to meet you" or "I am delighted to meet you" is a cordial and correct acknowledgement, but is reserved for those rare occasions when you feel sure to the meeting is a pleasure to both persons.

Men frequently acknowledge an introduction to a woman with this phrase, but a woman does not tell a man she is delighted to meet him unless circumstances warrant such a compliment.

When one has talked for some time to an acquaintance just met, and finds it necessary to leave, one says "Good-by, I am very glad to have met you," or "Good-by, I shall see you again." The other person answers, "Thank you."

In taking leave of a group of strangers, one bows "Good-by" to anyone who happens to be looking. Do not attempt to attract the attention of those who are unaware that you are turning away.

Rising to Receive Introductions

A man always rises to acknowledge an introduction to a woman or to another man.

A woman rises to receive an introduction to an older woman, but does not rise for a young woman. She rises to greet or to be introduced to her hostess.

A woman, when she is to be hostess or is playing the role of one, always rises to greet any guest; man, woman or child. She does not rise to receive an introduction to a man, unless she is the hostess.

If two people are introduced while they are seated at a table, they need not rise to accept the introduction. If a man is presented to a woman at a table, he makes a pretense of rising, but does not actually do so.

When to Shake Hands

When gentlemen are introduced to each other, they shake hands. Ladies usually shake hands with one another. When a gentleman is introduced to a lady, she may choose to offer her hand or not. If the gentleman is one she has long heard about from friends in common, it is only natural to put out her hand. If, however, a gentleman puts out his hand, it should not be ignored.

Young people shake hands with an older lady of their acquaintance when they meet her away from home, or if she is a hostess to whose home they have often gone. A host or hostess always offers the hand to a guest in greeting or in parting.

Salutation of Courtesy

A bow accompanied with a smile is made to a friend, whereas the formal bow is accompanied by a "How do you do?" Under formal circumstances a lady is supposed to bow to a gentleman friend first, but people who know each other well bow spontaneously without observing this etiquette.

A gentleman takes off his hat when he stops to speak to a lady friend in the street. He lifts his hat with his left hand, leaving his right hand free to shake hands, or takes off his hat with his right hand and transfers it to his left hand.

When a lady enters the elevator gentleman passengers remove their hats and put them on again as they leave the elevator.

A gentleman always rises when a lady comes into the room. In public places if any woman addresses a remark to a man, he rises to his feet at once and answers her. In a restaurant, when a lady bows to him, a gentleman merely makes the gesture of rising by getting up half way from his chair and at the same time bowing. Then he sits down. However, if a lady stops to speak to a lady in a group, the gentlemen of the group rise and remain standing until the conversation closes. This also is a courtesy that can well be taught to boys in respect to their mother.

Fundamental Rules that Govern Table Setting

The family table lends itself for a social time together more than any other part of the house. From one to two hours each day is spent around the table. Why not, then, have this time interesting and pleasant, and the table as attractive as possible? An attractive, well-set table is a background for table courtesies and a successful meal. Table manners show rather definitely the refinements of a person.

1. The table cloth is more attractive if laundered with only a middle crease and then rolled to avoid more creases. The table cloth is used over a pad which protects the top of the table, lessens the noise of the dishes and makes the table look more attractive. A table cloth that fits the table falls nine or ten inches below the edge of the table on all four sides. The cloth is placed with the lengthwise fold down the center of the table between the covers of the host and hostess.

2. A bowl of flowers, a low-growing plant or a dish of fruit makes an attractive centerpiece. Wild flowers or cluster of leaves may be used effectively.

3. Candles are an attractive form of table decoration, if artificial lighting is needed. With a flood of sunshine, candles are out of place. They add to a table when buffet service is used.

4. The silver, glassware, china and napkin placed for one person at the beginning of a meal constitutes a "cover." At least twenty-four inches of length is a desirable amount of space for each individual cover.
5. The dinner plate, silver and napkin are placed one inch from the edge of the table cloth. This prevents danger of the silver being brushed off the table. If the table is round this rule will be modified somewhat.
6. The dinner knife and fork are placed next to the dinner plate, with the knife at the right and its cutting edge toward the plate. The fork is placed at the left and the tines are turned up. If knives are not to be used they may be omitted from the cover and the forks placed at the right.
7. Spoons are placed at the right of the knife, additional forks are placed at the left of the dinner fork. The sequence of forks and spoons, other than the dinner fork, is from the outside in toward the plate in the order in which they are to be used. The exception is the oyster fork, which may be placed at the extreme right or on the plate which is placed under the oyster cocktail.
8. The pieces of silver are limited to not more than four on either side of the plate. If more silver is needed it may be brought to the table on a tray which is covered with a doily and placed at the cover just before the course is served.
9. When salad is served with the main course, the salad fork may be omitted. The salad plate is placed to the left of the cover as near the plate as possible without crowding.
10. The tumbler or goblet is placed at the right at the tip of the knife.
11. The napkin is placed at the left of the forks with the hemmed edge parallel to the edge of the table and forks. The lower right hand corner is the open corner. When both bread and butter and salad plates are on the table before the meal is announced the napkin is moved to the center of the cover.
12. If a hot beverage is served with the main course, the cup and saucer are placed at the right with the edge of the saucer a few inches in from the plate line at the right of the spoons.
13. The bread and butter plate is placed to the left at the end of the forks. The butter spreader is laid across the upper part of the plate with the sharp edge parallel to the edge of the table and the handle toward the right. The salad plate is placed to the right at the end of the spoons. If the bread and butter plate is omitted, the salad plate may be placed at the end of the forks to the left, if desired.
14. A well laid table presents a balanced appearance, therefore, if possible covers should be directly opposite each other.
15. Individual salt and pepper shakers are placed above each cover, or between two covers parallel to the edge of the table and in line with the glasses. When the shakers are used by several covers, the individual after using them, places them on the table between his cover and the one to the left. They are not held in the hand until accepted by the person to the left.

16. If the meal is to be served by the host, the plates are stacked at his cover. The meat platter is placed directly in front of the plates at the host's cover and the vegetable dish to the right or to the left.

17. The coffee service is placed at the right of the hostess. The cups and saucers are placed in front of her cover, leaving room for her to bring each cup toward her. This makes it convenient to add cream and sugar to each cup before pouring.

Serving the Meal

In many homes the serving of a meal is done without a maid. The table service may be so planned that members of the family may early perform this duty. To wait on a table nicely, one is watchful of the wants of the guests. The water glasses are kept filled, and an opportunity for replenishing food is given often. Both boys and girls should be trained to wait on the table. This relieves the mother of many steps and teaches the boys and girls that Mother's place is at the table when she has guests or even when only her immediate family is present.

1. Before any meal is announced, be certain that everything is ready. Fresh air, not overheated, is not to be overlooked. Have curtains adjusted so as to have a good light, but not a bright light which is glaring in to someone's face.

2. Fill the glasses three-fourths full. When the glasses are replenished with water, do not lift them from the table. If the covers are crowded, the glass may be drawn to the edge of the table to fill. Take hold of the glass well down toward the bottom. Use a napkin to catch the drip from the pitcher.

3. The chairs are placed with the front of the seat in line with the edge of the table.

4. Bread, butter, jelly, pickles, relish and foods to be eaten with the main course, are on the table when the guests are seated except on very formal occasions. If soup is served it is brought in after the guests are seated. The foods for the main course are brought in after the soup dishes are removed.

5. The host and hostess sit at opposite ends of the table. If the hostess is to wait on the table or to be assisted by son or daughter, she sits at the end of the table nearest the door of the kitchen. If there is hired help, the hostess sits facing the kitchen door. The seating of the guests is directed by the hostess. The most honored lady guest is seated at the right of the host and the most honored gentleman guest is seated at the right of the hostess. It is more sociable not to seat a husband and wife next to each other.

6. The hostess is served first. If the host serves the plates he asks the one to his left to pass the first plate to the hostess, the second plate goes to the person to the right of the hostess and continues in this regular order until all on the side of the table to his left have been served. The host then serves a plate to the guest to the left of the hostess and so on in regular order down the side of the table to his right.

7. When a host offers to serve one at the table he may say, "May I serve you to _____?" or "May I help you to _____?" or "Let me give you _____."

8. Foods to which one helps oneself, are served to the left by the waitress. The dish is held low with the serving silver conveniently placed.

9. In passing a dish be careful not to allow the thumbs to rest over the edge of the dish. In passing a dish with a handle, the handle should be turned toward the person receiving the dish.

10. In removing dishes, remove all the foods first, then soiled dishes. Remove all unused silver belonging to the course.

11. Remove the plate of the hostess first, unless she herself is waiting on the table. If the hostess waits on the table, she begins to remove the dishes at the cover to her right and continues in regular order around the table.

12. Either right or left hand service is correct. (Directions for left hand service are given here). However, the same order of serving should be kept throughout the meal. Dishes containing foods such as the platter and vegetable dishes are removed first, then the bread plate, relish dishes, etc.

In removing individual covers, begin with the hostess. First stand at her left and remove the main course plate with the left hand, transfer it to the right hand, which is held behind the hostess, then remove the salad plate, place it quietly upon the dinner plate and then remove the bread and butter plate. Remove the cover of the person seated at the right of the hostess and so on around the table. Remove salts and peppers and any unused silver on a small tray covered with a small doily.

13. If one of the family waits on the table, she rises quietly, leaving her napkin partially folded beside her plate at the left. If the covers are crowded, the napkin may be laid on the seat of her chair.

Table Etiquette.

1. An invitation to a meal is acknowledged with acceptance or regret. When an invitation has been accepted, one should arrive at least five minutes before the stated dinner hour. When dinner has been announced the guests answer promptly.

2. Men and boys step aside and permit the ladies to enter and leave the dining room first.

3. Individuals are seated at the left of the chair and rise from the left. This will avoid confusion that occurs when two people attempt to be seated from different sides.

4. The hostess is the one to give the signal to be seated at the table. The gentlemen assist the ladies in adjusting their chairs. A thoughtful son likewise assists his mother at the family table. When no men are present, the daughters assist the mother or guests in adjusting their chairs.

5. An erect sitting position with the feet flat on the floor directly in front of the chair, gives one poise.

6. The napkin is removed from the table immediately following the grace, if said; otherwise it may be removed as soon as all are comfortably seated.

7. If a large dinner napkin is used, it is left folded in half and the ends placed toward the knees. If so placed, it is easy to use a single corner in wiping the lips. If one is a guest for one meal only, the napkin is merely placed at the left of the plate; if for more than one meal, it is folded and placed at the left of the plate. Fold and unfold the napkin below the surface of the table.
8. When a luncheon napkin is used it is unfolded to serve as a protection.
9. If it is necessary for one to leave the table during the meal hour, it is courteous to ask the hostess to be excused. The napkin may be placed at the left of the cover. If the covers are crowded it is placed on the seat of the chair.
10. When soup is served, the spoon is dipped away from one and the sipping is done quietly from one side of the spoon. It is customary to drink bouillon from the cup after having sipped some from the spoon to make sure that it is not too hot. When the soup is finished the spoon is laid on the plate or saucer.
11. One should not try to talk with food in the mouth. The lips should be kept closed while masticating food.
12. In grasping the knife for cutting, the index finger is extended along the upper edge near the handle. When the knife is not being used it is placed on the right edge of the plate, cutting edge toward center of plate.
13. The fork is held in the left hand, tines down when holding food to be cut, the fore finger extending along the handle pointing toward the tines. The tines are turned down as there is less danger of the fork slipping. Only one morsel of the food should be cut at a time.
14. The fork is used for cutting and carrying foods to the mouth. As it is difficult to cut head lettuce with a fork, it is permissible to loosen the leaves by cutting through with a knife in order to avoid mishaps.
15. The knife and fork are placed across the plate, a little to one side, when the plate is passed for another helping. When the course has been finished they are placed close together across the center of the plate with handles toward the right and projecting an inch or two beyond the rim of the plate.
16. The spoon is used for liquids and very soft foods in side dishes. For a beverage the spoon is used for stirring in the sugar and the cream. It is then placed on the saucer.
17. Bread is placed on the plate if individual bread and butter plates are not provided. The bread is broken and only small pieces spread at a time.
18. Food that is hard or tough is cut with as little effort as possible.
19. Food is accepted with "Yes, thank you" or "If you please" and refused with "No, thank you."
20. Use a fork rather than a spoon whenever possible. For buttered vegetables use a fork. Creamed vegetables are eaten with a fork if possible. Never eat food from the same dish partly with a fork and then with a spoon. When sherbet is served with the main course it should be firm enough so as to be eaten with the dinner fork. A fork is preferable for brick ice cream.

21. Foods such as shoe string potatoes, potato chips, small pickles, olives, nuts, candy, crystallized fruits, celery, most sandwiches, bread and cakes may be eaten with the fingers.

22. Well-bred people do not refuse any food that is offered. They make no disparaging remarks about food either at the table or afterwards.

23. Coughing or sneezing should be avoided if possible, when unavoidable it is done behind the napkin, with an apology.

24. Toothpicks are never used in the presence of other persons.

25. A gracious hostess is mindful of the comforts of her guests at all times and continues to eat until all have finished.

26. When leaving, a guest shakes hands with the hostess and expresses pleasure for the hospitality that has been extended. It is important that this courtesy be taught to children early in life.

"Real courtesy is the perfume of the flowers that grow in a kindly heart."

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