

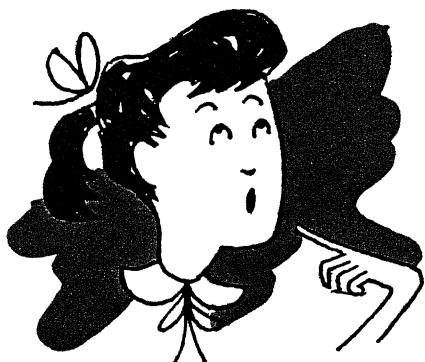
When You Step Out



STATE
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It's Up to You



Do you ever wonder what others think of you? If so, you are well on the road to making a good impression when you step out. Most people judge you—at least, at first—by the way you look and act.

Outward actions and appearance are no substitute for ability, hard work, and good character. They are an indication of what you really are, though.

It's up to you to develop into the kind of person you want to be. It's a lifetime job.

Do You Know How?

This bulletin may answer some of your questions about the right way to act and to dress. Doing the accepted thing should give you poise and self-confidence. It should help you feel better, look better, play better, and work better.

Do you really know how to win and keep friends? Suppose you want to introduce two of your mutual friends to each other. Do you know how?

How about a job? Have you thought how you'd behave when you go for an interview? How should you dress for the interview, or for a sports event or a picnic? Are you in doubt about what to wear when going out to dinner, or even for your friend's wedding?

Are these the topics, or are there others, with which you need help? Plan to meet your needs. Read this bulletin for some of the answers.

Your Extension agents and local leaders have ideas and suggestions on other materials that can be made available to you. Your local librarian can probably give you additional help on etiquette and grooming references. Ignorance is no excuse for not being your best when you step out.

Take On That Smooth Look

Be the kind of a girl people want to meet and have around. Be well-groomed and well-poised. Develop these good habits.

Personal daintiness plus

A daily bath plus the deodorant habit is needed to eliminate body odors.

Use deodorants under your arms, between your toes.

Shave under your arms and on your legs as often as necessary.

Wear dress shields if you perspire a lot. And use them daily.

Wear clean underwear and socks daily.

If you wear a girdle, wash it every week.

Air and brush clothing frequently.

Make your hair your crowning glory

Shampoo your hair every ten days or two weeks, once a week if it's oily.

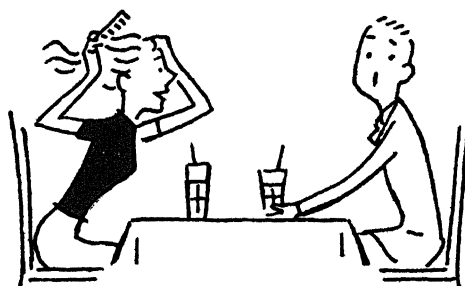
Use two sudsings and rinse thoroughly.

Brush your hair vigorously every day to distribute oil evenly and remove dust and lint.

Don't brush or comb your hair over a washbasin at home or at school.

Have your hair styled becomingly to you.

Don't brush or comb your hair at the table or in the classroom.



Major portions of this bulletin are reproduced from a project circular entitled, "When You Step Out," by Mae B. Barton, Assistant Professor of Clothing Extension, James F. Keim and Elsie Trabert, Assistant State 4-H Club Leaders, Extension Service, College of Agriculture, The Pennsylvania State University. It has been adapted for Ohio by Edna E. Akers and Orena Haynes, Extension clothing specialists, The Ohio State University.

Make your smile beautiful

Brush your teeth after each meal if possible.
 Massage your gums everytime you brush your teeth.
 See your dentist every six months to prevent tooth trouble.

Chew your food thoroughly.
 Don't chew pencils or bite your lips or fingernails.

Your hands need care

Wash your hands frequently, dry them thoroughly.
 Use a hand lotion to keep them smooth and soft.
 Manicure nails once a week. Use light colored polish for school if you wish.
 If you use polish, renew it as soon as it chips or cracks.
 Don't bite your nails.

Your face needs

Soap and water to keep it thoroughly clean. Your make-up should have a natural look. Do not smear lipstick on everything you touch.
 Don't pick or squeeze blemishes on your face. Watch your diet and skin-cleansing habits. See a doctor if the condition continues.

Your Posture Builds You Up

Have pride in yourself, if you expect others to. Practice correct posture by standing tall with your head high, chest lifted, and tummy flat.

Don't starve yourself, but take care of your figure by exercise and checking your posture. Good posture is essential for good health and good looks.

Ask a physical education teacher to help with special exercises. Ask a nurse or doctor for suggestions on posture problems.

You and your friends can check and rate each other on:



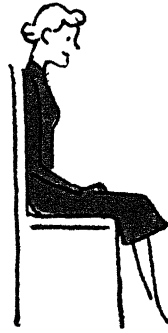
Standing posture

Stand with your back to the wall and feet four inches from the wall.

Lean against the wall with head high, shoulders and back touching wall.

Does the center of your back touch the wall? Yes..... No.....

You'll need to practice if the answer is no. Check yourself twice a day to try to improve.



Sitting posture

With both your feet on the floor, touch the back of the chair with your entire back.

Does your waistline touch? Yes..... No..... If your answer is NO, you'll need to exercise to correct this.

Posture going up and down stairs

Can you keep hands at sides with your back straight and carry a book on your head? Do not drop it. Can you? Yes..... No.....

Move from your hips when walking up and down stairs, head is high, back is straight. Do not use the railing to pull yourself up the stairs. Can you? Yes..... No.....

Are you graceful?

- Getting in and out of a car. Have a friend rate you.
 Looks graceful. Yes..... No.....
 Gets in without stumbling. Yes..... No.....
 Gets in without hanging on door handle. Yes..... No.....
- Climbing onto a stool at a snack bar or soda fountain. Yes..... No.....

Did you get a perfect NO score? Chances are you need to do a bit of work on this.

SONG: to tune, "Are You Sleeping" (If you enjoy singing while you work, try this song.)

"Perfect posture, perfect posture, do not slump, do not slump. You must grow up handsome, you must grow up handsome. Hide that hump. Hide that hump.

Check your posture

Make a list of activities that involve posture. Study and practice posture for such activities as:

- Making a bed
- Washing dishes
- Brushing your teeth
- Driving a car
- Dancing
- Carrying a baby
- Dusting floors
- Lifting a clothes basket

Now add seven other tasks that you do and rate your posture on them.

Good Fair Poor

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Practice and improve your posture on five of these daily tasks. Select these from the fair and poor columns. List them here.

- 1.
- 2.
- 3.
- 4.
- 5.

Be Well-Dressed

The way you dress can give you self confidence and help you to impress others favorably. It can help you to forget yourself and provides a step to success in other things.

Choose clothes that compliment you and are appropriate for the occasion. This includes the right accessories for the right garment. Clothes appropriate for an occasion in one community may not be suitable in another. They must not only be suitable for the occasion but for your age, family income, season, and time of day.

Were you ever uncomfortable in church without a hat?

Have you been to a tea without gloves?

Did you attend a ball game in your best dress?

Select clothes for the activity

Some people have different clothes for different activities. They have street clothes for street wear; sports clothes for sports activities; church clothes for church; party clothes for dressy evening functions. Other people choose a garment that can be used for several purposes. By varying the accessories the dress could be worn for street, church, or informal parties.

To be well-dressed your clothes should be clean and well-pressed. They should be nicely fitted and comfortable. Clothes should look a part of you. Study your coloring, figure, posture, carriage, and size; select clothes that compliment these. Be individual in your choices. You can be in fashion and still do simple tricks that give you a different appearance from others.

Colors are important

Choose colors wisely. The face is the center of interest. Choose colors to highlight the face, eyes, and hair. They should also be becoming to the figure. Color does affect the appearance of size. Warm and bright colors tend to make the figure appear larger. Dark and slightly grayed colors tend to make the figure look smaller. It's smart to have a basic color, such as black, brown, beige, or gray in the wardrobe. Such a color should be becoming and combine well with the other colors you choose.

Choose becoming lines

You can wear clothes that make you appear shorter or taller. All of your clothes have lines. These are formed by collars, cuffs, belts, pockets, pleats, sleeves, and seams. The appearance of height can be obtained by lines that lead the eye up and down, such as princess lines. The appearance of width is obtained by lines that lead the eyes crosswise, such as the long torso in skirts or yokes in blouses.

Try on dresses with different lines until you find the one that is smart for you. Consider garments that are simple in design and fabrics. Simplicity is an important factor in good design.

Make the most of accessories

Accessories, the spice in your wardrobe, can accent your costumes to make them dressy, casual, or sporty. Hats, shoes, purses, flowers, jewelry, scarves, hosiery, blouses, belts, and even umbrellas and perfumes are considered accessories. Select accessories that are scaled to your size, and add interest to your clothes. They may match, harmonize, or contrast with the color of your dress or suit. Many girls match the shoes and purse; some match shoes, purse, and gloves. Avoid the monotony of having all accessories to match.



Secrets of Good Fit

The dress or suit that fits is attractive and comfortable. It brings out the good points and hides those that are not so good. A properly fitted foundation garment helps garments fit properly. Good fit can be checked by:

- Direction of grain of goods —
Cross-wise yarns are parallel to the floor at center — front and back, bust and hip lines, and on the cap of set-in sleeves.
Lengthwise yarns on sleeve cap follow direction of arm (when relaxed at side).
- Neckline fits smoothly.
- Back and chest are smooth with easy fit.
- Sleeve is comfortable; armhole makes good curve under arm and over top of shoulder.
- Shoulder seams are set becomingly and smoothly.
- Waistline seam appears to be straight around the figure and in the correct location.
- Up and down seams hang straight and at right angles to the floor.
- Length is becoming and hem is even.
- Freedom from unbecoming wrinkles.

Try sitting, standing, and walking in your dress. The effect should be pleasing at all times.

Plan for the Future

Your clothes need help if they are to be suitable to you and to the occasion. This takes paper and pencil as well as a keen eye if you are to put your best foot forward all the time. You can use several methods.

1. Use a regular wardrobe planning sheet.
2. List clothing on hand according to seasons.
3. List your clothing in groups as to activities, such as home, picnics, school, dates, special events.

Shoes and other accessories should be listed, too. Nearly everyone has some articles of clothing that she does not enjoy for one reason or another. Examine all your clothing with an eye toward its future use and possible improvement. Now for some more paper and pencil work. List:

1. What in your closet is still going strong?
2. What needs to be "pepped up?"
3. What needs to be discarded?
4. What is an eyesore?

Will you have any money to spend or will you need some new ideas for your old clothes? In either case, good basic planning is needed.

List the colors in your wardrobe. Check the clothes that are comfortable and you enjoy wearing. Check the doubtful ones. List the ones you will add in the future.



It's a good habit to

Check your head to toe effect before you leave home. Make sure hems and buttons are secure, your slip isn't showing, your stocking seams are straight or your socks are in place, and your shoulders are well-brushed.

Others and You

What's etiquette?

Etiquette is the rule of social behavior in good graces. Rules of etiquette are based on tradition, yet are always alive, growing, and changing. Groups and community opinions influence these changes as do the age group to which you belong.

Good manners may be thought of as kindness, thoughtfulness, tact, and consideration toward others. It's natural to feel uneasy in a new experience — especially when you're not sure of what to do.

Remember that when you learn the rules you have more fun and will be happier.

How to meet and make friends

If you really want to make friends and meet people, wear an expression that makes you look happy and pleasant. A smile helps, too.

Give a party.

Invite community newcomers to your group doings.

Be friendly to your classmates.

Attend school parties, community get-togethers, church, Hi-Y girls, 4-H clubs.

How can a girl meet or become friends with that certain boy? It's the boy's privilege to take the initiative, but you can help it along.

Be friendly. Wear a smile. Be well-groomed. Show interest in what he talks about and does.

If he plays tennis, play at the same club.

It's proper for the girl to speak to an acquaintance first. Call him by name if you know it. Above all — don't chase him.

Introductions

The best ways to make informal introductions are: Do you know.....? Have you met.....? This is.....?

Always pronounce the names so they can be understood.

The custom of shaking hands varies in communities and countries. Two girls shake hands only if one decides to do so. Both boys and girls shake hands with parents or older people when the older person extends his hand.

Always introduce the boy to the girl.

Always introduce the younger to the older person.

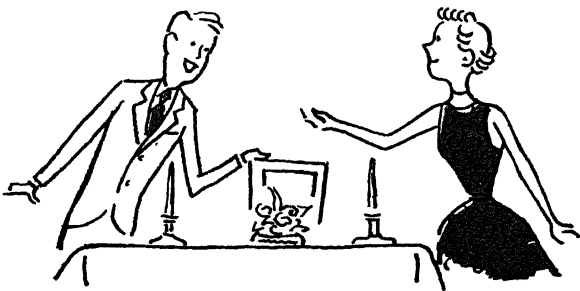
As a hostess, it's part of your job to introduce people and see that they have a good time. When introducing John to Mary, think of something they both have in common, such as "John is also a member of the 4-H club in his home county — Mary is a 4-H club member, too, and has visited her relatives in your town."

Introductions to your family

"Mother, this is Susie Smith." When you introduce your sister, say, "Susie, this is my sister, Betty." Your aunt or uncle or any older person — "Uncle Jim, this is Susie Smith."

Table Manners

Practice your best table manners at home everyday and you'll have them when you need them at parties. Good manners insure your "social" security.



As a hostess

Always show guests where to sit. When you start to eat, your guests do, also. You should try to continue until all your guests have finished. Remember, a meal is a place to exchange ideas, and to become better acquainted.

Finger foods

Olives, radishes, celery, corn on the cob, sandwiches, small cakes, cookies, potato chips. You'll be able to think of others.

Your napkin

When eating, your napkin is half way opened and placed on your lap. (Practice so you can do this gracefully.)

When rising from the table, partly fold it by your plate.

But if you expect to use it again, fold it into its original folds.

Do not comb your hair or replace your lipstick at the table.

Job Etiquette

Manners for interviews

An interview is an exchange of ideas and information. You can help make the interview more successful by bringing a record of your experiences. This will make it easier for you to be natural and concentrate on the subject.

Be courteous

Good manners are important in business life to your employer, co-workers, customers, or clients.

Dress in a neat conservative manner. Your clothes need not be new.

Be sure your shoes are in good repair, no "run down" heels.

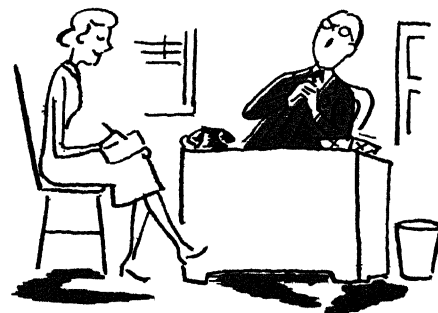
Don't chatter. Answer directly questions asked you.

Don't expect to be hired because you're cute.

Manners on the job

Politeness and respect for other workers mean a lot in holding down a job and enjoying it. Keep your personal life out of the office and save your private letter writing or phone calls until after hours.

Keep your work area neat and orderly. Your office is no place for romancing. Hold hands after office hours. If you've got a special date and don't have time to go home and change, plan to change your appearance with a few well-chosen accessories, don't come to the office in lots of frills and flounces. Save your chatter for lunch and relief periods, don't waste office time gabbing.





As A House Guest

Be the kind of a house guest who gets invited again. Fit into the family routine. Help wash the dishes. Help entertain younger members of the family, too.

Don't be a borrower. Bring your own cosmetics, tooth paste, and jewelry. It won't be necessary to bring soap unless you use a special brand. Don't make long distance calls at your hostess' expense.

You've been invited for a certain length of time, don't overstay even though your friend says, "It's been nice having you, do you really need to go?"

Smile and tell them how much you've enjoyed it, too. Don't unpack your bags again.



Extras

Thank you notes

Make it a habit to write thank you notes —

When you've been a house guest.

For a gift.

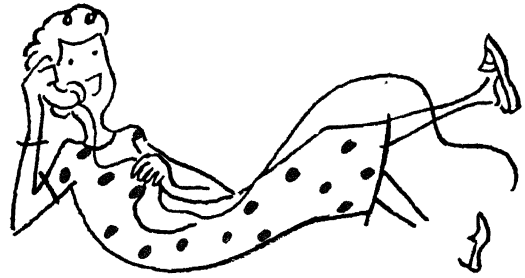
For a special favor from a friend or group of friends.

Telephone hints

Your telephone conversation can be an actual meeting for you and your friends, but it keep it short. The telephone is a family affair. Dad and Mom need to use it, too.

Girls don't call up boys unless to invite them to a party, committee meeting, or similar activity.

If you are entertaining guests, ask the person on the phone if you may call back later. The person who calls usually ends the conversation.



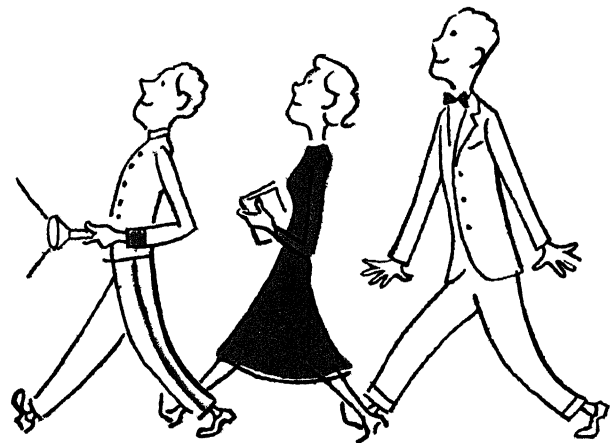
Movie manners

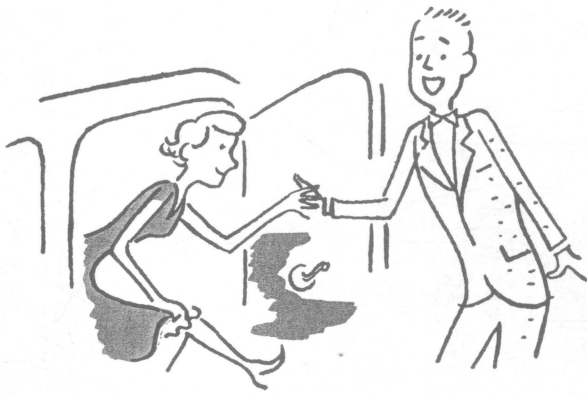
If asked to go to a particular movie, accept readily, or say you've already seen it.

When "he" is buying the tickets, wait for him in the foyer.

You follow the usher down the aisle. If there is no usher your date goes first.

Chewing gum and cracking peanuts are annoying to others, respect those around you.





Car manners

If your date honks the horn for you, tell him later that you and your family would be happier if he called for you at the door.

Give him time to assist you in and out of the car.

Ladies Dating

Dating

Don't miss having fun by passing up last-minute dates. Often the unexpected turns out to be the most fun.

Be ready on time. Forget about making a dramatic entrance. Get the idea out of your head that it's smart to be late.



Dress appropriately for what you will do. Blue jeans are out of place on the dance floor.

Greet your date at the door, invite him in to meet your family.

Remember if you cannot get home at an appointed hour, ask to call your parents and explain why. This doesn't label you as a goody goody in his eyes, he will respect you for it.

Thank your date for a pleasant evening. Tell him you had a good time, ask him to call again.

Important to All

There are some priceless words in your vocabulary which will help save some tempers and make you feel better if you are sincere in using them.

Excuse me — when you interrupt someone.

Pardon me — when you inconvenience someone.

Thank you — you are never too busy to omit this.

Please and sorry — help, too.

A cheerful disposition and a smile make you good company.

What To Do

Plane facts

Find out what time you need to check in at the airport before your flight leaves.

Travel light because of limited space on the plane.

Your flight hostess will tell you about meals, fastening belts, and such things.

Be comfortable and relaxed. Enjoy the luxury type of travel and the "sky view" scenery.

Hotel visits

These are the procedures to follow in a hotel. Some services may be omitted in small hotels.

Hotels employ a doorman whose job is to:

remove your baggage from the car

send your car to the garage

tell you where you can park it yourself

A tip is given for this service.

Walk through the lobby with dignity to the registration desk. The room clerk will ask you to register. The lady always registers as Miss or Mrs. Never as Mary Brown.

Your baggage now has been turned over to the bell captain or bell boy.

The bell boy will take you to the elevator or directly to your room.



If there's elevator service, step to the rear of the car. The bell boy will tell the operator on which floor to stop.

When the elevator stops walk out and wait for the bell boy to collect your baggage. Follow him to your room.

He will check: heat, ventilation, radio, TV set, bathroom supplies, arrange your luggage, and hang up your wraps. You will tip him for his service.

Phone the bell captain when checking out. He will send a boy to get your luggage.

Tell him where to take it, which entrance, etc. When checking out turn out the lights and lock your door.

Check out at the cashier's desk. Turn in your key, give your room number and name. Pay your bill.

Hotel dining

The head waiter or hostess will greet and seat you. Dining rooms usually have formal service with linen cloths and napkins, silver, and flowers.

Coffee shops will have a hostess to greet you, too, but service and atmosphere is less formal and usually less expensive.

Enjoy your friends but do not call attention to your group by being loud or boisterous.

Make your selection from the menu and give your order to the waitress. Try not to be undecided. If you do not understand the menu ask the waitress.

Tip the waitress for service. Place your money on the table or on a tray if one is provided.

At many hotels you pay the check to the waitress. At other places you pay on the way out.

Were you nervous or uneasy at times? Most folks are when they have a new experience. Remember to appear at ease and soon you'll feel that way.

Special Activities

You're in the public eye as full-fledged ladies and gentlemen. So have the polished, well-groomed look. Be a good sport, enjoy the activities planned. Don't act bored or snobbish.

Good table manners rate you high.

Girls! Give the boys time to extend little courtesies, such as opening doors, helping with wraps, and so on.

Dining out

When a couple enters a restaurant, the boy holds the door open as the girl enters.

If there is a check room, the boy checks his hat and coat while the girl stands by or goes to the powder room.

A head waiter or hostess leads the couple to the table. The boy seats the girl and helps her remove her wraps. After the meal is finished, the boy rises, helps the girl with her wrap and they walk out, the girl in the lead.

This is basic dining room etiquette. You may vary it to fit the occasion.

On a trip

A trip by car, train, bus, or plane usually involves extra clothing. Learn to pack carefully to avoid wrinkles and spilling of liquids and powder.

Make a list of clothing needed for a special weekend or overnight trip. Check your selection and packing techniques.

Hotels, motels, inns

All inns, motels, and hotels have services to sell. Some are beautiful, large, modern, and elite; others are small comfortable, and less formal.

Perhaps a club or group to which you belong could visit a hotel.

Contact the owner or manager. Discuss with him what you would like to do. Make a definite date with him for the group. Be on time. Plan a visit to his hotel to:

1. Have the opportunity to know how to check in and out. See a registration card.
2. Have the experience of dining out.
3. Visit the kitchen or food service.
4. Participate in other experiences he might suggest.

Hotel services vary. But all are there to serve you. You will enjoy your visit more if you know what to expect and the general rules to follow.

Make a dinner date with that girl you admire. Make a double date for an evening on the town. Make it for girls only or a stag night. Make it an evening for your entire club.