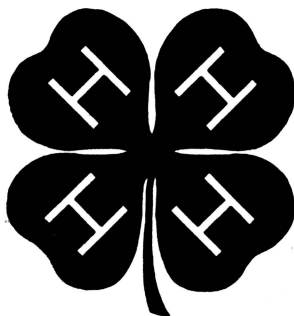


EVERYDAY COURTESIES

(A 4-H Club Activity)

4-H CLUB CIRCULAR 48



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COOPERATIVE EXTENSION WORK IN AGRICULTURE AND HOME ECONOMICS

UNIVERSITY OF MISSOURI COLLEGE OF AGRICULTURE AND THE UNITED
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FOREWORD

These suggestions on Everyday Courtesies may be used as an activity in addition to the regular project work for both boys and girls who are members of 4-H clubs. The suggestions may be demonstrated or dramatized and used as a part of the program of club meetings throughout the twelve months of the year.

This circular was prepared by Miss Louise Woodruff, Assistant Home Demonstration Agent at Large, in collaboration with Miss Jane Hinote, State Club Agent. The following publications were referred to as authority for the points of etiquette given: *The Boy and His Daily Living*, by Burnham and Jones; *Etiquette Jr.*, by Clark and Quigley; *Manners for Millions* by Hadida; and *Good Manners* by McLean.

TABLE OF CONTENTS

Living with the Family	3
Table Manners	3
Introductions	10
Conversation	12
Guests in the Home	12
Parties	14
Courtesies Between Boys and Girls	15
Courtesies in Public	17
Charm	18

"YOU TELL ON YOURSELF"

You tell what you are by the friends you seek,
By the very manner in which you speak,
By the way you employ your leisure time,
By the use you make of dollar and dime.
You tell what you are by the things you wear,
By the spirit in which your burdens bear,
By the kind of things at which you laugh,
By the records you play on the phonograph.
You tell what you are by the way you walk,
By the things of which you delight to talk,
By the manner in which you bear defeat,
By so simple a thing as how you eat.
By the books you choose from the well filled shelf,
In these ways, and more, you tell on yourself,
So there's really no particle of sense,
In an effort to keep up false pretense.

—Author Unknown

Everyday Courtesies

*A snatch of song—a friendly smile, such
little things make life worth while.*

—Edith Hannum

Society has formulated certain rules of behavior which are designed to make one's everyday contacts with other persons easier and more pleasant. By knowing and following these rules one is enabled to avoid many embarrassing occasions and bring greater happiness to himself and to those around him. Alice-Leone Moats has said, "The famous genius can get away with anything, but the rest of us must conform to certain unaltered rules and regulations to be accepted socially."¹

Most rules of social behavior are based on common sense and a consideration for other people. The kindest thing is usually the correct thing. A few of these rules are based on past customs which are so generally accepted that they are still followed although their original significance has often been forgotten.

In order to be completely at ease, poised and self-confident one needs to know the rules of social conduct so thoroughly that he follows them unconsciously. Only by constant practice is it possible to make good manners automatic.

Preliminary Activities

1. Each one may check on the accuracy of his information on a few of the most important rules of social usage by taking the "Test of Knowledge of Social Usage," a leaflet obtainable from the Bureau of Publications, Teachers College, Columbia University, New York City.

It might be interesting to take the same test again, after one has studied this leaflet, to see how much one's knowledge of social usage has increased.

2. Club members may list any questions of etiquette which they would like to have answered. The leader may collect all questions and have them discussed later by the club.

LIVING WITH THE FAMILY

It has been said that courtesy, like charity, begins at home. Since most persons spend so much time with their families, it is certainly important that daily associations with them be made pleasant. The surest way to be popular at home is to be courteous to the other members of the family. And, incidentally, the best place to practice "company manners" is at home.

1 Alice-Leone Moats, *No Nice Girl Swears*, New York, Alfred A. Knoff. 1933.

Every individual who lives in a family group has a certain responsibility for contributing his share to family life. Anyone who shirks his responsibility is a parasite.

The person who feels blue or "out of sorts" should try to hide it from his family. It is not necessary to make them miserable too. Being pleasant to some one else is likely to make one forget his own difficulties. Anyone who is able to convince his own family that he is an agreeable, charming person, will no doubt be able to make himself popular with others.

A considerate boy or girl does everything possible to make house-keeping easier for his or her mother. In addition, a young person's own room is usually his particular responsibility. If he is really grown up the room shows it.

By answering the telephone, a young person can save a busy house-keeper many steps. One who has a pleasing "telephone manner" is polite and gracious, speaks clearly and takes messages accurately. Heading the list of "telephone bores" is the person who begins his conversation by saying "Guess who this is." It is always best to state at once who is speaking. Extremely long telephone conversations should be avoided, as they too frequently become tiresome.

Any mother appreciates a son or daughter who is careful to tell her "Good-bye" whenever he or she leaves home, even if it is only for a short time. It is also thoughtful for the young person to let her know where he is going and when he expects to return, and to telephone her if he is delayed or must be late to a meal.

It is always a gracious gesture for boys and girls to let their mothers and other women pass through the door first while the door is held open for them. It is also proper for boys to extend this same courtesy to girls.

TABLE MANNERS

Since eating is usually done in the presence of other persons, one should use the best table manners possible, and one will find it very worth while to develop table manners which will help him appear well wherever he may go. Only by observing the best social usage each day at home, can one hope to be at ease and do the correct thing when he eats with strangers.

A guest should be on time to a meal. The hostess will surely appreciate his promptness and will be much more willing to include him on her guest list next time. No hostess is required to wait over 20 minutes for a delayed dinner guest. It is usually best, however, not to arrive too soon. Five or ten minutes before the time set for the meal is a very convenient time for arrival.

It is proper to stand behind one's chair till the host or hostess gives the signal to be seated. One should sit down from the left side of the chair and leave the chair from the left also. When everyone follows this rule, no one is embarrassed by bumping into the person next to him. A boy should assist his mother, or the woman or girl next to him to be seated. He does so by taking hold of the back of her chair and pulling it out so that she may be seated easily. While she is sitting down, the chair should be pushed toward the table a little. Only by daily practice is it possible to learn to do this gracefully. The boy should then wait until all the women or girls are seated before he sits down.

Posture at the table is important. One should sit erect in a comfortable relaxed position. The feet should be on the floor in front of the chair. It is permissible to cross the feet, if one so desires, but not the knees. It is a mistake to allow one's feet to invade his neighbor's territory. The left hand should usually rest in the lap when not in use and not be allowed to toy with the silver, glass, or other articles on the table.

The hostess will start the meal so it is best to watch her for the signal to begin. The napkin should be unfolded below the level of the table and left in the lap. If it is of small or medium size it is unfolded completely. If it is large, it is only half unfolded. At the close of the meal, the napkin should be replaced at the left of the plate. It is folded only in case one is remaining for another meal. The napkin should not be placed on the table till all are finished and the hostess has replaced hers. It must be kept below the level of the table while it is being refolded.

If the plates are served at the table, they are passed from person to person. The one who is serving should indicate for whom the first plate is intended so it will be clear where the passing ends. If this is overlooked, the person at the end farthest from the host, or server, at a long table should keep the first plate. If the table is small, the plate may be passed entirely around the table to the one at the left of the host.

The handle of a dish should always be turned toward the person to whom it is being passed. In passing a plate or dish, the thumb should be kept well back from the edge of the food. One should not reach in front of another person but ask to have the desired food passed. The hostess may say, "Will you help yourself and then pass the" In that case it is correct to help oneself first. Otherwise, the dish should be offered first to the person on one's right.






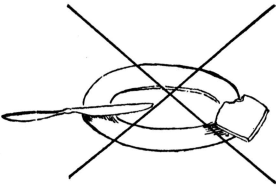
When offering a second portion, the host or hostess should never imply that it is a second helping by using the word "another" or

“more.” He or she simply says, “May I give you some”? or “Won’t you have a piece of?”

Use of Silver

Some persons make themselves conspicuous by handling their silver awkwardly. In cutting food the fork is held in the left hand with the prongs pointing down and the top of the handle resting in the palm of the hand. The index finger extends along the handle to steady and guide it. The knife is held in a similar position in the right hand (Fig. A), cutting only the portion to be eaten at the time.

In raising food to the mouth, the American custom is to transfer the fork to the right hand and turn it over so the prongs will point up

 <p>A</p>	 <p>D</p>
 <p>B</p>	 <p>E</p>
 <p>C</p>	 <p>F</p>
<p>Do This</p>	<p>Do Not Do This</p>

(Fig. B). The English custom is to keep it in the left hand with prongs down. The American custom is preferred.

After it has been used, silver should not be put back on the tablecloth or allowed to lean against the plate, (Fig. F). When not in use, the knife rests across the side of the plate with the blade turned in (Fig. C). The prongs of the fork and the inside of the bowl of the spoon are turned up. When passing the plate for a second serving, the knife and fork are left side by side on the plate, (Fig. C). When one has finished eating, the knife and fork should be placed in the same position on the plate.

“When in doubt, use a fork,” is a rule frequently repeated. It is usually best not to use a knife or spoon if a fork will serve. If one is uncertain which piece of silver to use, he may follow the example of the hostess. If much silver is used, it is usually arranged in the order, from the outside in. In this case the piece farthest from the plate is used first.

The handle of the spoon should be held between the thumb and first finger, resting lightly on the second finger. An “overhand” grip is not good form. A soup spoon should be dipped *away* from oneself, drinking the soup from the near side of the spoon. Soup and other foods should be eaten as noiselessly as possible. It is also more graceful to eat from the side rather than the end of a teaspoon. When not in use, spoons are not left in cups, bowls, glasses or small dishes, but are laid on the saucer or service place on which the dish sets.

Ways of Handling Food

Certain foods have been designated as “finger foods” because they are eaten with the fingers. These foods are also taken from the serving dish with the fingers unless special silver is provided for them. The most common “finger foods” are bread, rolls, olives, pickles, radishes, celery, potato chips, corn on the cob, cookies and small cakes, most raw fruits, hard cheese, candy, and candied fruits. Soft frosted cakes require a fork.

A beverage should be stirred as little as possible in order to dissolve the sugar, avoiding all unnecessary noise. The spoon may be used to test the temperature of a hot beverage but one should not blow on it to cool it. When lemon is served with tea, a small fork is usually provided for serving it. The lemon may either be placed directly into the cup or glass or laid on the plate so that the juice can be added to the tea later.

It is not good form to crook the little finger in the air when holding a cup. The arms should be kept close to the sides so as not to interfere with one’s neighbor.

If it is necessary to remove small bones or other inedible objects from the mouth they may be taken out with the fingers and laid on the edge of the plate. Fruit pits may be removed by thumb and finger, or spoon, according to the way the fruit is being eaten. Shielding the mouth with a napkin as this is done is not desirable as it only attracts more attention.

Since bread is always taken from the serving plate with the fingers it should not be speared with a fork. It should be broken into small pieces (at least one fourth of a slice) and each piece buttered as it is eaten. The remainder of the bread should remain on the bread and butter plate or, if none is used, on the dinner plate—not on the tablecloth. Crackers are broken and eaten from the fingers, not crumbled into the soup.

Jelly and preserves may be placed on either the bread and butter plate or the dinner plate. It is best to transfer them to the bread by means of a fork. Like butter, jelly is not spread on a whole slice of bread at once.

Ordinary sandwiches should be broken if possible and the piece being eaten held in one hand. Extremely small sandwiches need not be broken. Club sandwiches are usually eaten with a fork.

In eating most vegetables, the fork is used like a miniature shovel. The prongs should not be pushed into the pieces.

A baked potato should be handled as inconspicuously as possible. It is usually best to cut or break it open, season it, and use a fork to eat it from the skin. It is also permissible to remove the potato from the skin to the plate with a fork, and there use a fork, not a knife, to mix the seasoning with the potato.

Corn on the cob should be served in pieces small enough to be held easily with one hand.

Salad is practically always cut and eaten with a fork. If a salad fork is used, it should be placed on the salad plate when not in use.

Small Courtesies Are Important

One should be careful not to give a wrong impression by eating too fast, *chewing with the mouth open*, or talking while the mouth is full. Eating should be as quiet and inconspicuous as possible. It is for this reason, that all the ice cream on a spoon should be taken at once.

When through eating, the plate should not be pushed back or the dishes stacked. If soiled plates are not removed before dessert is eaten, the dessert is placed at one side of the plate.

It is not necessary to leave food on the plate to be polite. However, it is not good form to tip a dish or scrape the bottom in order to get the last morsel of food. A tooth pick should not be used in the presence of others.

If it is necessary to leave the table before the others are through, one should ask to be excused. At the conclusion of a meal the others wait for the hostess to give the signal before rising. It is usually best not to push the chair back under the table.

An accident may happen at the table no matter how careful one may be. The mishap is likely to be no one's fault. A great deal of embarrassment will be saved if one tells the hostess that he is sorry and then proceeds to forget the incident. She will probably do what she can to repair the damage. If a piece of silver is dropped it should not be picked up as the hostess will provide a clean piece at once.

If finger bowls are used, the *tips* of the fingers are dipped one hand at a time, in the water. The hands are then dried on the napkin below the surface of the table, wrinkling it as little as possible.

Everyone owes it to the other persons at the table to be as neat and attractive as possible at meal time. It is extremely bad taste to arrange any details of one's dress at the table. Fingernails and hair must be cared for before meal time.

Each person at the table has a responsibility for contributing his share to the conversation. Topics of conversation should be pleasant. One needs to be a good listener as well as a good conversationalist. It is permissible to compliment the hostess on some food one particularly likes but it is not best to spend much time talking about the food. If one can learn to talk interestingly others will enjoy having him around.

Suggested Activities

1. Make a list of suitable topics for the table conversation of the club member's family; for a meal at which only 4-H club members are present; for a meal at which one is introducing a guest to a group of his friends.

2. Plan a dramatization of table etiquette. It might be well to divide the club into two groups, one group to demonstrate poor table manners and the other good manners.

3. Instead of having group dramatizations, individual club members might demonstrate various correct forms such as: seating another person at the table, using the napkin, the use of silverware, etc.

4. After the discussion and demonstrations, certain procedures such as seating another person at the table might well be practiced by the whole group.

5. Each club member should choose several points of table etiquette on which practice is needed. Then list these points on a chart and keep a record for two weeks of his success or failure in putting them into use.

INTRODUCTIONS

Introducing people is an easy matter once a few simple rules have really been mastered. Before starting an introduction, it is always a good plan to stop and plan what is to be said. By adopting this plan it should be possible to avoid many unnecessary mistakes.

A man is *presented* to a woman. Therefore the name of the woman is *spoken first* (as a courtesy to her), as:

"Miss Fleet, may I introduce Mr. King?"

or,

"Miss Fleet (Voice rises, slight pause) Mr. King." (Voice falls). Likewise, a boy is *presented to* a girl (or woman). Therefore her name is spoken first, as:

"Anne, this is Lee Edwards Anne Bryce."

or, if an older woman,

"Mrs. Howard, may I introduce Lee Edwards?"

A younger person is *presented to* an older person. Therefore the older person's name is spoken first, as:

"Mother, this is Jack Austin."

If the guest of honor is a younger woman who is a person of importance, her name is spoken first, as:

"Miss Bailey, may I present Mrs. Taylor?"

An unmarried person is *presented to* a married person, when they are of the same sex, unless the unmarried person is much older, as:

"Mrs. Elliott, may I introduce Miss Lee."

If two men are being introduced to each other, one simply says, mentioning the older name first:

"Mr. Scott, Mr. Atkinson."

When one is introducing a member of his immediate family, it is better to omit, "Mr.," "Mrs.," or "Miss," and say instead "Mrs. Price, this is my husband," or "Mr. Gray, this is my son, William," or "Louise, this is my sister May." If, however, the surname is different from the family name, the name as well as the relationship should be made clear, as:

"My grandmother, Mrs. Hart," or "My uncle, Mr. Orton" or "My sister, Mrs. Johnson."

If one person is being introduced to a large roomful of people, it is better not to lead the guest around the entire room, introducing each person separately but he may be introduced to a small group, first calling the guest's name once and following with the names of the others in the group. He should be introduced to other groups later. One would say:

"I want you all to know Anna Mason—" Then name each one of the group, "Miss Hughes . . . Miss Moore . . . Mr. Perry . . ."

At a small informal gathering it is now considered perfectly correct to make a general introduction by saying, "Everybody, this is Jane Brown." Then take Jane to a few persons and introduce them individually. Jane can meet the others later. If, through an oversight, one is not introduced to another guest in a friend's home he may introduce himself.

Sometimes one wishes to say, "Have you met so and so?" or, "I'd like for you to meet so and so." In this case the *order of the names* is *reversed* and the name of the more important person is spoken *last*, as:

"Mr. King, have you met Miss Fleet?"

"Lee, I'd like for you to meet Anne Bryce?"

Things not to say: Never say, "Meet so and so," or "Let me make you acquainted with,," or, "Shake hands with,."

In acknowledging an introduction, one says simply, "How do you do," or, "How do you do, Miss Elliott." *Do not say*, "Pleased to meet you," "Happy to make your acquaintance," or "Charmed."

When meeting a person of whom one has often heard it is correct to say "How do you do, Miss Elder. I have heard so much about you from Mary that I am glad to know you."

A hostess rises to meet all guests and to receive all introductions. A woman or girl rises to meet her hostess, an elderly man or woman, a guest of honor or a very distinguished person, but remains seated during other introductions. A man or boy rises for all introductions.

Even when not being introduced, a girl should always stand when an older woman comes up to speak to her. It is a gracious little courtesy, which will be appreciated. Boys and men should never remain seated in the presence of women who are standing.

It is not necessary to shake hands at an introduction. However, the person who is being honored has the privilege of offering the hand first. For this reason a man or boy waits for the girl or woman to extend her hand; a younger person waits for an older, etc. If anyone offers to shake hands it would be very rude to refuse. Boys and men always shake hands. A hostess extends her hand in greeting guests or in bidding them farewell.

One should be careful to catch the name when being introduced. If the other person's name was not understood one may ask to have it repeated. When making the introduction, one should be sure to speak the names distinctly.

When making an introduction some interesting statement concerning the persons being introduced may be added so that a topic of conversation is suggested.

Suggested Activities

Club members may demonstrate each type of introduction. The demonstration will be more effective if the person giving it will first state briefly the rule being illustrated. The introduction may be carried out completely by adding a short conversation to the introduction.

The following introductions may be demonstrated:

A boy and your mother;

A girl and your father;

A boy and a girl;

Your married aunt and your unmarried teacher;

Yourself to another guest at a party;

A visiting girl at a club meeting;

Your teacher and both your parents.

CONVERSATION

A boy or girl who can talk entertainingly is usually popular. It is best to talk about subjects in which other persons are interested. Although one's own experiences often make interesting topics, he should never talk about them exclusively. The more a person knows about a variety of subjects, the better prepared he will be to carry on an interesting conversation. One should refrain from discussing troubles, ailments and family affairs, and avoid heated arguments.

A good listener is always appreciated. He is attentive when others are talking. He looks at the person who is speaking and tries to be interested in what is being said. No one likes to have his conversation interrupted.

Conversation interspersed with such meaningless phrases as, "see?" or, "don't you know" is very monotonous. Slang may be effective because it is unexpected. However, constant repetition spoils the best "wise crack."

It pays to be tactful. Unpleasant remarks about what other people in the company do, say, or wear should be avoided even though they are intended to be only in fun.

Anyone who really tries can develop a pleasing voice. It is important to keep the pitch of the voice low. A high pitched or nasal voice can be very irritating to the listener.

GUESTS IN THE HOME

Being the Host or Hostess

One of the joys of a happy home is the opportunity of sharing it with guests. Successful entertaining is an art which can be acquired by anyone who is willing to devote some thought and effort to it.

Although a successful host or hostess has ample opportunity to exercise originality, tact, and good judgment, there are, nevertheless, certain accepted customs which should always be observed.

The invitation for an over-night visit must always come from the mother, but may be delivered by the boy or girl. The mother also should have a part in the preliminary plans for the guest's entertainment. The invitation should state very definitely the time that the guest is expected to arrive and to leave. It is not sufficient to say, "Won't you come down Friday for a few days?". It would be better to make a statement such as, "Can't you spend next week-end with us? John would be glad to drive over for you after school Friday afternoon and take you back Sunday evening." If other guests are being invited for the same time, it is usually best for the invitation to state who they are. The guest will also want to know the type of activity being planned so he or she can decide what clothing to bring.

It has been said that every hostess should occasionally sleep in her own guest room in order that she may discover its deficiencies. Guest rooms are notoriously lacking in little things that make for physical comfort. No one should fail to see that the room his guest is to occupy is in perfect order and has dresser drawers and closet space prepared for use. Facilities for washing should be convenient and individual towels supplied. Many guests like to have drinking water left in the room at night and a light convenient for reading in bed.

If it is impossible to give a guest all the physical comforts he would like, one should not embarrass both the guest and oneself by making unnecessary apologies.

A guest should always be informed concerning the hour at which meals are served and the time he is expected to get up in the morning.

It is often advisable to give a guest some choice in the variety of entertainment but it is never advisable to fuss over him or attempt to keep him busy every minute of the time since most guests like to have some time to themselves.

One who makes his guest's pleasure and comfort his first consideration is usually considered an ideal host or hostess.

Being a Guest

There is as much art in being an ideal guest as there is in being a successful host or hostess.

When a written invitation to visit the home of a friend is received it should be answered as soon as possible. A considerate guest states the exact day and hour of his arrival and then is careful to get there at the time specified. An expression of pleasure in the proposed visit should be included in the acceptance.

An ideal guest tries to conform to the household routine. He gets up in time for breakfast and is on time for other meals. If the hostess has a bathroom, he is careful not to monopolize it—especially when some of the family may be rushing to get ready for work or school. It is well for a guest to offer to assist the host or hostess in any way that he can, but if no assistance is desired, he should stay out of the way.

A guest who is able to amuse himself part of the time is usually appreciated. One may wear out a host or hostess by demanding constant attention. On the other hand, the guest must accept with enthusiasm the plans which have been made for his entertainment.

It is usually best not to overstay an invitation. One wants his host or hostess to regret to see him leave—not to be glad when he goes. When leaving, the guest must not fail to express his appreciation of the hospitality he has enjoyed.

Upon arriving home, the guest must write a letter, telling his host or hostess he has enjoyed his stay. It is unpardonable to omit this courtesy. It is sometimes nice, but never necessary, to send the host or hostess some small gift.

Questions and Activities

1. Think of some home in which it is a pleasure to visit. Why does one enjoy being in this home?
2. John has three friends, of his own age, visiting in his home for this week-end. What must he do to be a good host?
3. What should one's friends do in order to be ideal guests?
4. List some of the articles one should pack in a suitcase for a week-end at a friend's farm home.
5. Write a letter of appreciation to a hostess.
6. Describe a good conversationalist.

PARTIES

Although giving a party may be great fun, it is a task accompanied by certain responsibilities.

The invitations must be cordial, whether they are written, delivered in person, or over the telephone. "R.s.v.p." is an abbreviation of a French expression which means "Reply, if you please." At the present time the phrase, "Please reply," is preferred to "R.s.v.p." If either of these expressions appears on an invitation, it requires an immediate answer. No reply need be sent to an invitation for a tea or reception. Most other written invitations should be answered.

In declining an invitation, it is courteous to state a reason for the refusal, but a lengthy explanation is not necessary.

The chief responsibility of a host or hostess is to see that each guest has a good time. If many of the guests are unknown to each other, it is well to plan some special "get acquainted" entertainment. The host or hostess should keep an eye on any timid guests to be sure they are not left out and never try to hold the center of the stage at his own party.

The serving of refreshments is usually a sign that the party is over. When a boy and girl have come to the party together, the girl is the first to suggest going home. One must always tell the host or hostess that he enjoyed the evening but should not prolong the leave-taking.

If the host's or hostess' mother and father are present, it is gracious to bid them good-night. If there is a guest of honor or house guest present, "good-bye" must be expressed to this guest before leaving.

Suggested Activities

1. Let each person be prepared to describe a game which would be suitable for a party given for the club. Try to find something which is new to the group. Some magazines and newspapers suggest original forms of entertainment.
2. Start a scrap book of entertainment ideas. It will prove to be invaluable when giving the next party.

COURTESIES BETWEEN BOYS AND GIRLS

In Public Places

People judge a boy by his observance of certain courtesies toward girls and women. Customs, which may seem to be of minor importance to the boy himself, may be of major importance to others. One of the ways for a boy to appear at his best is to develop good manners. Girls should receive all courtesies graciously.

When boys and girls meet on the street, the girl is supposed to speak first. The boy responds by speaking and raising or tipping his hat. Lengthy side walk conversations are never in good taste. If a longer conversation is desired, they walk on down the street together. If the girl has any heavy cumbersome articles, the boy should carry them. The boy should tip his hat when the girl with whom he is walking speaks to someone and when he leaves her.

When a boy walks down the street with one, two, or more girls he always walks next to the curb. In crossing to the other side of the street, he may have to change sides, going behind the girl. If there are two boys and only one girl, she walks between them. The boy never takes the girl's arm as they walk along the street. Neither does she take his. The boy may *offer his arm* at times when the girl

actually needs his assistance as on an icy pavement or in heavy traffic. He may also place his hand under her elbow to assist her into a conveyance.

A boy removes his hat: when being introduced; when entering a home, school, office, library, theater, auditorium, church; in the elevator of a hotel or apartment house when women or girls are present; when the flag goes by; when saluting the flag; when the National Anthem is being played; when he stops on the street to talk to a girl or woman. It is not necessary for him to remove his hat when entering a public building or store, or the elevator of a public building.

Boys allow a woman or girl to enter a door and enter and leave an elevator first. Girls as well as boys stand aside for an older woman, when leaving a door or an elevator unless the crowd is too great.

Girls enter any public conveyance before a boy or man. The boy or man, however, leaves first in order to assist her to alight. A boy pays a girl's street car or bus fare only when he has asked her to go with him.

Dates

If a boy has the good fortune to be calling for a girl in a car, he should not sit out in front honking the horn, but go to the door for her. Nor must she keep him waiting. He has come to see her, not her family but if he has not met her family, the girl should greet him at the door herself and arrange for him to meet them as soon as possible.

Taking meals away from home is a pleasure when one is sure he knows the correct thing to do. A girl precedes the boy into the dining room if a waiter seats them. When they are seating themselves, the boy goes first, finds a table, and pulls out the girl's chair. If the waiter does not assist the girl to remove her wraps, the boy does so after seating her. He checks his own hat and coat outside or hangs them on a rack.

The boy does the ordering after the girl has told him what she wants. It is well for him to suggest several choices as an indication of the amount he expects to spend. A considerate girl will not over-order. If another person stops at the table to talk to either one of them, the boy rises and remains standing as long as the other person is present. Of course the newcomer is careful not to stay too long.

If a girl wishes to renew her "make-up" after the meal, she should do so in the rest room, not at the table.

When they are ready to leave, the boy assists the girl with her wraps and allows her to precede him from the dining room.

A girl must not fail to express her appreciation for a good time she has had. If the family is not up when the couple returns home, or if there is no one at home, it is better to say good-night at the door. Otherwise it is all right to ask the boy in.

Suggested Activities

Decide on a list of courtesies between boys and girls which seem especially important. Have a group demonstrate the correct way of doing these things.

COURTESIES IN PUBLIC

In public places one should be as inconspicuous as possible, both in dress and actions. Making himself conspicuous in a crowd brands one as being egotistical, immature, or inexperienced. Being loud or boisterous in public is cheapening. One should avoid walking down the street arm and arm, going hand in hand, eating while walking on the street, or chewing gum in public.

Traveling

Especially it is desirable to be inconspicuous while traveling. Dark tailored clothes are appropriate for traveling, not only because they are unobtrusive, but also because they do not soil readily. A person is usually talking too loudly if strangers near him can hear what he says. If a train or bus is crowded, one should not demand more than his share of the space by keeping feet or suitcase on an adjoining seat. It is rude to block the aisle.

It is often wise to engage a hotel room in advance. In doing so one should be sure to state the date and time of his arrival, the approximate price he wishes to pay, and whether he wants a room with or without bath. Upon arriving at a hotel, one first goes to the desk to register. A single girl signs her name thus: Miss Adelia Worth, New York, N. Y. "Miss" should always precede her name. A boy simply signs his name: Robert Worth, New York, N. Y. "Mr." is never used. The street address is not required.

The door to a hotel room should always be locked whether one is staying in or going out. Everytime one leaves the hotel he takes the key to the desk. When one is staying only a few days, the bill should be paid upon "checking out."

In Places of Amusement

At a theater or any public assembly hall, a girl follows the usher and precedes the boy down the aisle. If there is no usher, the boy goes first, then stands aside at the row of seats for the girl to take her place. If it is necessary to pass other persons who are already seated, one should face the stage and be careful not to trample on their toes or brush them with wraps. The courteous, "I beg your pardon," "I thank you," or "I'm sorry to bother you," must not be omitted.

When they are seated, the boy assists the girl to remove her wraps. If two or more girls are together they should assist each other with their wraps.

Talking during the entertainment, or undue applause is very bad form. It is rude indeed to leave while anyone is performing. If one must leave, he should wait till there is a break in the program, and leave as quietly as possible.

CHARM

A well-bred boy or girl knows the social code, makes it a part of himself, practices it daily, but always remembers that it is not only what he does, but how he does it that makes him charming. Someone has said that all rules were made to be broken. He probably meant to emphasize the importance of good judgment and common sense. One should put himself in the other person's place; consider his comfort and peace of mind as well as one's own, and he cannot go far wrong. It is better to break a rule of etiquette than to hurt another person's feelings.

After one has mastered the essential rules of social usage he can devote himself more completely to developing a charming personality. Someone has defined charming people as "those who leave their impress upon us—those we can't ignore or forget, to whom our memory clings with a pleasant sense of delight."

The authors of a book on charm wrote, "Because love of humanity, sympathy for and interest in their neighbors, is the one attribute that is common to nearly all persons we call charming, we have made it the starting point."² It is possible for one to make himself pleasing or not as he chooses. If one is shy or self-conscious, he should try to forget himself and become interested in everyone and everything around him. One who likes people, is usually well liked. One's personality is enriched by each contact he makes with others. All persons are interesting when one really gets to know them.

Graciousness has been called the keystone of good manners. It can smooth one's way amazingly wherever he may go. By being gracious to others one may change their attitude amazingly. There is, however, a difference between graciousness and effusiveness.

If one is to improve his personality, he must first analyze himself. It is necessary to learn one's defects before they can be changed. The authors of *Charm*³ suggest a detailed self-analysis by honestly answering the following 21 questions:

1. What is your secret ambition—the one you never talk about before company?
2. What have you done to realize this ambition?
3. Are your day-dreams centered entirely on yourself?
4. What is the real cause of the moody fits of depression you have?
5. How many friends have you who can be counted on in a pinch?
6. Are you that kind of friend to anybody? To how many people?
7. Are you envious? Jealous?
8. Do you like people?

² M. M. McBride and A. Williams, *Charm*.

³ M. M. McBride and A. Williams.

9. Are you a good listener?
10. Do you find it a bore when somebody asks you to do a favor?
11. Are you constantly asking favors of other people?
12. Are you conceited? Do you talk too much about yourself?
13. Do you insist upon having your own way, regardless of other people's wishes?
14. If you were choosing a friend, would you choose yourself?
15. If you were giving a party, would you pick yourself as first choice of a guest to be asked?
16. What trait in you seems to strike other people as most pleasant? Most unpleasant?
17. Are you ready to give more than you get?
18. Have you a pose?
19. What do you talk about?
20. Are you really well informed about anything?
21. What are your chief interests in life? Are they selfish or unselfish?

One who actually intends to be more charming must put forth some real effort. He must work definitely for the improvement of his defects. Then if he enjoys life, enjoys people and is natural, he should be charming. Emily Post says that a charming person has these four characteristics: sincerity, simplicity, sympathy and serenity.

Questions and Activities

1. How does a 4-H club help to develop one's personality?
2. Someone once described a girl by saying, "She is an attraction, but I wouldn't call her attractive." What is the difference?
3. "Public Opinion" of London, England, quotes Colonel Lindbergh as saying:

"I came to the conclusion that if I knew the difference between the right way to do a thing and the wrong way to do it, it was up to me to train myself to do the right thing at all times. So I drew up a list of character factors.

"At night I would read off my list of character factors, and those which I had fulfilled satisfactorily during the day I would mark with a red cross; those I had not been called upon to demonstrate that day would get no mark. But those character factors which I had actually violated each day, I would mark with a black cross.

"I began to check myself from day to day and to compare my 'blacks' and 'reds' from month to month and year to year. I was glad to notice an improvement as I grew older."

Colonel Lindbergh's list of character factors follows:

M T W T F S S	M T W T F S S
Altruism	No argument
Ambition	No sarcasm
Brevity in speech	No talking about others
Concentration	No talking too much
Calmness in temper	Optimism
Clean body	Perserverance
Clean speech	Physical exercises
Clean thought	Pleasant voice
Clean conduct	Punctuality
Cheerfulness	Patience
Courage	Politeness
Courtesy	Reverence { Divine Parents Country Home and family
Decisiveness	
Determination	
Economy	
Energy	Respect superiors
Enthusiasm	Respect fellow men
Firmness	Readiness to compromise
Faith	Recreation "manful not sinful"
Gracefulness	Self-esteem
Honesty	Self-control
Hopefulness	Self-confidence
Industry	Sense of humor
Initiative	Sleep and rest
Justice	Sympathy
Judgment	Sincerity
Love toward all	Tact
Loyalty	Thoroughness
Moderateness	Unselfishness
Modesty	
Neat appearance	

Club members may use a similar method for improving their personality. Each club member may list several character traits he would like to develop. Arrange these traits in a chart and keep a record for several weeks of his success or failure in putting them in practice. Was improvement shown during the time the record was kept?

4. A group of club members might enjoy writing and producing a playlet on good manners.