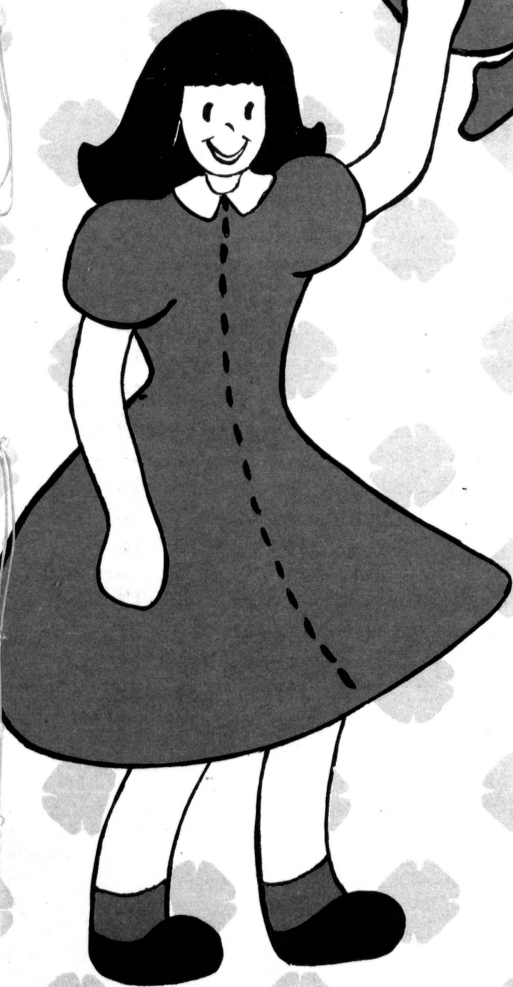


9/15/49

A S YOUR FRIENDS SEE YOU



UNIVERSITY OF MISSOURI

COLLEGE OF AGRICULTURE

AGRICULTURAL EXTENSION SERVICE

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AS YOUR FRIENDS SEE YOU

4-H Club Activity*

*"Courtesy is to do and say
The kindest thing in the kindest way".*

One way to make and keep friends is to be friendly and courteous. Good manners are much more than just following a set of rules. If you were another person, would you like to be a friend of yours? If you are sincerely thoughtful and considerate of others, you will be a likeable person.

You can show consideration of others by your voice, the expression

on your face, the words you use and by the way you feel and act. When you are not sure what to do, remember the Golden Rule, and do the kindest thing. There are times when you will need to use your own good judgment, times when some of these ideas may not apply. It is much better to break an etiquette rule than to hurt the feelings of another.

I. HOW DO YOU RATE AT HOME?

*We have careful thought for the stranger,
And smiles for the sometime guest,
But oft for our own the bitter tone,
Though we love our own the best.*

—MARGARET SANGSTER

Good manners are not just for special occasions or when you are away from home. If you always use good manners at home, they will become a habit and a part of you. If you acquire enough good habits the old ones will vanish just as good grass crowds out the weeds.¹ Then you will not need to think of your manners when with friends but can give your attention to their interests.

Easy To Live With

Be as gracious to your family as you are to guests. Learn to speak in a happy tone so it will be a pleasure for others to hear you say, "Good Morning".

Home is the place to practice using "Thank you, Mother", or "Yes, Mr. Brown". These are more gracious than just "yes" or "no". You will say, "I beg your pardon" or "I'm sorry", for awkward situations such as pushing against another person. Then too, you say, "Pardon me", when you must walk in front of someone.

Let your mother and other women pass through the door first while you hold the door open. Boys will want to extend this same courtesy to girls. It is more gracious for boys to stand when women and girls stand. A girl shows this respect to women.

Of course, you do not laugh at the

*"Hearts like doors open with ease to very,
very tiny keys—always remember that two
of these are 'Thank you, Sir' and 'If you
please'".*

*Compiled by Jane Hinote, State Club Agent, in cooperation with the members of 4-H Club Staff.
¹ Clarence T. Hubbard.

mistakes of others. Would you want them to laugh at you? Never whisper while in the presence of others, it may give the wrong impression and make them uncomfortable.

Always close doors quietly. Close drawers and cupboard doors after you have finished using them. Do your share of the work at home. Refrain from bossing other people.

Express appreciation for the things that others do well as, when your mother bakes a delicious cake.

Does your favorite radio program come at the same hour as the news that your father wants to hear? The radio belongs to the whole family. Do your part to let all hear their favorite programs.



Not so loud, please.

Allow others as much privacy as possible.

Put up your personal things and clothes.

Before entering the room of your mother or sister, knock and say, "This is John, may I come in"?

Open and read only mail addressed to you.

Never ask prying personal questions.

Never wear brother's tie or mother's hose without permission.

Any mother appreciates a son or daughter who tells her "good-by" when he or she leaves home, even if only for a short time. It is thoughtful for you to tell her where you are going and when you expect to be home. You are often judged by the way you treat your mother.

Are you as considerate of people of other races and religions as you would want them to be of you, if your places were reversed?

At the Table*

Confucius said, "Eat at your table as you would eat at the table of a King". If you follow this advice, you will use good table manners at home and wherever you eat. Then you can forget yourself and give attention to listening and talking with others.

Good table manners are based on thoughtfulness. If you would be at ease and pleasing to others, follow accepted rules. When in doubt as to what silver to use or when to start eating, watch your hostess and follow her. She will make the first move to sit down at the table, or ask you to be seated. Begin eating only when all at the table are served and the hostess starts eating. If you must leave the table during a meal, ask to be excused. Otherwise remain until your hostess rises indicating it is time to leave the table.

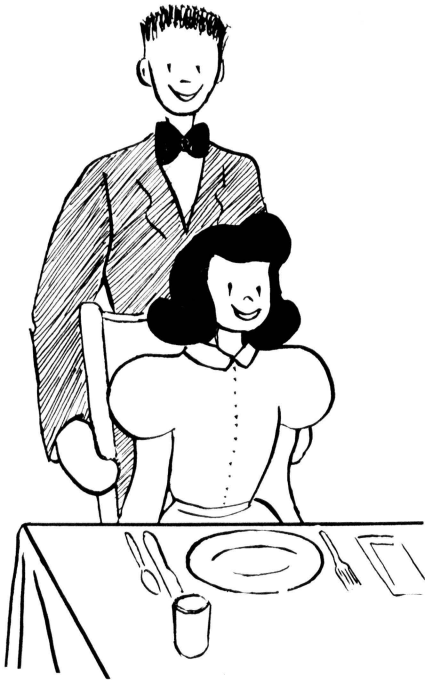
Be on time for meals. Be considerate of your mother and your friends. Those who have prepared food want to serve it at its best.

Being seated. Stand behind your

*Approved by Flora L. Carl, Extension Nutritionist.

chair until all are ready to be seated. Sit and rise from the left side of your chair.

A courteous boy seats his mother, or the woman or girl at his right. To do this he takes hold of the back of her chair and pulls it out so she may be seated easily. While she is sitting down, he pushes the chair toward the table a little. Boys will wait until all the women or girls are seated before sitting down.



A gentleman never forgets.

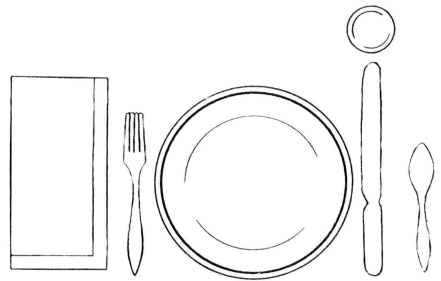
When seated, sit upright in a comfortable, relaxed position but do not slump or rest the elbows on the table. Keep your feet on the floor in front of the chair. You may cross your feet if you care to, but not your knees.

Keep your hands in your lap until there's something before you to eat.

Do not play with the silver, glass or other articles on the table while waiting to be served. The left hand, when not in use, usually should be in your lap (unless you are left handed). *Never* lean over or on the table when eating.

The napkin. After grace is said or when the hostess takes her napkin, take your napkin, unfold it below the level of the table and lay it across your lap. If it is a small or medium sized napkin, unfold it completely. If it is large, unfold it only half. Do not tuck it into your belt, collar or between the buttons of your coat or vest. Use the napkin to wipe particles of food from your fingers.

Just before rising from the table, fold your napkin below the level of the table and place it at the left of your plate. If you are eating out, place the used partly folded napkin on the table at the left of your place. When you are a guest in a home, wait until the hostess lays her napkin on the table, then lay your partly folded napkin by your plate.



"Cover" for one person.

Setting the table. The best way to know which fork or spoon to use is to learn to set the table correctly. The "cover" which is the china, napkin, silver and glassware for one person should be arranged as illustrated.

1. Twenty inches is the minimum amount of space for one cover; 25 or 30 inches is better. Arrange the cover as attractively and evenly as you can. All silver should be placed the same distance (about one inch) from edge of table.

2. Place the fork at left of plate, tines up.

3. Place the knife at right of plate, sharp edge toward plate.

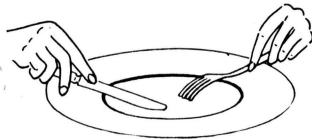
4. Place teaspoons at right of knife with inside of bowl turned up.

5. Place water glass at tip of knife. Fill glass to within $\frac{3}{4}$ inch of top.

6. Place napkin at left of fork. If the open corner is turned toward fork and edge of table, it can be opened more easily.

When to begin eating. Wait until all are served before you start to eat. If the plates are served at the table, they are passed from person to person. The one serving usually says who is to have the first plate so it will be clear where the passing ends.

The knife and fork. Hold the knife and fork lightly. A knife should be used only for cutting and for buttering bread. When cutting food, hold the fork in the left hand, prongs down,

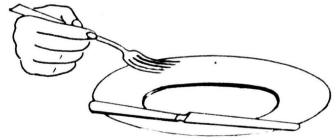


Using knife and fork together.

with forefinger extended along the handle toward the prongs. Hold the knife firmly in the right hand, unless you are left handed, with the forefinger along the back of the blade near the handle. Cut at one time just enough food for one or two bites.

After using the knife, lay it across

the back of your plate with the cutting edge toward you. Lay the used fork, prongs up, on the plate beside the knife. *Never* lay a used knife, fork or spoon on the tablecloth nor "gang plank style" from plate to table. After cutting the food, change the fork to the right hand with the prongs up. Put only one food on the fork at a time.



Lay knife on plate, cutting edge in.

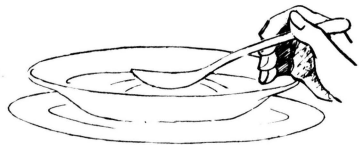
Do not hold food on the fork while talking but eat it promptly after you have picked it up. Do not motion with knife or fork or hold them upright on the table.



Lay fork, prongs up, by knife.

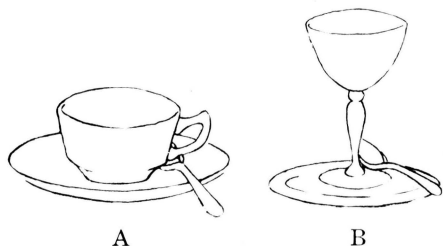
When passing the plate for a second serving, place your knife and fork on the plate side by side far enough from the edge to prevent falling off.

A *spoon* is used only for food too soft to be eaten with a fork. Do not fill a spoon more than three-fourths full. Hold the spoon in the right hand with handle between the thumb and first finger.



Hold spoon between thumb and first finger.

In eating soup dip the spoon *away* from you. Eat from the side of the spoon, not from the end. Use your spoon for stirring—gently, please—and for that first taste to see if the drink is too hot. Then put the spoon in the saucer. A spoon left in a cup may cause an accident.



Place used spoon in saucer, (A).
Lay spoon on plate by sherbet dish (B).

Food may be served in a soup bowl or sherbet glass placed on a plate. When eating from such a dish place the spoon between bites and after finishing the course, on the plate. However, you may leave the spoon in a flat soup plate.

Ways of handling food. Some foods that you take with your fingers and eat from your hand are bread, rolls, olives, pickles, radishes, celery, potato chips, corn-on-the-cob, cookies, small cakes, most raw fruits, hard cheese and candy.

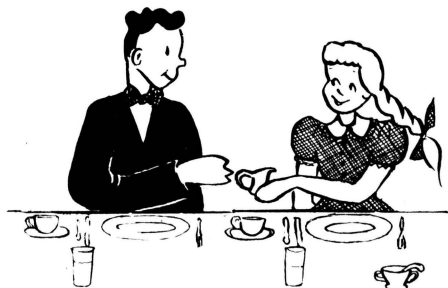
After taking a slice of bread, break it into small pieces, about one-fourth of a slice, and butter each piece as you eat. Leave the remainder of the bread on your dinner plate or on your bread and butter plate if they are used—not on the table cloth. Break and eat crackers from the fingers. Do not crumble them in your soup. Cut and eat salad with a fork. You may use a knife, if necessary, to cut the lettuce. Place jelly and preserves on the dinner plate or on the bread and butter

plate. Use a fork to put jelly on small pieces of bread as you are ready to eat it. Soft frosted cakes are usually eaten with a fork.

Remove fruit pits from the mouth with spoon or thumb and finger according to the way the fruit is being eaten. Remove fish bones from the mouth with the fingers or fork. *Never* shield the mouth with a napkin as you do this, it only attracts more attention.

Other courtesies. If asked for your preference of food, such as dark meat or light meat, give your choice. Eat quietly and inconspicuously. Stir coffee or ice tea quietly. Take small bites, eat slowly and chew quietly with mouth closed. Swallow the food in your mouth before speaking.

Keep your little finger tucked in the palm of your hand, not curled in mid air, when you hold a spoon, cup or glass. Do not fix your hair or fingernails at the table.



Will you have cream?

When passing food, always turn the handle of a dish toward the person who is to take it. In passing a plate, keep the thumb well back from the food. Do not reach in front of another, but ask to have the food passed.

If the hostess says, "Will you help yourself and then pass the bread", it is correct to help yourself first. Other-

wise, first offer the dish to the person on your right.

When offering a second portion, the host or hostess should not imply that it is a second helping by using the word "another" or "more". He says, "May I give you some meat?", or "Won't you have a piece of cake?" Don't be afraid to accept a second helping but if you do not want any more say, "No thank you". If you want a second helping of food, that has not been offered; you may say, "May I have some bread, please"? If a waiter is serving you, a scarcely audible, "Thank you", will do.

Tell your mother, sister or hostess when you have especially enjoyed the meal or some special food. Do not comment about foods that you dislike. It is rude and inconsiderate.

If you spill water, or knock a piece of silver off the table, simply say to the hostess, "I'm sorry". Do not pick up the silver as it may disturb the person next to you. The hostess will furnish a clean piece of silver at once. Do not apologize at great length.

When through eating, do not push the plate back or stack the dishes. If soiled plates are not removed before dessert is eaten, the desert is placed at one side of the plate or on it. Do not use a tooth pick at the table or in public.

The Conversation Game

Conversation is not a game that you play alone, it takes two or more to play it. Try it, it's fun. The rules are simple:

Each person is responsible for contributing a share of pleasant conversation but no one should monopolize the conversation with long stories of their own.

Be an attentive listener and be sincerely interested in what is being said.

Do not interrupt when others are talking. LISTEN. Listen not only with your ears but with your eyes and even your posture.

Be interested in others and talk about things the other person wants to hear or talk about. If you talk about things instead of people, you won't gossip. Keep confidences.

Use your best English. Speak distinctly but keep your voice low. Be courteous to the other person's point of view. Don't contradict or criticize. You may say, "I don't quite agree with that", but do not flatly contradict. LOOK for points of agreement. Avoid displays of temper and hurt feelings.

When you are complimented, all that you need to say is, "Thank you".

At the Telephone

"The voice with the smile wins." Use your best voice and most courteous manner to the operator and to the person at the other end of the line. Speak distinctly, kindly and don't be stingy with please and thank you.

You may feel like talking for hours to a special friend—but don't. Make your conversation short and to the point. The telephone belongs not only to the family but to others if a party line.

If you are calling: Ask for the person you want. Do not ask anyone to guess who is calling. This may be embarrassing to both persons.

If *answering* the telephone say "Hello", or "This is 6421". If someone else is wanted, call him. If he is not there, offer to take a message.

The person who makes the call should close the conversation.

When Introducing People

Introductions help put two or more strangers at ease and pave the way for conversation.



Hello, Frank.

Introductions are easy to make. Just remember to present a boy to a girl, and a younger person to an older person. Speak the names slowly and distinctly so they will hear the names correctly. There should be a little pause between the two names. To introduce a boy to a girl say: "Betty Brown - Ralph Mason", or "Ralph, I'd like you to meet Betty Brown. Betty, this is Ralph Mason". Young people usually say "Hello, Betty" and "Hello, Ralph".

Show respect for your parents by introducing your friends, teachers and Extension agents to them. One way is to say, "Mother, this is John Jones", or "Mother, this is Miss Arnold, our home agent". If Miss Arnold is much older than your mother and you wish to show her the respect of mentioning her name first, you may present her by saying: "Miss Arnold, I'd like to have you meet my mother".

When you introduce a friend to your home agent or teacher, you may say: "Miss Arnold, this is Mary Moore who came to visit our club today." When you take a friend to the club, it is

courteous to the leader and to your guest to introduce them before the meeting begins.

To introduce a three-year-old brother to Mrs. Smith you may say: "Mrs. Smith, this is my brother, Bobby". Bobby will be pleased to have this recognition and will not be as likely to do something to get attention.

To introduce two boys say: "Frank, this is John", or "Frank Brown - John Smith". The boys look directly at one another, shake hands with a firm clasp (not a pump handle shake) and say, "Hello, Frank", "Hello, John". Boys and men always rise, if seated, for an introduction whether to another man or to a woman.

A girl or young woman rises when introduced to an older woman. A girl does not rise when introduced to a boy or girl unless she is the hostess. She always rises if she is hostess because it gives a more cordial greeting.

It is not necessary for girls or women to shake hands when introduced to one another or to boys or men but it is a friendly gesture. Do not refuse a hand that is offered you, even if it is a grimy hand of three-year-old Bobby.

Introductions may be acknowledged by looking directly at the other person, smiling and saying, "Hello, Betty", or (if to an older person), "Hello, Mrs. Smith". Repeating the name helps you remember it. And it pleases people to have their names remembered. But if necessary you can say, "I'm sorry, I have forgotten your name".

You can give persons being introduced something to talk about by some remarks, such as, "Ralph is president of our club" or, "Betty was at camp last year".

Always introduce your "date" to your club leaders or chaperons. When

you take a guest to a small party, where he is not known, be sure to introduce him to the hostess and other guests. It is all right to introduce yourself to another person when both are at a friend's home. If a girl and boy seated next to each other have not met, the girl may turn to him and say, "I don't believe I have met you, I am Marjorie Smith". The boy may say, "Hello, Marjorie, I am Joe Jackson". If the girl happens to know the boy's name but hasn't met him, she might say, "You are Joe Jackson, aren't you? I am Marjorie Smith".

Let's Have Company

It's fun to have company and the company has fun, too, if you give them a feeling of welcome, comfort and happiness. When you want to have company, ask your mother if you may

invite your friends at a specified time for a meal, a party or a few days. You may ask guests when you see them or by telephone or letter. Invite them several days ahead. Also, your guest may want to know the kind of entertainment planned so she will know what clothes to bring.

Invite guests for a definite time. If it is for a few days, the invitation should state the time the guest is expected to arrive and to leave. Meet them at the door or gate. Let them know by your manner that you are glad they came.

Have everything ready, with entertainment and refreshments planned. Take their wraps and see that they are comfortably seated. Then turn the conversation to things that are of interest to all. See that shy ones have a good time.

II. HOW DO YOU RATE IN PUBLIC PLACES?

The 4-H Motto is, "To make the Best Better". People will expect the best of you as a person and as a club member. Folks judge you and your home training largely by your behavior in public. Customs which may seem unimportant to you are often the basis for their opinions. Even chewing gum in public may bring sharp criticism. You are more likely to be popular if you know and do the proper thing.

At Club Meetings

The club meeting is a good place for practicing courtesy to a group, to the leaders, to all members and officers, to your hosts and to guests.

Always be on time. Greet your host or hostess, and the leader and members when you arrive. After laying off your wraps, sit down and talk quietly with those near you until the meeting begins.

During the meeting give attention

to those in charge of the program including recreation. It is discourteous to be inattentive or to appear bored. No matter how good the officers are, they cannot do a good job without your help. Avoid whispering, talking or giggling during a meeting. Respect the opinions of others and do not flatly contradict them even if you think you are right.

If the club has a guest speaker, welcome him. The president or chairman usually introduces him to the club. If you are chairman, you will tell in a friendly way: The name of the speaker, his official position, the institution or town from which he comes, and the topic he will talk about.

Before the meeting starts, it is correct and courteous to ask the speaker his title, and how his name is pronounced, if necessary. Then you can give the right information and not

embarrass the speaker and the group later by an awkward introduction. The chairman should not say, "I'll now turn the meeting over to Mr. A.", or "Mr. A. is here today and wants to speak to us".

Give the speaker your undivided attention. Avoid leaving the room during the meeting. Thank the speaker for coming.

When you take a guest to club meeting introduce him to the leader, the hostess and others. See that he has an opportunity to take part in the recreation and other activities. Welcome all guests cordially. Respect the people, their homes and public property. Help put the home or public place in order after the club meeting. When leaving always thank the host, hostess and parents for the good time you have had. You may say, "Mrs. Brown, thank you for a nice evening", or, "Mrs. Brown, we had a fine time", or, "We surely enjoyed coming to your home".

In Church

Always be reverent in church. Get there on time. Go in quietly and be seated *without talking*. You may recognize your friends with a smile and a nod. Then talk to them after the service is over. Be attentive to the speaker and avoid whispering.

If you are a stranger in the church, you may not know the order of service. It is not necessary to kneel unless you wish, but it is better to rise with the congregation. Wait until the service is completely finished before putting on your coat and getting ready to leave.

At School

School is your business or job for nine months of the year. If you are courteous at home and in the com-

munity you will probably be the same at school. Be on time. Running or rushing through the halls shows lack of poise. Loitering in the halls or talking loudly never shows you at your best. Respect and cooperate with your teachers. Be attentive and interested in classes and assembly programs.

The school building is yours. Take care of it and help keep it clean and in good condition. When in the library, try to use only your share of the librarian's time by being quiet and knowing in advance what you need.

At school events or in crowds let others near you see and hear, too. Whispering, squirming, whistling or foot stamping are juvenile "attention getters" definitely below 4-H club level. Act as smooth as you and your crowd feel you are. If you are rowdy at ball games, shows, or on the street and forget your manners there, your friends may want to forget you.

Street Manners

Being quiet and well mannered on the street shows that you know what to do. It also reflects well on your family and club. Loud talking and laughing may brand you as boisterous and rowdy. Don't hold lengthy conversations on the sidewalk. It is better to walk down the street together.



Leave space on walk for others.

If two or three of you are walking together or have stopped to talk, step to one side of the walk so you will not make others feel discourteous by having to walk between you.

If more than three are walking together, be sure to walk in couples and step aside to leave space for others you may meet.

A boy walking with one or more girls walks on the outside nearest the curb. In crossing to the other side of the street he may have to change sides, going behind the girl. If there is one girl with two boys, she walks between them.

A boy walking with a girl tips his hat when they meet acquaintances and people she speaks to even if he does not know them. But she does not greet his acquaintances unless she knows them.

Don't cling to a boy's arm when walking with him. And he shouldn't take your arm either except when crossing the street or going up or down stairs. He then puts his hand beneath your elbow. If the girl has a heavy

awkward package, the boy should carry it.

A boy removes his hat when being introduced; when entering a home, school, office, and auditorium; in the elevator of a hotel when women are present; and 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.

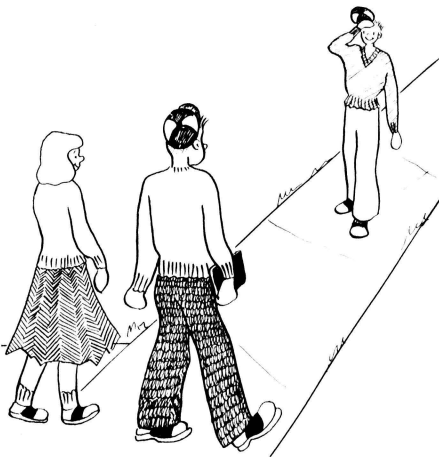
Boys allow a woman or girl to enter a door and enter and leave an elevator first. Girls as well as boys stand aside for an older woman, when leaving a door or an elevator unless there is a crowd.

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

Never forget that a cordial smile in crowded places gives older persons a lift and makes you feel warm and friendly inside. This encourages friendly feelings toward you and all other young people.

In a Business Place

If you were a sales person, how would you want a 4-H customer to treat you? Your manner and voice show your attitude. Do you criticize or say uncomplimentary things about articles shown you? Do you push ahead and crowd other shoppers out of your way? The Golden Rule applies here as well as elsewhere. Don't expect a clerk to leave another customer to wait on you. Always thank the clerk for showing you merchandise even if you do not buy. Remember that salespeople, conductors and ushers deserve your courtesy.



A boy tips his hat to a girl.
Boy walks next to street.

At a Party

Parties are for fun. The invitations should be cordial whether written, given in person or over the telephone. It is always a compliment to be invited. If you can accept, do so gladly. If you cannot accept the invitation, let the person know you regret that you cannot attend the party.

If the written invitation has "R.S.V.P.", a French expression, on it that means, "Reply, if you please". At the present time "Please reply" is preferred to "R.S.V.P.". Either requires an immediate reply.

Arrange to meet your date after you have removed your wraps. Go together to speak to the hostess and introduce your date if they are strangers.

The entertainment has been planned for your enjoyment so join in the fun enthusiastically. Be a good mixer. Monopolizing the attention of a close friend is imposing upon his good nature.

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. As guests leave a party it is a gracious thing to say goodnight to the mother and father in addition to the host or hostess. Avoid long drawn out leave takings. If there is a guest of honor or house guest present, "good-bye" must be said to this guest, too, before your leave.

Manners on Dates

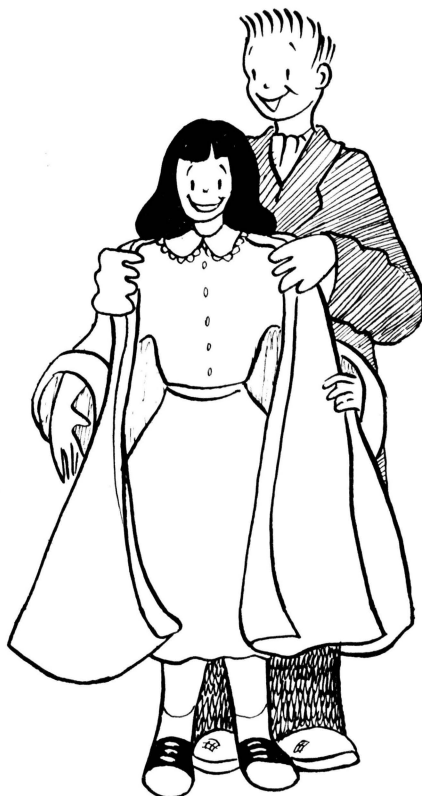
When you ask a girl for a date ask her in such a way that it is easy for her to accept or refuse. Never say, "Do you have a date Friday night"? You may say, "May I come past for you to go to the High School party Friday night?" She could thank you and say she will be glad to go. Agree

on the time you are to come. If she does not accept the date she will thank you and say she is sorry.

Being on time is an asset to any girl. Your date has come to see you, not the family. Greet him at the door and ask him in.

A gentleman does not sit out in front, honk the car horn and wait for the girl to come out. He goes to the door for her. Of course, it is always nice for him to talk to your mother and father while you get your wraps. Let him hold your coat as you slip into it. Both will say good-night to your family and be off for the evening.

It isn't as grown-up as you think



Helping girl with coat.

to be secretive about the time you plan to get home. Don't fuss about coming home early—just accept it. Then it will be much easier to ask for a late date for some special affair. Parents are usually more annoyed about lack of cooperation than the lateness of the hour.

Boys like to feel proud of their dates, so be well groomed. Check up on the seams in your hose and the hem of your dress. See that your clothes are absolutely clean and well pressed. Don't barge ahead of him through doors and into cars. Give him a chance to be courteous and open doors for you.

Boys like good conversationalists. So be sure to carry your part of the conversation. Find out what he is interested in and talk about those things, but don't forget to listen.

On dates make every effort to have a good time. Even if the date is not a glamour boy, remember you are his guest. Talk just loud enough for him to hear, not so everyone around you hears your conversation.

Always consider the other person before making date suggestions that are expensive. Use your head and think of ways to have a good time which will not be hard on his purse. A girl should always express her appreciation for the good time she has had.

If the family is still up when you get home with your date, it is quite all right to ask him in. If the family is not up or if there is no one at home, it is better to say "goodnight" at the door.

Don't hesitate to invite your date to spend an occasional evening at your home. Your mother and dad like to know your friends. You may play table games as rummy or pinochle,



He'll go for snacks.

make fudge, listen to your favorite records or dance. A snack in the kitchen that he helps prepare will be fun if it is satisfactory with your mother.

Sunday night suppers, when the whole crowd gets together at somebody's house, can be lots of fun. If you have an outside oven or out-door living room this would be grand in summer even if your home is too small for the crowd in winter.

At the Movies

When you go to the movies remember your manners. Standing in line is no harder on you than on others. *Never* push in ahead of others. Enter the theater quietly, especially if the show has started. A man takes off his top coat and hat in the lobby.

At church, a show or in any public hall, a girl precedes the boy down the aisle. If it is necessary to pass in front of others already seated, do so quickly and quietly with your back

toward them. It is courteous to say "I'm sorry" and "Thank you". Hold your wraps in passing so they do not disturb those in front of you. If some one wants to pass you, stand immediately.

When seated, the boy helps the girl remove her coat. He holds his wraps on his lap during the show.

Commenting aloud, is inconsiderate of those near you.

If you must leave, wait until there is a break in the program, and leave quietly. When leaving the show the boy steps into the aisle and stands aside for the girl, who leads the way out. After the show the boy might suggest something to eat. Consider his purse and suggest a soft drink or a raid on the icebox at home.

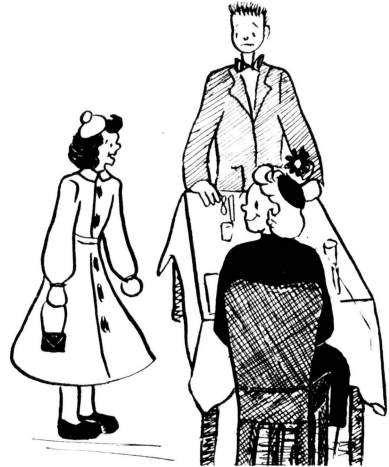
Automobile Courtesy

"Safety First" means consideration for those in your car, for those walking and for those in other cars. If you are a truly courteous driver you will:

1. Keep your hands on the wheel and your eyes on the road ahead.
2. Refrain from "showing off" how fast you can drive or how close you can drive to people or things. Allow half of the road for others.
3. Wait for pedestrians at crossings.
4. Give correct arm signals in plenty of time when turning or stopping.
5. Not pass cars on steep hills or dangerous curves. Not pass a bus when it has stopped to take on or discharge passengers.

At a Restaurant

Taking meals away from home is fun when you know the proper thing to do. Club members will want to learn how to order a meal and eat properly in public. Table etiquette is basically the same in eating places as at home.



Polly, do you know, Sam?

The boy usually orders for both after he asks her preference. A considerate girl will order food that isn't too expensive. If a woman or girl stops at the table to talk to either the girl or boy, he rises and remains standing as long as she is standing. Of course, the newcomer should be careful not to stay too long.

To signal the waiter, the boy waits until the waiter looks his way. Then he indicates to the waiter that he wants attention. Never call out or rap on a glass or the table. Criticism of food and service is always very much out of place.

Taking a Trip

When boys and girls travel on a train or bus they should have a quiet manner and be inconspicuous in dress as well as behavior. Talk in a low voice that will not disturb or attract the attention of others. Plain dark clothes are suitable for travel for girls as well as boys because dark clothes will not show soil readily. It's smart to travel light. With careful

planning a small case will carry all you'll need for most trips. Never block the aisle. If a train or bus is crowded, do not take more than your share of the space by putting your wraps or bags on an adjoining seat.

If you are traveling on a Pullman, the person who has the lower berth has the privilege of sitting in the seat that faces the front of the train.

The good traveler seems unaware of discomforts and graciously accepts the services furnished.

Service in the dining car is the same as in any good hotel or restaurant.

At a Hotel

It is wise to write in advance for a reservation. State the date and time of your arrival and the kind of room and approximate price you want to pay as, "Single room with bath at minimum rate".

When you enter the hotel, the bell boy will take your bags and place them near the desk. You will go to the desk



Mary Brown, Columbia, Missouri.

to register. You will tell the desk clerk, that you had written for a reservation. He will give you a large sheet or a card to sign. The desk clerk will give the key to the bell-boy, who will take your bags and show you to your room. Be ready to tip him 10 to 25 cents depending upon the amount or weight of your luggage. As you go up in the elevator, face the door. Boys will remove their hats in the hotel elevator if women are present.

Always keep the door of your room locked whether you are in or out. When leaving the room turn out the lights, lock your door and leave the key at the desk. Tell the operator your floor number when you enter the elevator. The key will help you in doing this. The first number or numbers on your key will be your floor number. For instance, the number 1462 will mean 14th floor with 1462 your room number. The room will have a telephone. If you need further services, call the desk if it's a large hotel. Extra services require extra tips. The telephone calls, if to people outside the hotel, will be charged to your room number. The desk will call you in the morning if you request it.

Do *not* entertain callers in your room. Every hotel has a lounge where you may meet your friends.

When you leave the hotel, pay your bill at the cashier's window and leave your key.

When You Are a Guest

When invited to be a guest in a home or elsewhere accept promptly and enthusiastically. Let them know that you are pleased to accept. Arrive at the time suggested by the hostess.

If you are invited to a home in another town or where you will be staying a few days, let them know the day

and hour you will arrive. Then be sure to get there at that time. Take everything as clothing, comb, cosmetics, writing paper, stamps, etc. you will need.

Keep your room neat and orderly and your belongings in your room. Be up and dressed in time for breakfast and on time for other meals. Do not monopolize the bathroom. Be careful not to keep anyone who is rushing to get ready for work or school out of the bathroom.

Help the family in any way you can but if they do not want assistance, keep out of the way. If you need to press your clothes be sure to ask your hostess if and when you can press.

Remember at all times that you have two hostesses, your friend and her mother. Be friendly and courteous to all older people in the home.

If you have invitations while there, always talk them over with your hostess before you accept or decline. If you definitely know that there is something else she very much wants to do at that time decline without saying anything to her. Usually you will not accept an invitation when your hostess is not included.

Be thoughtful of your hostess at all times. Of course, you will not get lip-



Be prompt with "thank you" notes. stick on her towels or napkins. You will not leave a personal telephone bill for them to pay. Nor will you leave some of your belongings to be forwarded to you. Be sure to thank them for their hospitality when you are leaving.

It is not wise to stay beyond the time stated in the invitation. It is better to have them sorry to see you go than to wear out your welcome. Write a sincere "thank you" note to the hostess (or to each of the hostesses) within a week after the visit. It is thoughtful, but not necessary, to send the host and hostess some small gift.

III. YOUR 4-H COURTESY PROGRAM

Courtesy is included in the 4-H club program to help girls and boys acquire the ease and self assurance that comes from a sincere interest in people and confidence in using good manners.

Much additional information can be found in etiquette books and in magazine articles.

Girls and Boys Can:

Vote on courtesy subjects to be used at 5 or more meetings.

Answer roll call with courtesy suggestions (Page 18).

Give demonstrations at the club meetings (Page 18).

Divide into small groups and try out the things that were demonstrated.

Have question box at meeting when members put in one or more questions they would like to have answered.

Have short talk and discussion on "Why I want to be courteous".

Have a coffee hour for parents, women's club or community; have a Mothers Day Tea; or some other entertainment for parents and use the best courtesies you know.

Improve 5 or more habits such as, using knife, fork and spoon properly or introducing people nicely.

Leaders Can:

Encourage all members to do courteous things, and be sure to recognize the things they do, if only with an approving look.

Emphasize the good qualities of the members.

Give constructive suggestions to a member alone.

Watch carefully that no personal criticism of another member is given.

Suggestions for Roll Call

Why I want to be courteous.

One courtesy to use at home.

One courtesy to use at club meetings.

One habit I am trying to change at school.

One thing I like to have others do for me.

One habit I have changed.

Some Things to Demonstrate

Thanking a hostess and saying "Good night".

Greeting your guests on arrival.

Saying "good-by" to departing guests.

Introducing yourself to another.

Introducing a friend to your mother.

Introducing two boys.

Introducing a guest speaker.

Assisting a girl into a car.

Telephoning a friend.

Answering the telephone.

Telephoning for a date.

Asking a girl for a date.

Helping a girl with her coat.

Seating a girl at a table.

Asking permission to leave the table.

Knocking at your mother's bedroom door.

Using your knife, fork and spoon.

Using a teaspoon or soup spoon.

Taking and eating bread.

Eating a salad.

Passing dishes at the table.

Walking with a girl on the street.

Girl and boy entering a show.

Girl making purchases at a store.

Entering a public dining room.

*Courtesy is such a lovely word,
Whether it means a graceful little bow
Or even better, as we use it now,
A gracious act by love for others stirred.
Courtesy is lovely, deed and word!*

—ANNE CLEVELAND CHENEY

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