

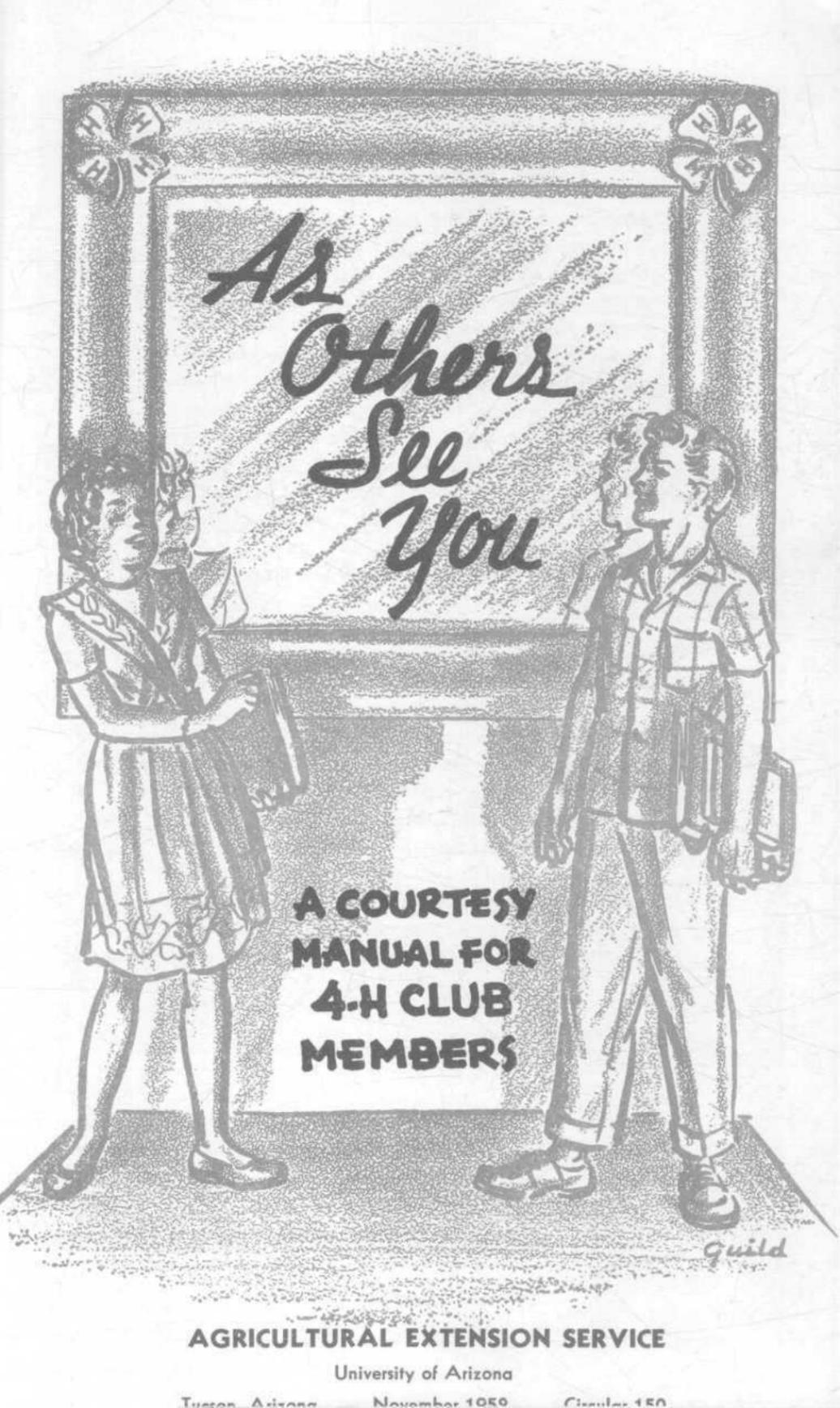
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*As
Others
See
You*

**A COURTESY
MANUAL FOR
4-H CLUB
MEMBERS**

Guild

AGRICULTURAL EXTENSION SERVICE

University of Arizona

Tucson, Arizona

November 1959

Circular 150

THE HAPPY WAY

Once, not too long ago, there lived a boy and a girl in a small New England town. They were about your age. At home they did just as they pleased. They did not consider their parents, their friends, or each other. In playing games they made their own rules. If their friends did not like it, then it was just too bad. When they were eating, they thought only of themselves. Like a dog with a piece of meat, they got their food down fast. Their talk at the table was more of a growl and a series of "Gimme the bread," or "Gimme the meat." At school they were rude.

Soon, very soon, their friends left them. They were alone. Because they were so selfish and unmannerly they could not even get along with each other. Their life was not happy. It was lonesome and sad.

If they had been considerate of others, if they had been courteous and friendly, their lives would have been more enjoyable. If they used good manners they would still have good friends, and happy parents. At parties, at school, at dances they would have had fun.

Don't be like this boy and girl. Practice good manners until they are a part of you. Manners are simply the happy ways of doing things. They will make you happy and all other people happy.



A NEW ENGLAND COOPERATIVE EXTENSION PUBLICATION

AS OTHERS SEE YOU

By

M. PAULINE ROWE, *Assistant State Club Leader, Vermont*
MARY L. SANBORN, *Assistant State Club Leader, New Hampshire*
BRUCE R. BUCHANAN, *Windham County Club Agent, Vermont*

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

GOOD MANNERS should be a part of your everyday life. They are not for special occasions, like your Sunday clothes. Use them daily at home, on the street, at church, school and club meetings. Manners give you charm and a pleasant appearance. They make it possible for you to appear at ease in any social gathering.

Remember to be courteous and helpful. Practice the Golden Rule, "Do unto others as you would have others do unto you." This is the sum of all rules for good manners.

MIND YOUR MANNERS

You should learn courtesy at home. Here you can develop courtesy habits through daily use.

Learn to pitch your voice to a suited tone—not too loud, nagging, or high-pitched. Start the day right with a sincere "Good morning."

Show your interest in your family—your brother's good report card, Mom's excellent supper, Sis' new dress, your dad's garden.

A quiet evening with a book, a game of checkers with your dad, an hour of music with the family or just a family visit will mean a pleasant evening at home for all.

How To Be "TOPS"

Respect the property and rights of others. Be prompt for meals and dates. Close doors quietly. Close drawers and cupboard doors after you're through.

Keep your personal things where they belong.



Be thoughtful of elderly family members. Knock before entering a private room. Open only the mail addressed to you. Rise when older people enter the room and see that they are comfortably seated.

Open the door to allow older people to go before you. Be a good listener and never interrupt others in conversation. Don't complain about food, money or work. The radio belongs to the whole family. Do your part to let all hear their favorite programs.

You're Not Alone With The Telephone

The telephone belongs to your family. Limit your conversation. You may feel like talking for hours to a special friend—but share the line. Be courteous to the operator and to the person you are calling. Your voice is your telephone personality. Make it pleasant and courteous. Don't cut a person off quickly. The person who makes the call is the one who should close the conversation. If you are called to the telephone at an awkward time, ask if you may call back a little later.

PUT YOUR MANNERS ON THE TABLE

Confucius said, "Eat at your table as you would at the table of a king." If you carry out this advice you will never be embarrassed when eating at a restaurant or at the home of a friend.

That Mealtime Look

Be neat and clean at mealtime. It isn't always possible to change clothes for a meal, but after your work is done you can change for the evening meal.

Wash your hands before eating, and your face too if it needs it. Your posture is always important. Sit erect—do not slouch or lean at the table. Feet should be flat on the floor or comfortably crossed.

Sitting Pretty?

If there are guests in the house allow them to enter the dining room first. Place a man guest at the right of the hostess; place a woman guest of honor at the right of the host. At home your mother and father are hostess and host.

You sit or rise from the table on the left side of your chair.

You should stand at the left of



your chair until mother or the hostess is seated. A courteous boy seats his mother at the table.

Boys should seat girls. To do this the boy draws out the chair at his right; the girl steps forward from left side of chair, the boy pushes the chair forward slightly and as the girl is seated he adjusts the chair to proper position. Be careful not to push the chair too far forward.

Use A Napkin

Unfold your napkin below the edge of the table. Your napkin should be only partly unfolded. To wipe your mouth raise one edge of the napkin and touch your mouth. It's best to wipe your mouth before taking a drink of water. This prevents a smuggy rim on the glass.

You should fold your napkin at the end of the meal if eating at home. If you are a guest for a few days in a home you should fold your napkin carefully after the meal. However, if you are staying just for one meal, leave the napkin unfolded at the left of the plate.

And Now To Eat

You should begin eating only when all at the table are served, and the hostess starts eating. If you are in a very large group you may start eating when two or more persons are served rather than have the food become cold while waiting. You never reach across the table or in front of anyone. Ask for food to be passed.

When you pass a salt or pepper shaker to another person, it is less awkward to put it down on the table and let the person pick it up than to hand it directly to him.

When you pass a pitcher, cup or any dish with one handle turn the handle toward the person to whom you are passing it.

At The Table

Is your mouth too full? Never do that! If you think of something to say when you have food in your mouth—wait a minute! If your food is too hot, don't blow it—wait another minute! In fact it's well to make mealtime a leisurely time, not a time to gobble and run!

Those people who chew with lots of vigor and noise are never welcome table guests! Think how you look and sound to other people.

Use toothpicks only in privacy, and better yet use dental floss—but still in privacy.



The idea of leaving a bit of food on your plate is out of date! Have a clean plate.

Eat a little of every food even though it isn't your favorite.

If you have an accident at the table, such as upsetting a glass of water, say you are sorry, do what you can to wipe it up quietly. Do not make a fuss over it. The hostess should try to direct the conversation so that everyone may take part and forget the incident.

If you leave the table during a meal, ask if you may be excused. A boy always rises when a girl leaves the table and when she returns he gets to his feet and helps her to be seated.

Knives, Forks, Spoons

No matter how strong your desire, do not play with your silverware or the salt and pepper shakers.

Your knife is used for cutting food or for spreading butter. Never carry food to the mouth with it. After you have used your knife, lay it across the plate. Do not prop it against the side of the plate like a lean-to or lay it on the table.

When you cut food, hold your knife in your right hand and your fork in your left. In this case the tines of your fork point downward holding your food while the index finger and thumb hold the fork firmly.

When your fork is not in use it should be placed with tines up on your plate beside the knife. When you are finished eating, your fork and knife should lie across the middle of your plate. Never load your fork with food and then nibble at it. This is not nice to watch and it does not make the cook happy.

Your spoon is used for soft foods which cannot be eaten with a fork. Soup spoons are filled by dipping away from you. The soup is taken from the side of the spoon. When you are through eating, leave the soup spoon on the service plate. Your teaspoon is used to stir the drink. When through stirring, place the spoon on the saucer. Do not leave it standing in the cup like a flag pole.

Special Foods

Never butter a whole slice of bread at a time. Break off a small piece at a time. Butter it, then eat it.

Ordinary sandwiches should be broken if possible and the piece being eaten held in one hand. Small sandwiches do not need to be broken.

You can take certain foods with your fingers, others you take only with fork or spoon. Some of those taken with the fingers are bread, olives, pickles, celery, fruits, nuts, candies. Baked potatoes are eaten from the shell.

Crackers are eaten with the fingers, and not crumbled into the soup.

At the end of the meal, no one leaves the table until mother or hostess rises.

Table Talk

Help to make mealtime the happiest time of the day. This is no time to settle family quarrels, discuss the family bills, heckle your parents for something, gossip about the neighbors or discuss illnesses and operations. Table talk should be on subjects which interest all. Practice pleasant table talk on interesting subjects. These might include radio programs, sports, news of the day, inventions, books, camps and vacation, styles or plays or movies.

MAKING NEW FRIENDS

Introducing

Introductions place two or more persons on friendly terms. If properly done, they set the stage for smooth and happy talk.

The two names are clearly repeated, a smile, a few words spoken regarding the two people and the introduction is completed. You will find these few simple rules make introductions easy.

You always present a boy to a girl or a woman, so you mention her name first.

Miss Jones, Mr. Smith *or*

Miss Jones, may I present Mr. Smith.

Among schoolmates and good friends, introductions will be more informal than this. Introducing two friends whom you know very well, you will mention the girl's name first.

Mary, this is my friend, Jack Smith.

Jack, this is Mary Jones. *or*

Mary Jones, Jack Smith.

A few words following such an introduction will help to put them at their ease and start conversation. "Mary and I were tent mates at club camp last summer; she is visiting me this week."

The response with either form of introduction is "How do you do." It is good to repeat the name of the person you have met—as, "How do you do, Mary." For young children it is simpler if they respond with a single, "Hello, Mary." Jack will rise if he is seated; he will not offer his hand unless Mary first offers hers.





A boy is presented to a girl or woman.
Mrs. Smith, may I present Jack Brown.
A girl or boy is presented to your parents.
Mother, this is my roommate, Alice Howe. Alice, this is my mother, Mrs. Jones.

A man is always presented to a girl or woman.

Miss Smith, this is Mr. Allen, our county club agent.

Mr. Allen, Miss Smith is our school teacher.

A younger person is presented to an older person, except when the young person is a

girl and the older person a man.

Mr. Allen, may I present Bill Jones, our new 4-H member.

Bill, Mr. Allen is our county club agent.

An unmarried person is introduced to a married person, unless the unmarried person is much older than the married person.

Boys and men always shake hands when introduced. Girls may do so if they wish. A man should wait for a woman to offer her hand in being introduced. A young person also waits for an older woman to offer her hand. Customs differ in this respect in different parts of the country, but never refuse to shake hands if someone offers the hand.

Rise And Shine

A man or boy rises to meet another person.

A girl rises to meet an older woman, or a distinguished person either man or woman, or to meet another boy or girl if the introduction is being made by an older person.

A girl acting as hostess rises to greet each guest.

If a boy is sitting near a girl who rises to greet another person, the boy rises too and stands quietly until the girl is seated again.

Saying Goodbye

As you leave a person whom you have just met, it is courteous to say, "Goodbye, I am glad to have met you," or "Goodbye, I hope I shall see you again." The new acquaintance may reply, "Thank you, I hope so" or just "Thank you." If your conversation with the new acquaintance has been short and casual and you aren't likely to meet again soon, you may simply exchange glances and nod with a smile as you leave.

GUESTS IN THE HOME

Make Friends Feel At Home

You want to be a good host or hostess. This is something every boy and girl wants. You can be as charming a host or hostess on a farm or in a cottage as you can in a city penthouse or on a big estate. Sincere hospitality and charm are all you need.

When you make your invitation, make it definite and enthusiastic. You might as well give no invitation as one like this: "I hope you'll come and see me some time. I'd just love to have you. Drop in any time."

If you want to invite a guest by letter, be definite as to time and what you expect to be doing. This will give your guest an idea of what clothes to bring.

Dear Sally:

It has been so long since I've seen you. Won't you come and spend the weekend with me? I'd like to have you the weekend of January 19. My brother, John, will be home from college then. That night is one of the outstanding basketball games—the University of Massachusetts plays the University of Vermont here. We thought perhaps you would enjoy the game. Bring a long dress along as there's a dance at school. (I'll get an invitation for us.) We'll plan to meet you at the train that gets here at 5:15 Friday and will drive you home Sunday night.

It's too bad weekends aren't longer. Everyone will be so pleased if we succeed in persuading you to spend the weekend with me. Don't disappoint me.

Am waiting, anxious for good news.

Lovingly,
Janet

Or a boy might write

Dear Bill:

How about coming over for the weekend of February 22. Howard Phelps will be in town and I thought it would be a swell time for the three of us to get in some skiing. Plan to come Friday if you can, and stay through Sunday. Incidentally there are going to be some nice girls around for the holiday and we might work in a dance too.

Hope you can make it, Bill. It's time we had another bull session. Hope to hear you can come.

So long,
Jim



If your guests accept, give them the best visit they have ever had. The things you do to entertain them will depend on the type of persons they are.

When they arrive, take them to their room at once. If they have come quite a distance, they may want to freshen up a bit. See that there are plenty of hangers and drawer space in the room and clean towels in the bathroom. A few flowers in the room will be appreciated.

Have enough things planned so that your guests will not be bored, but be sure and give them some time to themselves. They won't expect you to entertain them every minute of the day. They will appreciate just being with the family.

Be thoughtful of your guests in little ways. Sally may not want to ask you if she may press a dress. Anticipate her needs and wants. If she goes to a different church than you do, make it easy for her to get there. Never for a minute let her think that she is a burden or that entertaining her is putting you out. She may feel better to be helping a little in the kitchen or making her bed. If so, let her.

Never apologize for anything—the appearance of your home, the meals you are serving, or the things you are doing for your guest's entertainment. They will know if you are doing your best to make the visit a happy one, and that every home has little inconveniences that cannot be avoided.

Elaborate entertainment is not only unnecessary but probably will not be appreciated so much as simple amusement that appears to be done with little effort.

Be A Good Guest

If you want to be asked to come again, you will want to be a very agreeable guest. It is fun to be asked once. It means something to be asked again and again. An invitation to come for a week or a few days should be answered as promptly as an invitation to a party. The following are some good resolutions to make after accepting an invitation for a visit or for an evening:

Take only those clothes you need. It is a nuisance to keep them pressed and hung up, to pack and unpack them, and it just is not good taste. Plan for unexpected weather, so you will not need to borrow your host's or hostess' sweater or raincoat. Be sure your hostess knows the exact time of your arrival and when you expect to leave.

If making an overnight visit, bring your own



toilet articles. Be prompt for meals; be helpful about the house; keep your own room in order. Adjust yourself to the plans of your host or hostess.

Be especially courteous to older members of the family. Your friend's grandfather will be pleased if you devote an hour talking to him—not a stiff conversation but a real chat. Although your host or hostess urges you to stay, leave at the time you originally planned to go. Be sure to take all your belongings with you. Always write a "thank you" or "bread and butter" letter promptly to your friend and her mother and tell them again of your happy and pleasant stay at their home.

GOOD MANNERS ON THE GO

The way you act on the street and in public places shows the attitude and behavior you display elsewhere. The well-bred person is reasonably quiet and avoids loud talk, affected ways of action, and "horse play." Girls should ignore persons whom they do not know who try to attract their attention. They should not do anything on their part to attract undesirable attention.

Pedestrian Pointers

You walk by twos or threes when there are four or more persons. Keep to the right of the street. When there is no sidewalk, as on a country road, keep to the left, facing approaching traffic.

Boys walk on the outside of the sidewalk or on the side from which danger may come when escorting one or more girls. If there are two boys and one girl, the girl walks between her escorts.

A boy should guide a girl on the street by placing his hand under the girl's elbow only if the street is bumpy or crowded or if traffic is heavy. To walk arm in arm down the street, or hand in hand, is not good form. If it is necessary to go single file, she goes first unless you feel you should make way for her.

When it is raining, boys carry the umbrella. To make walking easier you may offer your arm to your companion.

When a boy meets a girl on the street, the girl speaks first. The boy returns the greeting and tips his hat. A boy should tip his hat when the girl with him speaks to someone, even though he may not know the person. Also he tips his hat when he meets a boy friend accompanied by a girl whom he does not know.



At all times in public places, basic guides of good manners are a low voice and inconspicuousness. Some things that should be avoided are attracting attention to yourself or the group by remarks, a high-pitched voice, staring at people, eating or chewing gum. Chewing gum should be done in private only.

Enter or leave an automobile from the side opposite moving traffic. A girl should permit the boy to open the door. A boy should assist all women from a vehicle or share the courtesy with other men present.

When you are in a conversation with another person on the street, move out of the path of traffic. If you see a friend in a car or are seen by a friend, a smile or wave of the hand is enough.

When You Go Shopping

Wait your turn. If you cannot wait until the clerk can attend to your needs, leave quietly. You should be courteous in all your dealings with clerks. It is very poor manners to argue with a salesperson. While you can say whatever you wish, the management insists upon the salesperson's courtesy to you. If a clerk is discourteous you can report it to the management, but remember that your complaint may cost the salesperson his job.

Let's Eat Out

You want to go to a restaurant. The rules are simple. A boy takes a girl only to restaurants that are perfectly proper, clean, and priced within his means. When you enter a restaurant look for the head waiter. If there is one, he or she will come and seat you and give you a menu. The girl follows the head waiter or waitress.

If the waiter does not pull out the chair for the girl and help her remove her coat, then the boy does this. In the absence of a head waiter the boy gives the girl a choice of seats and helps her to be seated. The boy is seated opposite the girl except at a long table where the girl is always on the right of the boy.

The boy orders the meal for both after the girl tells him her choice. The girl makes selections quickly. It is usually less expensive to order from the complete dinners at a fixed price than to order from the a la carte suggestions which are priced separately. A beverage, salad, rolls, and a dessert may cost as much as a complete dinner. The girl should give some thought to her escort's pocket-book. She doesn't need to order the cheapest thing on the menu unless she really prefers it, as this might offend him.

Should friends stop at the table to talk, the boy will rise and remain standing. The person who stops and interrupts a meal should not pause very long and cause the food to get cold.

A tip for the waitress is slipped under the edge of the plate just before leaving. The tip is usually ten percent of the meal check. Never tip less than ten cents.

Following the meal, the boy assists the girl with her chair and her wraps and the girl leads the way out of the room.

At The Hotel

When you enter a hotel the bellhop will meet you. Give him your bag and go immediately to the desk, where you register. Tell the clerk the kind of room you want, asking prices if you do not know them, and tell how long you plan to stay. When the registering is completed, you follow the bellboy to your room. He will unlock the door, arrange the lights and do other little services for you. You should give him a tip just before he leaves the room. The size of the tip depends on the number and size of bags. Never less than ten cents for each bag. When you leave the hotel for the street, you should return the key to the desk. When you stop for your key at the desk, ask for it by number. In most hotels you pay when you "check out" at your departure. In order to make sure of a room it is best to make reservations in advance. If you make a reservation and do not use it you are liable for the charge unless you cancel your reservation.

Going Up!

A boy takes off his hat in an elevator, hotel or apartment house, but does not need to in an office building or store. Always allow a girl to enter and leave the elevator first. It is never necessary to push or crowd, as a word of apology will make way through the crowd if you wish to leave. Tell the operator the floor you wish to stop at when you enter.

Travel Time Tips

You don't need to push your way into a bus or train. Pushing and crowding may gain you a seat but it also shows a selfish nature. Boys should offer their seats to girls if they are standing. The person accepting a seat should be sure to offer thanks for the courtesy. Avoid any personal actions that may be irritating to your neighbors. While waiting you should be quiet and attract as little attention as possible. Girls should not apply make-up nor boys comb their hair in public. Whistling, singing, nervous drumming with fingers and similar actions may be very disturbing. Smoking is also disagreeable to non-smokers and should be done only in the smoking car or at the rear of the bus. If you need to open the window or adjust the curtains, do it in such a way that others are not made uncomfortable by it.





Don't Be A "Train Terror"

Occupy only the space that is yours. The seats on a day coach are made for two. Your ticket pays for only one-half this space. Unless there is extra available room, you should occupy only this much. When traveling first class you get either a chair car reservation or a pullman berth reservation. If traveling in the chair car, you pay for a chair in addition to the regular first class ticket. This entitles you to this space, and the rack above you is for coats and small bundles only. When traveling a long distance by pullman, you pay for a berth in addition to the regular first class railroad fare. This entitles you to one-half of an entire section. The person having reserved the other berth in the section has paid for the other half. The lower berth reservation entitles you to the seat facing the direction the train travels. The person in the upper berth rides backwards. Some pay the price for the two berths, to secure the entire section.

It is a sign of very ill breeding indeed to occupy space that someone else is paying for.

Ordinary day coach travel requires no tipping unless you call a red cap to help with bags from the train to the station or taxi. Tip a pullman porter at the end of the journey.

If you have requested the service of a red cap in a railway station, the amount of the fee depends upon the number and weight of bags as well as the distance he has carried them. In the hotel the minimum tip is ten or fifteen cents per bag.

DRESS FOR THE OCCASION

You will feel comfortable if the clothes you are wearing are appropriate for whatever you are going to do. Haven't you seen some girl at a basketball or football game dressed as though she were at a party; or a girl in a sweater and skirt, ankle socks and saddle shoes at a tea? Or a boy in collegiate shirt outside his trousers, no necktie and unpolished shoes at an evening entertainment?

Always choose the simpler outfit if in doubt. It is better to be underdressed than overdressed.

For you boys, the best all-around investment is either a dark suit or a tweed one, with a shirt and tie that blends with it. Then, if you wear clean and polished shoes you will be presentable for almost anything except a formal dance.

For you girls, the best clothes for school are skirts and sweaters that blend well, or a suit and blouses. Saddle shoes and socks are most appropriate.

For church and occasions that are not formal, you may wear a small becoming hat, a suit or dress, with which many different accessories may be worn. Higher heels than the saddle shoes, such as pumps, are in keeping.

Many clothes are not needed, but see that what you have are becoming to you and are suitable for the occasions where you are to wear them.

LOOK AT YOUR LOOKS

Your Body

You should take a bath often. This does not prevent perspiration or entirely control the odor of perspiration. Use a mild deodorant under the arms and on the soles of the feet. A good homemade deodorant is 1 teaspoon of plain baking soda dissolved in $\frac{1}{8}$ cup of hot water.

Your Clothes

The clothes you wear next to your body should be changed often. You boys and girls who work on the farm must remember that your clothes hold not only the odor of perspiration, but the odors of the barn as well. You must not wear those same work clothes to any gathering of a number of people. Put on clean clothes.

You should brush woolen clothes often and remove spots and stains as soon as they appear. Send them to the cleaner when necessary. Keep them clean around the neckline with a little cleaning solvent. Keep any dandruff brushed off your shoulders.

Keep your dress shoes cleaned and polished.

To have a well-groomed appearance, your clothes should be clean and pressed.

Your Hair

Wash your hair often enough to keep it clean. Daily brushing with a stiff brush helps to keep it clean and shining. Boys, don't use anything on your hair unless it's absolutely necessary to make it lie down. If you are troubled with dandruff, try to find a good treatment for it. Boys working in the stables should wear a cap, as hair absorbs odors.

Your Hands

A small hand brush, soap and water are the best friend of clean hands and nails. You boys and girls should try to keep hands attractive. You boys should keep your nails short and oval in shape.



You girls should file your nails to an oval shape. Extremely long nails are not beautiful. Bright or unusual nail polish often calls attention to unlovely nails and hands. Hands are much less noticeable if a natural-colored polish is used on the nails.

Your Teeth

Brush your teeth at least twice a day. See the dentist at least twice a year. Dingy teeth make a dingy smile. Dental floss is advisable for cleaning particles of food from between teeth.

YOUR DATE

Every right kind of boy looks upon the friendship of the right kind of girl as a real privilege. He should know the girl in her own home and should be glad to meet her parents. No young man should accept frequent hospitality of the girl's home without offering some return for such an invitation to a dance or game or a movie.

Boys Take Notice

In making the date, be definite as to time. Tell her what you will do so she can dress accordingly. Be sure she knows whether or not it will include a meal.

No girl wants to have to wait for a tardy boy friend, so be prompt on the date hour.

Your girl friend may want to see you badly enough to come out at the honk of your car horn, but don't try to find out! If you really want the girl and her parents to like you, go to the door. Even if she is ready, take a few minutes to greet and chat with her parents.

When walking on the street with your girl friend, tip your hat to any girl acquaintance of either of you, when you meet.

Woe unto the boy who precedes a girl through the door! The smart-mannered boy opens the door and allows the girl to go in first.

When a girl enters or leaves the room, be sure to rise.

You want to eat after the dance or show. Suggest several things and give your girl a choice. She'll then have some idea of what to order, in consideration of your pocketbook.

You may hate to leave her—but if you want her parents' approval don't linger too long.



If you have a car, escort your girl to her door. When you get out of the car you should get out and open her door and help her out.

If you forget to take your girl to the door at the close of a date you can bet she'll think you're way behind the times in good manners.

Girls Take Notice

You want that boy friend to arrive on time—so don't keep him waiting while you put on that last bit of make-up. Be ready.

Mother and Dad should meet the escort. Bring him in for introductions.

Your boy friend likes to do things for you—but don't require or let him do too much.

Allow your escort to open doors for you.

The girl who puts make-up on in public is out-of-date! Would you want your boy friend to shave or manicure his fingernails in public? There are dressing rooms for these personal duties.

Your escort isn't interested in details about your other dates. Save that for a "girls' session."

If a boy invites you to something you know he can't afford, tactfully suggest something else. Appear to enjoy yourself no matter what the evening offers or how much he spends. When he does want to spend more than usual, show him that you appreciate it by getting extra pleasure from it.

If it's not too late when you get home, ask him in.

A boy will measure up to whatever standard you set—if he really wants your friendship. It is up to you.

And remember it's up to you what a boy thinks of you and what he says about you in the next "bull session." You'd better make it good!

LET'S DANCE

When a girl has accepted a boy's invitation to go to a dance with him, the boy calls for her at her home. She should make it a point for him to meet some member of the family—mother or father—if they are at home.

He finds out the time her parents wish her to be home. If he's wise he will have her back at that time.

Down The Line

If it is an invitation dance, as soon as you arrive greet the hostess or those in the receiving line. The girl precedes the boy when you "go down the receiving line." A boy should dance with his hostess at least once.

Everybody Dance

A boy should always take his girl's first dance. The dance before the intermission, the one after the intermission, and the last dance should also be taken by the escort.

After being introduced to a girl, a boy should ask her for the next dance.

He says, "May I have this dance?" She may answer, "Yes, certainly" or "I shall be delighted."

If a girl refuses a boy's invitation to dance she says, "I am sorry but I have this one taken." After refusing a dance with one boy a girl does not accept another boy's invitation for the same dance.

May I Cut?

A half hour at any dance will show whether "cutting in" is the style there or not. Partners should dance around the room once before a boy may cut in on another couple. Neither the boy nor the girl may refuse to cooperate when another couple or a stag starts to cut in.

A Word Of Thanks

1. A boy always thanks a girl for the dance. The girl may say, "I enjoyed it too."
2. After the dance the boy takes the girl back to a seat.
3. A boy should never do anything to make himself or his partner conspicuous.

After The Ball Is Over

If there is a hostess or chaperon, the couple should say "Goodnight, Mrs. Smith, thank you for a pleasant time" or just "Thank you."

On arriving at the girl's home the boy makes sure the girl is safely inside the house before he leaves. He does not "go in," even though invited, if it's late.

CONGRATULATIONS

On the occasion of an engagement, a wedding, graduation, or the receipt of some special recognition, it's much better to write a short, sincere note of congratulations to your friends, than to send a printed card. What do you say? Just write sincerely of your happiness of their success or special joy.

In the case of wedding congratulations, the groom receives the "congratulations" and the bride "best wishes" unless a letter or telegram is sent to the couple jointly. Then "congratulations" are correct.

A FRIEND IN NEED

One of the most highly prized and appreciated letters that can be written is that which is sent to a friend upon the death or accident of a loved one. This is better not to be a printed card, rather a note written simply and sincerely expressing the writer's feelings.

OH TO BE POPULAR!

Thoughtfulness for others is the basis for popularity. "The good sport" is a person who does not strive for personal glory but forgets himself in helping others enjoy themselves through better play and work. Anyone who forgets self in helping others will find friends and happiness all along the way.

Many things enter into your popularity. A liking for people, enthusiasm for the ideas and plans of others; willingness to be helpful and to accept responsibility for unpopular tasks; ingenuity and resourcefulness; and the ability, so often lacking, to complete a task one has started, are all factors. Then too, cheerfulness and a clean and lively sense of humor are very important, while imagination that enables you to see things as others see them does much to smooth your way.

HOW DO YOU RATE?

Check yourself on these secrets of popularity.

- ___ Do I honestly like other people?
- ___ Am I well-groomed and personally attractive?
- ___ Do I have any offensive personal habits?
- ___ Am I clean minded?
- ___ Do I remember the little courtesies like words of thanks and introductions?
- ___ Is my conversation cheerful and constructive?
- ___ Am I a good listener when others are talking?
- ___ Do I have an appreciation for the finer things of art, literature, nature, etc.?
- ___ Am I a "good sport" at games?
- ___ Am I a pleasant companion?
- ___ Is my humor and "kidding" the kind that does not leave a sting that hurts?
- ___ Does an evening in my company bring out the best in my friends, especially my friends of the other sex?
- ___ Do I try to understand the point of view of those who are not well liked and try to help them?



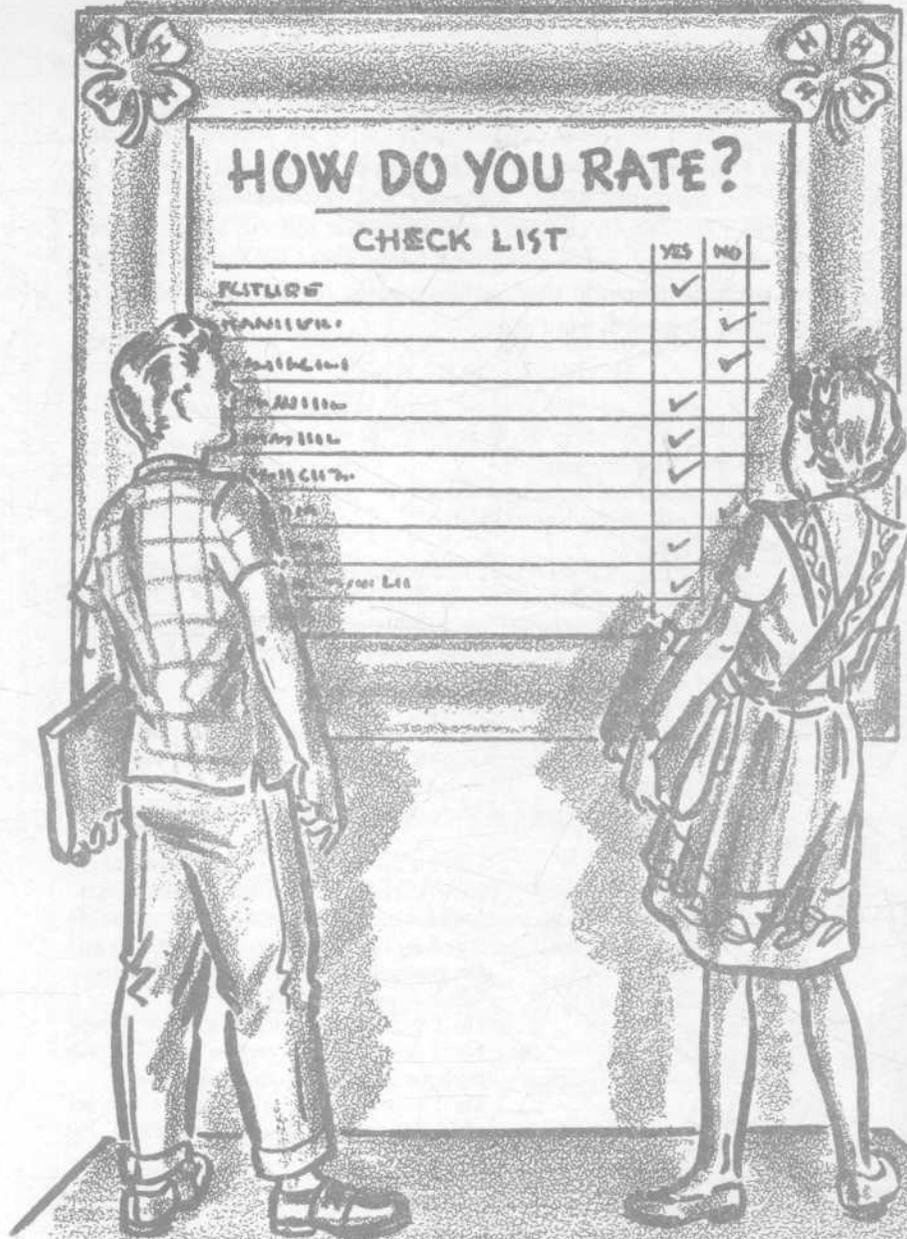
- ___ Can I adapt myself to the desires of others and cheerfully give up my cherished plans?
- ___ Do I accept and complete unpleasant tasks?
- ___ Am I willing to accept the leadership and the responsibility of leadership of a group when requested to do so?
- ___ Do I work for the team, club or group?
- ___ Can I lose without trying to "alibi" or win without becoming conceited?
- ___ Do I honestly like to see others win acclaim by personal accomplishments?

NOW IT'S UP TO YOU

You will be a happier person if you make "good manners" a habit. Your friends will increase—your joys will increase.

It's really up to you.

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



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Chas. U. Pickrell, Director

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