

South Dakota State University  
**Open PRAIRIE: Open Public Research Access Institutional  
Repository and Information Exchange**

---

Cooperative Extension Circulars: 1917-1950

SDSU Extension

---

6-1946

You

Mary Frances Lyle

John Younger


Follow this and additional works at: [http://openprairie.sdstate.edu/extension\\_circ](http://openprairie.sdstate.edu/extension_circ)

---

#### Recommended Citation

Lyle, Mary Frances and Younger, John, "You" (1946). *Cooperative Extension Circulars: 1917-1950*. Paper 422.  
[http://openprairie.sdstate.edu/extension\\_circ/422](http://openprairie.sdstate.edu/extension_circ/422)

This Circular is brought to you for free and open access by the SDSU Extension at Open PRAIRIE: Open Public Research Access Institutional Repository and Information Exchange. It has been accepted for inclusion in Cooperative Extension Circulars: 1917-1950 by an authorized administrator of Open PRAIRIE: Open Public Research Access Institutional Repository and Information Exchange. For more information, please contact [michael.biondo@sdstate.edu](mailto:michael.biondo@sdstate.edu).



*You*

AGRICULTURAL EXTENSION SERVICE - U. S. DEPT. OF AGRICULTURE  
*Circular 424 - SOUTH DAKOTA STATE COLLEGE, Brookings - June, 1946*



# You

Compiled by MARY FRANCES LYLE\*  
and JOHN YOUNGER\*\*

One of your highest aspirations is to appear at your best on every occasion. Courtesy and grooming are two important factors with which you must deal in this matter of appearance. The questions you might ask yourself are: how do I act?; do I make the other person feel at ease?; and how do I look to others?

Look at yourself when reading this bulletin to see what answers you can give the questions listed above. If your answers satisfy you, you are to be admired. If your answers don't satisfy you, perhaps it's time for you to do some adjusting.

Improve your appearance by guarding your manners and watching your grooming habits.

## Take a Look at Your Posture Are You This Way or That?

People are very interested in their weight. Just look at the scales around—in cafes, drug stores, hotels. Girls often get weighed to see if they have lost any; boys, to see if they have gained any.

Weights and measurements can be changed only within certain limitations; but in the posture field—the sky is the limit.

Young folks are usually better off with a little extra weight. A ten per cent variation from height-weight charts is nothing about which to worry. Avoid freak diets or anything different than the usual well-balanced "three squares a day," except under a doctor's directions.

Attention to posture improvement can yield astonishing results. Good posture is necessary for good appearance. A fine body carriage allows clothing to fit more smoothly and is important for general good feel-

ing. Fatigue and many aches are due to faulty posture.

Some common mistakes are: letting the head slump forward, allowing the abdomen to protrude, and failing to keep the hips tucked under.

A good way to test your posture is to see if the ear, shoulder, hip, knee, and ankle fall in a straight line. Stand with the chest up and the abdomen in. When seated, sit well back so that the hips rest against the back of the chair. Bend from the hips. Walk with the feet straight ahead.

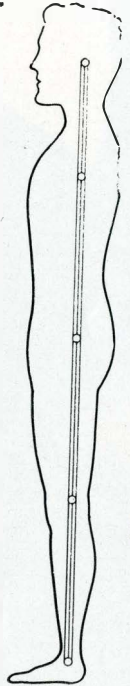
There are four things to remember at all times whether standing or sitting:

1. Pull in your chin and stand tall.
2. Bring your "dining room" upstairs—by tightening the muscles in the wall of the lower abdomen.
3. Bring your "sitting room" downstairs—by rocking the pelvic bones forward.
4. Stand with your feet at "one minute to twelve."

## Health for Your Appearance's Sake

"He who has health has hope, and he who has hope has everything."—Arabian Proverb

The good looking young person of today must be healthy, for good looks depend on a fine, healthy, well-proportioned, properly-functioning body. Health is basic. You can not make marked improvements in your appearance without the solid foundation—good health.



\*Assistant in club work

\*\*District club agent

## The Relation of Your Health To Your Appearance

Good health should give you:

Clear skin  
Rosy cheeks  
Bright eyes  
Sound teeth  
Pleasant breath  
Glossy hair  
Strong feet  
Correct posture  
Well-proportioned body  
Alertness  
Happiness  
Energy  
Firm muscles

## What Must You Do to

### Have Good Health

"Health is the quality of life which makes it possible for one to live most and serve best."—Dr. J. F. Williams

1. Have a physical check-up each year.
2. Form fine health habits.
  - Have happy, cheerful disposition
  - Develop good posture
  - Sleep 8 to 10 hours with windows open
  - Brush teeth daily
  - Keep feet healthy
  - Bathe often
  - Wash hands before meals
  - Exercise daily out-of-doors
  - Drink 6 to 8 glasses of water daily
  - Have proper elimination daily
3. Eat the right food, some of each of the following groups every day:
  1. Milk and milk products
  2. Citrus fruits and tomatoes
  3. Green or yellow vegetables
  4. Other vegetables, fruit
  5. Bread and cereal
  6. Meat, poultry or fish
  7. Butter and other spreads
4. Help others by sharing your health knowledge.
 

You strive for good health so you can enjoy living, work hard, and be of service

to others. Be interested in the health of others and help them improve. You can do this effectively by giving talks and demonstrations.

## Cleanliness Is Vital

### Good Grooming Accessory

A group of business men was asked what toilet articles they considered absolutely essential in order that a man or boy be well groomed. They listed the following items:

A good toilet soap  
Hair brush and comb  
Nail file  
Hand brush  
Tooth brush  
Tooth paste or powder  
Safety razor  
Shaving cream  
Shaving brush  
After shaving lotion

How would you alter this list for women and girls?

Remember, however, it isn't the number of toilet articles in the dresser or on the bathroom shelf that determines your appearance, rather it's the care with which you select them and the way in which you use them.

## The Body

"He (or she) has the scrubbed look."

The bath is the basis for good grooming and is the best tonic in the world. The warm bath, using plenty of soap, should be taken frequently—at least twice each week and daily if possible.

For the bath you will need a good neutral soap, a wash cloth and a towel, coarse enough to stimulate your circulation. A bath brush is also a good aid.

The time for your bath depends on the way in which you live. It is most refreshing to take a bath before the evening meal. A warm bath at bedtime is very relaxing and soothing.

Where a real desire for cleanliness exists, ways of taking a bath have been found that do not involve carrying a lot of water or setting out the washtub. Although you will want an all-over bath at least once or twice a week, you can take sponge or towel baths in between times.

### Preventing Body Odors

Even if you do bathe regularly, there may be disagreeable underarm perspiration odors. You can control or rid the body of these odors by the use of deodorants and non-perspirants.

Boys especially can improve along this line, as one often sees shirts and suit coats with unsightly perspiration stains under the arms. The use of preparations for perspiration control are no longer considered an exclusively feminine privilege.

It is a good idea, therefore, for everyone to use some deodorant daily and a perspiration corrective once or twice a week. It will aid your self-respect, spare your friends, and save you money by preventing ruined clothes.

A reliable druggist will suggest some good commercial deodorants and non-perspirants. Follow the directions carefully; deodorants are not harmful if properly used. Pat them on at night with a swab of cotton and rinse off in the morning. If used in the daytime; be sure to bathe under the arms before putting on your clothes, as some products injure fibers.

Some skins are more sensitive than others, and you may need to try different products to find which ones are best for your skin. If any irritation results, rub on vaseline or cream. Preparations should not be used when there is a scratch or any sensitive condition. Neither should they be applied until one or two nights after using a razor.

Hair in the armpits makes freedom from perspiration odor even more difficult. Therefore, it is well to remove it about every two weeks with a safety razor. Be careful not to shave so closely that the skin



That Final Look in the Mirror to Check

is irritated. Wash the razor in hot water and wipe it dry.

Scented talcum or bath powders, perfume or toilet water should not be used in an attempt to cover perspiration odor. In many cases the combination of odors is very disagreeable. Use these preparations *only* on a clean body.

### The Face

A healthy skin does not depend entirely upon outside cleanliness. Blackheads, pimples, excessive oiliness may be due to the kinds of food you eat and your general health habits. Eat plenty of fruits, vegetables, and milk; get sufficient rest and plenty of exercise; drink lots of water; and guard elimination habits.

Absolute facial cleanliness is also essential to a good complexion. You should

*always* go to bed with a *clean face*. Wash the face each night with warm water and mild soap. Use a well-lathered wash cloth or complexion brush and scrub thoroughly. Then rinse completely with cold water to close the pores. The masculine habit of merely dousing the face with a little water held in the hands doesn't remove dirt. It takes a soapy lather and the friction of a washcloth or brush to do the job effectively.

### Shaving for Boys

To the teen-age boy comes the problem of shaving. Too often his "first time shave" is put off too long, giving him an unkept appearance. Sometimes it happens that he begins too soon in life, thus encouraging a premature beard growth. It's a daily lifetime process, and should not be started until necessary.

The selection of a razor is important. Usually boys use dad's straight edge, which is dangerous for a beginner. Select one of the many advertised easily-cleaned safety razors available on the market.

In selecting a shaving cream or soap three types are available: the brush, brushless cream, and shaving soap. The latter is the most economical, but not always the most convenient to use.

Shaving lotions must be selected after one has tried out several to find out which causes the least amount of skin irritation.

The application of a shaving talc applied with a small powder puff is very refreshing and removes the shiny appearance from the face.

Keep all shaving articles clean and carefully arranged in a shaving kit or cabinet.

### The Eyes

Eyes have been called "windows of the soul." Maybe you do not think of them in connection with grooming; but they detract from your appearance when they are

strained, squinting, tired looking, blood shot, or when the lids are red.

To keep eyes in good condition avoid:

- Glare, dust and harsh winds
- Overworking the eyes
- Bad lighting
- Small, difficult printing
- Going without needed glasses
- Poor sun glasses
- Reading in moving trains or busses
- Reading in bed

### Cosmetics for Girls

**Powder**—A little powder adds to your feeling of being well-groomed, providing you use a reliable brand which blends well with your skin. To blend, it should be a creamy or tannish color rather than too pink or white. Put the powder on evenly. Wash the puff regularly in warm soapy water. Keep it in a covered jar or box.

**Rouge**—It is often not necessary to use rouge. A girl who is healthy usually has enough natural color to make her look well. If you do use it, apply it so your appearance is as natural as possible. A medium rouge is usually a good choice. Put it on carefully and always examine the effect carefully in a hand mirror.

**Lipstick**—Lipstick should match the rouge and harmonize with your coloring. Apply it lightly and smoothly. Nothing spoils appearance so much as heavy, careless lip make-up.

### The Hands and Nails

Wash your hands before meals. Always wash them when returning from the toilet. Wash them in warm soapy water and dry them well. Avoid soaps which dry your skin.

Having clean hands and well-kept nails does not mean an exaggerated manicure



but rather definite and regular care. Boys who have farm work to do or who are around machinery find it difficult to keep their hands clean, but usually a good scrubbing with warm water, mechanic's soap or powdered pumice and a hand brush will remove the grime.

In cold weather and when doing work that will roughen your hands, wear gloves or mittens to keep the hands from chapping. Always be sure to dry the hands well after washing. Some skins are very sensitive to soap. If the hands become rough and chapped from soap, water, or wind, use a good hand lotion.

The nails should be kept clean and fairly short; nails filed to conform with the shape of the finger tips are in best taste. The cuticle at the base of the nail should be kept pushed back and loose from the nail to prevent hang nails which may be very sore as well as unattractive. Pushing back the cuticle should be attempted only when the skin has been softened by water. Every time you dry your hands, push the cuticle back with the towel.

Loosening the cuticle from the nail and removing all rough particles may be made easier by using powdered pumice, a bit of vaseline or cold cream, and an orange wood stick. After cleaning the hands thoroughly and softening the skin, dip the end of the orange wood stick in the vaseline and then in the powdered pumice. Apply this to the base of the nail pushing the cuticle back gently. This should be done rather firmly but with care not to injure the new growth at the base of the nail. Five cents worth of powdered pumice obtained at the drug store will be a plentiful supply for some time. There are many commercial cuticle removers on the market which may be applied similarly and are equally good but more expensive.

The habit of biting nails can be broken by giving them regular care and taking pride in their improved appearance.

### **Nail Polish Tips for Girls**

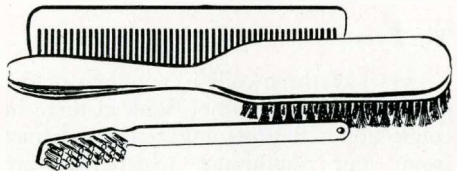
A buffer will bring out the natural glint of the nails. If you get a buffer, secure one with a removable chamois so it can be taken out and washed. Dry polish is very good. If liquid polish is used, remove the old coat before beginning the manicure. For general use, choose a natural color or one that slightly brings out the pink in your nails. For some special occasions you may like to try out different shades. The color must be right for you and right for the costume. Remember that only the person with perfectly cared for hands can afford to call attention to them.

### **The Teeth**

Teeth and bones depend on right foods for their strength. Calcium or lime is needed to make them strong. This can be supplied by drinking plenty of milk and eating fruits and vegetables. Every person under 20 years of age requires one quart of milk per day. Those over 20 should have at least one pint per day. See the dentist once every six months so that any defects can be checked.

Teeth need brushing night and morning, and after meals if possible. Use a small brush with firm, well-spaced bristles. Choose a tooth powder that is not gritty or a tooth paste which does not leave a deposit around the teeth.

Private Property



Use a downward stroke when brushing the upper teeth; an upward stroke on the lower teeth. Do a thorough piece of work but be careful not to injure the edges of the gums. If your teeth are close together, you will need to use dental floss to keep the tiny in-between spaces clean.

Rinse the mouth with plenty of cold water, forcing it between the teeth.

### The Hair

A mild soap, soft water, a good brush will keep hair attractive. The condition of your hair, your activity, and the amount of dust in the air determines how often to shampoo your hair. Very oily hair may need a shampoo once a week and drier hair once each two or three weeks. For in-between cleansing, brush thoroughly each night using firm, upward strokes. Brush through the hair from the scalp to the ends of the hair rather than just on top.

In shampooing, first brush the hair thoroughly to remove dust and loosen the scalp. Next, wet the hair, apply the soap (avoid rubbing the bar on directly), and work up a good lather. Rinse with warm water. Add soap and work up a second lather. If needed, rinse and lather a third time. Finally, rinse until the water runs clear and all of the soap is removed. If desired, a vinegar or lemon rinse may be used. Use about 2 teaspoons to one gallon of water. Do not leave these acids in the hair, but rinse them out thoroughly. Dry the hair by rubbing with a towel and by shaking it out in the air. It is healthy during drying to expose the hair to sunshine. Hot air from a dryer is not beneficial. When dry, comb and brush until glossy.

Make a practice of washing your comb and brush in warm soapy water once a week. Have your own comb and brush.

Dandruff is often a problem. It needs to have regular attention for many weeks. Apply warmed olive or mineral oil to the



Teeth Need Proper Brushing

scalp with a brush or soft cloth before the shampoo; or better yet, the night before. Then it will have plenty of time to be absorbed. If dandruff doesn't respond to this treatment (after long, regular care), see a doctor or skin specialist.

Boys, if you choose to use a hair oil, buy the best grade you can. Select one that is not overly scented, or too greasy, or too heavy. Use hair oil sparingly and only when the hair is clean.

### Becoming Hair Styles for Girls

You may want to wave your hair while it is still damp rather than drying it following the shampoo. In this matter of waving or dressing the hair, experiment until you find the hair dress which is really becoming to you. The hair serves as a frame for the face, so it should be right for the shape of it. From the side it should have lines that are good for the profile and the shape of the



head and it should look just as well from the back.

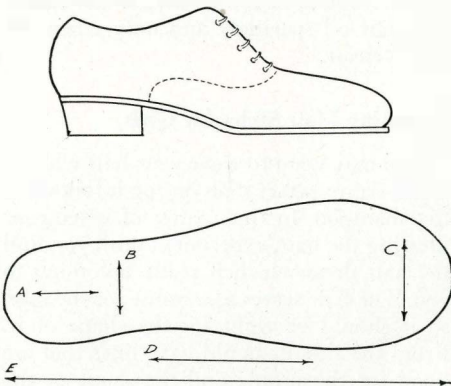
Sometimes an undesirable feature is brought out even more when the line of it is repeated in the hairdress. For example, a broad face seems broader when bangs are worn; a turned-up nose is more evident when the waves of the hair repeat its curve. In general, a thin, pointed, sharp face needs soft waves about it rather than pulling it straight back or having hard rigid waves. A person with a round face and short thick neck appears better with the hair brushed back with soft downward slanting waves. A long neck appears better if the hair is allowed to come down on the neck and subtract from the apparent length.

Strive to make your hairdress becoming and individual. If the hair looks well straight, do not wave it. If it has a tendency to be wavy, you can learn to dampen it and press in waves yourself. A permanent wave is an aid to those whose hair is straight and unbecoming. Go to a reliable shop so your hair will not suffer any more than can be helped. A permanent wave tends to make the hair dry and takes away its luster. After a permanent wave, give the hair the same care as naturally wavy hair.



Work Up a Good Lather

#### Five Points to Watch on Shoes



#### The Feet

Each time you bathe, rub the feet thoroughly, then dry them well, particularly between the toes. Trim the toe nails straight across. If they are rounded or shaped, an ingrown nail may be started. Clean under the nails and around the cuticle with an orange stick. Feet which perspire a great deal will need particular care in order to prevent foot odors.

Avoid walking around on bare feet as infections can easily be contracted. Athlete's foot is a common one. Such an infection should be treated with an antiseptic wash prescribed by a doctor.

Corns, callouses, and other foot troubles are usually caused by improperly fitted shoes. A comfortable shoe has a straight inner line, a roomy toe, a flexible shank, a low broad heel. When you stand, the shoe is about one-half inch longer than the big toe. If a corn does develop it can be reme-

died by getting a proper shoe, then removing any pressure by using absorbent cotton or corn pads. Be careful also to select hose with feet which are long enough so that the toes are not cramped.

#### WATCH FOR

- A. Low heel
- B. Snug fitting instep
- C. Roomy toe
- D. Flexible shank
- E. Straight inner line

Choosing correct hose and shoes is not enough to insure good appearance. These hose and shoes should be kept in good condition. Wash hose each night to prevent odors and to make them wear better. When shoes are removed from the foot, put in shoe trees or stuff the toes with tissue paper to preserve the shape. Polish or brush them as needed and place them where they will be aired during the night. Have run-over shoes repaired at once.

#### Is Your Clothing Neat?

It is hard to be a neat person in a messy package. So improvements in grooming should also include the care, upkeep, and selection of clothing.

Clothing looks well when it is wisely chosen and cared for regularly. Wise choice includes:

- Suiting clothes to the person and the occasion
- Having clothes completely comfortable
- Getting the outfit harmonious in line and color
- Making the accessories a part of the costume
- Securing a look of smart simplicity
- Selecting colors that on you look well

Get a long mirror in which you can get a good idea of your own appearance. Study it. Notice those who do dress well, and get ideas from them. Many magazines and books are printed which give helpful suggestions.

#### Better Care Gives Longer Wear

Equipment for clothing care includes a good supply of hangers, hat racks, shoe bags or racks, shoe trees, garment bags, a good clothes brush, and a work box or basket equipped with materials for mending.

Airing and brushing clothes regularly insures longer wear and better appearance. Keeping clothes in repair, by sewing stray hooks or buttons, is far easier than making new garments, and also more economical. Small spots and stains may be removed very easily when the spot is fresh. Pressing adds to your appearance and the garment's appearance. Don't forget that! The difference between looking neat and looking untidy is attention to small details of dress, which really pays dividends.

#### Yourself

"Great merit or great failing will make you respected or despised; but trifles will make you either liked or disliked in the general run of the world."—Lord Chesterfield

#### Your Personal Goal

Every 4-H boy and girl has the desire to be charming—to have a pleasing personality—to be somebody and to amount to something. These traits will increase your influence with other people and give you a sense of "belonging." To "belong" includes membership in a group, but it also includes the assurance of having made the most of yourself.

Your appearance, your works, and your acts indicate WHAT YOU ARE. You may fool people by your appearance and works, but seldom do you fool them by your acts. "Action speaks louder than words."

#### How Do I Look to Others

Right now is the time to start being somebody. The picture you make from hour to hour as your friends and family see you is very important.

The sooner you begin finding your possibilities and developing them, the better. Worthwhile folks don't just happen. You weren't born worthwhile; you were born only with the possibilities of becoming worthwhile. Your job is to discover and develop the man or woman you ought to be.

### **Habits**

Habits are closely connected with everything you are or do. If you are friendly or cheerful; if you are neat, prompt, or courteous; it is due to habits formed.

The first consideration in acquiring charm is to form desirable habits. There are three steps to keep in mind:

First—Decide that the habit is worth forming.

Second—Seize your first opportunity to begin the new practice—"Do it now."

Third—Allow no exception—you are mistaken if you think, "This one time will not matter."

Perhaps you think it is better to begin by breaking bad habits. The very best way to break an undesirable habit is to substitute a new good habit for it. If you are usually tardy, substitute a habit of promptness.

### **Manners**

Though you know the rules of etiquette, it does not necessarily follow that you have good manners. To have good manners you must cultivate habits of thoughtfulness and consideration for others. The only sure way to be well-mannered away from home and school is to be well-mannered at home and school. "Company" manners are as troublesome as a sore thumb and equally as evident.

### **Speech**

Your speech is important in reflecting your personality. Attractive speech includes a pleasing voice, correct pronunciation, correct usage, and an expressive vocabulary. All of these you can make your own.

A few suggestions to help you develop a pleasing voice and speech are:

#### 1. Practice correct breathing.

Breathe deeply with a free flow of air from the diaphragm.

Deep breathing and a relaxed throat produce good tones.

#### 2. Hear yourself as others hear you.

Listen to pleasing voices over the radio.

Listen to your own voice. Recite or speak with a board or magazine held directly in front of your mouth, or cup your hands behind your ears.

Then you can hear your voice as it sounds to others.

Speak before a mirror to watch for correct lip use, posture, and relaxed throat muscles.

#### 3. Develop your vocabulary

Read magazines and papers.

Write with frequent reference to a good dictionary.

#### 4. Make use of good pronunciation.

Avoid foreign accents, affectations and localisms. Slang expressions should be used sparingly.

### **Relations with Other People**

The club member with a happy home is indeed fortunate. Habits practiced in your home are reflected in your conduct outside the home. If you wish to profit and add to the pleasure of those in your family, try being just as courteous and considerate in your home as you would be outside your home.

It is entirely natural to wish for friends. You always meet people whom you like, and from this group you will find close friends and companions. Some people have many friends and others few. This depends on your ability to show as well as feel certain qualities, such as meeting people with friendliness, being interested in the same things, and willingness to share your talents and qualities. Friendships are important for happiness.



### How to Proceed

Acquiring a charming personality is a problem that is ever present and which must always be kept in mind. But there is a satisfaction in building toward goals that pay high dividends in the truly important things of life:

A happy home and a happy relationship with family members.

Friends—boys and girls with whom to share good times and more serious moments.

The ability to add to other people's enjoyment.

Opportunity to choose a desirable vocation.

In order to be somebody, you must do worthwhile or useful things. In finding the place where you can best develop your powers, you will find your greatest happiness.

One thing is sure: The forces in us express themselves in many ways. By the time we are fifty, what we are is pretty well written in our faces.

### Your Manners

"To be considerate is the beginning and continuation of good manners."

What are good manners? The best answer is this: being considerate of others in the countless things you do from day to day.

"Etiquette is the name given to the rules of society and society is the game that all men play. If you play it well, you win; if you play it ill, you lose. The prize is a certain sort of satisfaction without which no human being is ever quite satisfied."

What counts most is affection and interest in other people. You are not likely to make any serious error of conduct if you keep in mind the Golden Rule, for kindness of heart is of utmost importance if you are

to have good manners. Forgetting a rule may be over-looked but rudeness never can be.

Most 4-H club members feel the need of knowing the rules which govern introductions, parties, meetings, dates, conduct in public places, visits in homes, and many other things. At first these may require much effort, but through persistent practice these rules will soon become a habit. On the pages that follow may be found the rules of social conduct. Make them a part of your everyday living.

### At Home

"Home is where we are treated best but grumble most."

Politeness begins in the home. Real politeness is being kind and considerate to those you know best. It may be shown in many ways—by the voice, the expression on your face, the vocabulary you use, your behavior, and your attitude.

At home 4-H'ers are provided many definite ways of expressing their beliefs and feelings in manner and behavior. We need the affection, sympathy, protection, interest, and stimulation of the home group.

There are many things to watch, to do, to refrain from doing, to talk about, and to give. The following suggestions can help you to make yourself a more desirable member of your family.

Learn to respect other's belongings and privacy. Do not wear brother's tie without asking permission. It goes without saying that you do not open mail belonging to other members of the family. Knock before entering a room or say, "This is Bob, may I come in?"

Share your possessions with others in the family. Without being ill-natured gladly do your share of the work at home. It is fun to exchange daily tasks, so they aren't tiresome.

Learn to express appreciation in the achievement of your family members. The good report card of your brother, the delicious supper prepared by your mother, the up-to-the-minute dress made by your sister, the lawn your father keeps up so well—all of these deserve the praise we too often forget to give.

Practice using the terms "please," "thank you," "I'm sorry," for they are not worn-out. If you practice them at home, it will be much easier to use them elsewhere.

Avoid arguments; good nature is an asset. Cultivate your sense of humor. Learn to talk—about things instead of people.

Try not to worry your parents. Tell your family good-bye when you leave and let them know where you are going and when to expect you home. This is real consideration and thoughtfulness.

### Introductions

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

"Pleased ta meetcha!" How often have you had this homely expression greet your ears? It's strange that we stumble so often over introductions. They're such simple things. You say two names slowly and clearly enough so that two people understand them. Then add a remark or two about each so that the persons have something to say to each other. Introductions are really fun if you follow the rules. Every 4-H club member should know how to make and accept introductions graciously.

The simplest and best forms of introductions are:

1. A boy or man is presented to a girl or woman:

"Agnes Fox, this is Roger Burns," or  
"Miss Fox, Mr. Burns."

Introducing a Newcomer to a Group



Speak clearly. Don't leave Agnes wondering whether the name was Burr or Bird instead of Burns.

The acceptance with either form is "How do you do." Mr. Burns would rise if he was seated, but would not offer to shake hands unless Miss Fox did so.

2. A boy or girl is presented to your parents:

A club member, in introducing another club member to his or her parents, simply says, "Father (or Mother), this is John Brown," or "Mother, this is Jane Morgan."

Because it is often difficult for people who have just been introduced to think of something to say, throw out a conversational lead such as:

"John went to National Club Congress this year," "Jane is president of our club."

A girl rises when being introduced to an older woman, but may remain seated when being presented to a boy, unless she is the hostess. A boy always rises when an introduction is made.

3. A younger person is presented to an older person:

"Professor Simpson, this is James Hill."

4. An unmarried person is presented to a married person—unless the unmarried person is much older than the married person:

"Mrs. Brown, Miss Harris."

5. One person to a group:

"Club members, this is Betty Brewster."

Don't take a newcomer around to each member of the group for introduction but make a general statement such as the one above, then take the guest to a few members of the group and make individual introductions. The newcomer may be left to chat with that group. It is not necessary that everyone is introduced. When people are guests under one roof, they don't need to wait to be introduced. They are supposed to talk to each other anyway.

If you're walking with someone and a friend of hers comes along you saunter on

and give them a few minutes for a chat. Don't stick close by unless your friend shows that she wants to introduce you.

Avoid these expressions: "meet," "shake hands with," "let me make you acquainted with," "I want you to know."

"How do you do" is all that is necessary to say in responding to an introduction. "Pleased to meetcha" and "same here" are like "ain't"—not used in polite society.

Attach names to faces when you're being introduced. It saves a lot of embarrassment to be able to keep people straight, and it is flattering to call people by their names.

"Good-bye, I'm glad I met you" is a perfectly correct expression on leaving a person, but it is used too frequently. After the briefest of introductions it may sound insincere. If you've really enjoyed meeting the person, and he or she has aroused your in-

#### Introducing One Girl to Another Girl





terest, say so: "Good-bye, Bob, I enjoyed meeting you." Bob will say, "Thank you, I enjoyed meeting you, too." Or you might say, "Good-bye, I hope I shall see you again soon (or some time)." The other person answers, "Thank you," or perhaps adds, "I hope so, too."

In acknowledging an introduction two boys or men always shake hands. Girls may do so if they like. A boy waits for a girl to extend her hand. It's up to her whether or not she wants to shake hands with a man. It's not necessary, though it is a friendly gesture.

It's rude not to take a hand that has been offered you. Never, never, refuse a hand extended to you, even if it's the grimy hand of Jean's eight-year-old brother.

A girl always rises when being introduced to an older woman. She may remain seated when being presented to a man although she may rise if she likes and usually does when presented to another girl. A boy always rises when being introduced.

Don't let introductions scare you. Remember that it's your job as an introducer to let John know who Mary is and vice versa and to give them a start at getting acquainted. If you're friendly and thoughtful and if you do your best to put others at ease, you are very likely to be at ease yourself.

### **Being a Host or Hostess**

"All I want is sociability  
Just someone to be sociable with me;  
I'm so very sociable myself,  
I like sociable society."

"Didn't you have the best time?" or "Don't you just love to go there?" are expressions that you would like to hear about your party. Every club member should learn to be a gracious host or hostess. This means developing the ability to make your guest feel comfortable and happy, providing en-

tertainment and creating satisfactory personal relationships.

If you're having a formal party you can send engraved invitations. For an informal get-together you can use amusing little novelty ones, or you can call people up on the telephone.

Invitations should be extended five or seven days in advance of the party. An informal invitation might read:

Dear Bob:

I am inviting six couples to the house Friday evening to play dominoes and I want you to be one of us. Will you come? We shall probably begin to play about eight o'clock.

Most sincerely,  
Tom McGuire

February tenth

The informal acceptance:

My dear Tom:

I shall be delighted to attend your domino party on Friday evening. You are very kind to remember that I like playing table games.

Sincerely yours,  
Bob Smith

If the invitation is given personally or over the telephone it is discourteous to say, "I will let you know." One must either accept or decline at once.

As a host or hostess, you will see that all is in readiness for your guests. Rise to greet your guests and see that they are comfortably seated. Keep your eye on the shy ones. See that they meet people and that everybody is having a good time. As your guests leave and thank you for their evening you will answer, "I am glad you could come, Nancy," or smile and say, "Good night, Bob."

If you are a guest, plan to be on time. Don't be late at a dinner party. It's not

smart—and it's disastrous to the dinner.

Don't decline an invitation to a party and then decide at the last minute to crash it. If you find out several days ahead of time that you are going to be able to attend the party after all, call up your hostess explain and ask if it is all right for you to come.

Don't take anyone along to a party to which you've been invited without first asking your hostess if you may.

Always thank your host or hostess for a pleasant time. If you're being entertained in some boy's or girl's home, it is thoughtful and essential to say, "Good-bye" to the parents.

Whether you are a guest for a meal, a party, a week-end visit or a 4-H club meeting, the rule is the same: consideration for others and use common sense.

### Table Manners

Be on time for meals. It is inconsiderate of the hostess, whether she is your mother or a friend, to be late or even slow in coming to the table. As well as being prompt to meals, arrive at the table neat and clean in appearance and in good humor; a bad disposition can be the ruination of a very fine meal.

Take your time. Be dignified, unhurried, at least, at the table. You'll avoid mistakes. Sit down quietly at the place indicated to you by the hostess or by your place card.

It is usually more convenient to sit down and get up from the left side of the chair. A gentleman helps the lady at his right. After the hostess takes her napkin, place your own on your lap. Unfold it to the last fold unless the napkin is very small and then it may be completely unfolded.

Don't play with the silver or dishes while you are waiting to be served. Keep your hands in your lap until there's something to eat before you. When all are served, you may start eating. A good rule to remember



Greet Your Guests at the Door

is to follow the lead of the hostess when in doubt. Eat slowly and chew food quietly with the mouth closed. It is correct to take a second helping if you so desire—if you don't care for a second helping say, "No thank you." If you desire a second helping of food that has not been offered, you say: "May I have some gravy, please?" or "May I have a little salad?"

When passing dishes containing food such as cream and sugar, pass the containers so that the handles are turned toward the other person so they may be grasped easily.

Other little pointers for 4-H'ers might include these: Never blow on food to cool it; never pour a hot drink from a cup to a saucer to cool it; never lick your fingers—use the napkin. Do not put your napkin on the table until your hostess does. If you are



A Gentleman Helps a Lady to Be Seated

going to be there for another meal, fold the napkin; if not, place it partly unfolded to the left of your plate. Do not handle food which you are not going to take on your own plate.

Take small bites and thus save embarrassment in conversation. If a remark is directed to you when you have food in your mouth, do not try to reply immediately. Do not smack your lips or gulp down water or make any sound in eating soup. If any food is too hot to eat, wait for it to cool. If it is necessary to remove a fish bone, fruit seed or some other substance from the mouth, do so as inconspicuously as possible using the thumb and finger and lay it on the side of the plate. Or it might be removed from the mouth with the side of the fork or the spoon.

A good rule to follow in using silverware is to use the silver farthest away from the

plate for the first course and work in toward the plate. If in doubt, follow the hostess.

The silver should be left in place until needed and should be in the hand only when cutting or taking food to the mouth. Cut only one bite at a time. When a fork or spoon has food on it never place it on a plate nor hold it in midair.

During the meal, do not place a used knife, fork, or spoon on the tablecloth, nor should it be placed gang-plank fashion from the edge of the table.

A spoon should never be left in a glass, cup, or soup bowl, but should be placed on the saucer or plate underneath it. For coffee or other beverages a spoon is used only to stir and to sample the beverage. A spoon left in a cup is an open invitation to an accident.

A spoon is held by the handle with the thumb and forefinger, resting on the second finger very much as a pen does. Eat from the side of the spoon. In eating soup, dip the soup away from you. And by the way, crackers are eaten with the fingers and not crumbled into the soup.

A knife should be used only for cutting or for buttering bread. Hold the knife firmly in the right hand (unless you are left-handed) with the end of the knife handle in the palm of the hand and steady it by placing the forefinger along the back of the blade near the handle. When not in use, place the knife across the rim of the plate with handle and blade resting on rim, the cutting edge near the user.

One eats with a spoon or fork. When in doubt which to choose, it is usually safe to choose the fork. Vegetables, salads, pie, watermelon, and soft cake call for a fork. A spoon may be used for creamed vegetables and most desserts are eaten with a spoon, although a fork may be used.



When the knife and fork are used together the fork is held in the left hand with the forefinger resting on the lower part of the handle. When a mouthful of food has been cut, the knife should be placed on the plate and the fork changed to the right hand with the tines up. When the knife and fork are not in use they should be placed parallel with the handles resting on the edge of the plate, the knife on the far side. The cutting edge of the knife should be toward the fork, the tines of the fork should be turned up.

You may use your fingers in serving yourself to some foods and in eating them. Such foods include canapes and appetizers, firm pickles, olives, celery, radishes, firm cheese, small cakes, cookies, crisp bacon, and shoe-string potatoes.

Do not spread a whole slice of bread at once. Break the slice into half, then break each half into half again before buttering. Butter each piece just before it is eaten. Lay the bread on your plate, not on the tablecloth.

Always be thoughtful of others. See that the ones near you are served and that food near you is passed. The thoughtful person remembers to pass sugar too, even if she does not use it herself.

Elbows should not be on tables. Keep your hands quietly on your lap. Or let an arm rest lightly on the table, but not an

elbow. Don't fuss with your hair, face, or clothes at the table.

If an accident occurs at the table, do not scramble to make amends. Don't apologize at length either. It is enough to say, "Oh, I'm sorry! I hope you'll forgive my carelessness." Don't for goodness sake, let it spoil the whole affair for you. Accidents happen to all of us.

### Little Courtesies to Remember

"The small courtesies sweeten life; the greater enable it."—Bovel

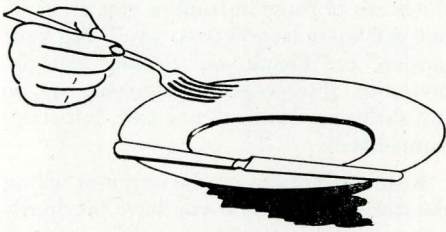
### Conversation

The first rule of good manners in conversation is being a responsive listener. This means being interested, listening with attention so complete that your mind is picturing what the person is saying and your expression is responsive.

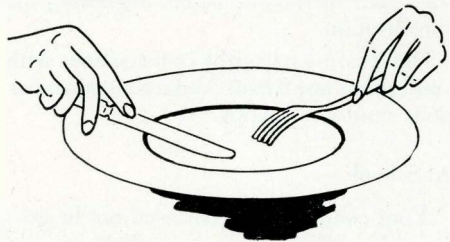
Don't try to make small talk if you have nothing to say. Talk about things that the other person wants to hear or talk about.

Many are troubled to know what to say when someone gives them a compliment. All that it is ever really necessary to answer is, "Thank you"—merely that and nothing more.

Teasing seems to cause a great deal of suffering and fumbling for remarks. The



Place Knife on Plate Cutting Edge In



Using Fork and Knife Together

main thing to remember when persons teasingly ask you questions is that you don't need to give them a direct answer. Beat around the bush and tell them nothing.

Avoid such expressions: "Hugh," "uh huh" and "ya." Also slurring, such as "whadja do las night?" Watch out for your slang and your wisecracks. Use them only when you're sure they'll be appreciated. Constant repetition of slang robs it of all punch. A little bit goes a long way.

Avoid gossip. Careless gossip may do someone a lot of harm, and it is a poor excuse for conversation. If you do make such a mistake, and the person it was about hears of it and confronts you with it, admit it and apologize.

Take your time when you're talking. Slips and mistakes and getting all twisted up come from talking too fast. Cultivate a pleasing speaking voice, be honestly interested in what you are saying and what others are saying, don't take yourself too seriously, enjoy people, and you can hold your own in any conversation.

### Using the Telephone

Be just as polite to the voice on the other end as you would be if that person were in the room with you. Be considerate of other people on the line. Avoid "eavesdropping."

Be considerate of the person you call. Call at a convenient time for him, not at meal time or late at night. Ask distinctly for the person with whom you wish to speak and state your own name before beginning the conversation.

Don't carry on lengthy conversations with your girl or boy friend. Make your conversations short and snappy.

### At School

Your conduct at school need not be governed by different rules than those you use at home, in your club, or in the community.

If you have good manners at home, you will probably practice good etiquette at school.

Respect for and obedience to teachers are key-notes of courtesy at school. Arrive at school carefully dressed and with time to spare. Move at a reasonable rate. Rushing is unsafe and loitering in the halls is unattractive. Be proud of the school building. Help keep it clean and neat.

Be attentive in classes and at assembly programs. You should not need to be "called to order," but should give your attention as soon as the one in charge appears. Show your appreciation of a program by applause that is courteous. Never whistle or stamp your foot.

Appear awake and alive at all times. Be fair and honest in your work. Develop good sportsmanship by respecting the rules of the school, being a good loser, and abiding by decisions of officials in games or in the classroom.

### In the Theater

Consideration for others should be shown from the time you enter the lobby until you leave the theater. If a boy and girl go to the theater together, the boy buys the tickets.

In going down the aisle, the girl follows the usher if there is one; if not, the escort should lead the way. The girl enters the row first. If you must pass in front of people who are seated at a movie or play, do so as quickly and quietly as possible. Be careful to face the stage and not to drag anything across the heads of those in front of you. If someone gets up to let you pass, say, "I beg your pardon" or "Thank you" to show your appreciation. If someone wishes to pass you, do not shift your knees to one side, but stand immediately.

Reading captions on the screen or telling the story of the play if you have previously seen or read it is very annoying to those about you.

Avoid eating candy, popcorn, or other refreshments.

A woman should always remove her hat in the theater to avoid obstructing the view of someone who is seated behind her.

When leaving the theater, the boy steps out into the aisle and steps aside for the girl, who leads the way up the aisle. However, if there is a crowd, the boy leads the way.

### **At the Club Meeting**

The club meeting is an excellent place to develop courtesy. Courtesy talks and demonstrations may be given, followed by dramatizations if desired so the club members will know the rules of conduct and how to use them. Even though this is not done at the club meeting, it is important to consider the entire club meeting period as a courtesy development time. Merely apply all courtesy practices.

It is a great discourtesy to be late to the club meeting, in fact it is a discourtesy to be late in meeting a person or group for any purpose. If you find you can't reach the appointed place on time, let those you are to meet know that you'll be late and suggest they go on without you or go ahead with the meeting.

When you arrive at the club meeting, greet your host or hostess, his or her mother, other members of the family present, the leader, and members of the club. After you have been shown where to place your wraps, find a place to sit and carry on a conversation with those near you until the meeting begins.

During the meeting, give your attention to the one in charge. Avoid talking loudly, making personal remarks, whispering and giggling, or causing disturbances in any way. Be appreciative of the efforts of others. Be interested in the plans made by the club and share in these plans. Be willing and prepared to do your part at any time and give the officers your cooperation in carrying

out their duties. Remember to be a cheerful loser and a gracious winner. Respect the opinion of other club members.

When the meeting has been adjourned, club members should remember to take leave soon afterwards. Do not stay around expecting to be entertained—it may interfere with the family routine. On leaving, thank your host or hostess and the mother for the hospitality shown.

Club members should show their appreciation to the leader by giving him or her their cooperation. Thank the leader for the many things he or she does for you such as: helping with the project and demonstrations, having the club meeting at his or her home, and providing transportation to various events.

If there are guests at the meeting, greet them cordially and see that they are introduced to the other club members and individuals present. Give them your attention if they participate in the program and thank them for their attendance or contribution to the meeting.

### **At Church**

Do not be late to church. Enter quietly and be seated without talking. You may recognize your friends in church with a smile and speak with them outside after the service. If you are a stranger in a church, you may not know the order of service. It is not necessary to kneel unless you wish, but it is better to rise when the rest of the congregation does. In any church have an attitude of reverence.

### **On the Street**

"I am a part of all I have met."

When walking down the street do not loiter or drag along in a lifeless manner. Appear to have a definite destination and carry yourself with dignity and poise.

One of the earmarks of good breeding is being quiet and mannerly in public. Do not talk or laugh loudly and never call to a friend across the street.



Girls, when you meet a boy on the street, you should speak first. The boy should return your greeting and raise or tip his hat (if he's wearing one). If you know each other very well, both speak at once, or at any rate he needn't wait for you to recognize him before he greets you.

Do not be guilty of street visiting. Rather than stop for a lengthy sidewalk conversation, walk down the street together. A boy should walk on the outside of the street whether there is one or more girls. However, if there is a lone girl with two men, she walks between them.

If the girl has any large packages, the boy should carry them; but the girl should not take advantage of him by loading him with innumerable bundles.

A boy walking with a girl should tip his hat when they meet acquaintances. But girls, you do not greet his acquaintances unless you know them.

It is not considered good form for a boy

to hold on to a girl's arm when accompanying her along the street.

To walk arm-in-arm, four abreast, down the street is both discourteous and selfish. Others may be traveling the street too.

### Dates

When he says, "How about a date on Saturday?" What do you say?

Accepting a date, just like any number of other little social procedures, can be done gracefully if you'll learn the little secret: Take your own sweet time. Give a perfectly natural friendly answer: "Sure thing, Tom. I'd like a date next Saturday," or "Tom, once in awhile you think of the best ideas. A date next Saturday sounds like fun."

If you want to refuse a date one of the most tactful ways to do it is to say, "I'm sorry but I'm going to be busy Saturday." Or that you've made other plans. It's not necessary to explain what you're going to do or with whom. You're just busy. After being told for quite a few Saturdays and also some Tuesdays that you have made other plans, he'll get over the idea of asking you. Be sure that you are not cheating yourself out of some good times and that you are fair in your opinion of him. No boy should expect his date to come rushing out of the house at the sound of a car horn. Come one, get out of that car, up to the door, knock and ask for Mary, if she doesn't happen to be the one to answer the door.

When he comes don't make him wait fifteen minutes because you think it shows too much eagerness to be ready.



A Gentleman Tips His Hat to the Lady

The Lady Walks on the Inside



**A Gentleman Always Assists a Lady with Her Coat**

This is one instance where you don't take your time.

Of course, it's nice to give him a chance to get acquainted with the family, but be on hand to steer things. Give him a chance to say a few words to your mother and father while you put on your hat. Then let him help you with your coat; say good-night to your family and announce that you are ready to be off.

When a boy has shown you a good time, be sure to thank him.

### **At a Dance**

No fair going if you can't dance. Practice dancing to the radio in your living room. Ask someone to help you, but ask a good dancer. Then really try. Anybody can learn to dance.

In asking for a dance a man asks, "My I have this dance?" or "Would you care to dance?" If the girl prefers not to dance with

a person who asks her, she might say, "Thanks, but I'm going to sit out this dance."

However, if the girl feels like dancing with someone who asks her, she would say, "Yes, I'd like to dance this number with you, Jim," or "Yes, I'd like to."

Girls, you shouldn't refuse to dance with any boy you know who cuts in on you. You can stand even a terrible dancer for a few minutes. If he really is impossible, don't feel that you have to dance with him indefinitely. It's perfectly all right to say, "Tom, I believe I'll sit out this dance."

Don't be flushed and apologetic when you step on his or her toes. They've been stepped on before. And by good dancers too. You might say, "I'm not doing a very good job of keeping off your toes."

After a dance is over the boy should take the girl back to her partner, never leave her standing in the middle of the floor. When he says "Thank you" at the end of the dance, all that's necessary as an acknowledgment is a smile and a nod. Or she might add, "I enjoyed it, too."

### **At the Restaurant**

In all public places folks judge you largely by your conduct. The proper rules of conduct in a restaurant are simple though important. Every 4-H club boy and girl should learn how to order a meal and how to eat a meal in public.

A boy should know the restaurant before he invites a girl to dine there. He should be sure that the price is within his means, that the service is clean, and that it is perfectly proper to take a girl there.

Wait at the dining room entrance until the head waiter sees you. He will lead the way to the table, the girl following the waiter and the boy following her. If the waiter does not pull out the chair for the girl and help her remove her wraps, then the boy does this for her. If there is no head waiter,



the boy leads the way, finds a table, seats the girl, and helps her with her wraps.

The boy orders the meal after asking the food preference of the girl. In some cases a card and pencil are provided and the order is written.

Table etiquette is the same in public places as at home. Try to handle your silverware as quietly as possible, to eat noiselessly and slowly; but above all, enjoy the whole thing.

On leaving, check the bill to make sure the charge is right. Leave a tip of ten per cent of the bill for the waiter (never less than ten cents). In many places tips are not necessary or allowed.

The boy helps the girl with her coat, and the girl leads the way out of the dining room. They go happily on their way.

### **Traveling**

When boys and girls travel on a train or bus they should remember that those who

attract attention to themselves do not prove to be desirable acquaintances.

It is expected that a good traveler be quiet, dignified, and reserved in dress as well as in manner. A careless appearance is inexcusable for girls and boys alike. It is appropriate for girls as well as boys to wear plain dark clothes for travel.

Courtesy begins at the ticket office and extends to the expressman who delivers the baggage at the end of the journey. The good traveler seems unaware of discomforts, has a cheerful disposition, has a sense of humor, and is punctual.

Check all your baggage which you will not need at your seat. You may wish to keep a small bag with you to carry to the dressing room when it's time to go to bed.

The porter will make up your berth for you and tell you when it is ready. Dress and undress in your berth, unless the dressing room is not crowded and return to

**A Gentleman Does the Ordering**





your berth ready for bed. Be sure to have a dark-colored, tailored robe for walking down the train aisle.

If you have an upper berth, the porter will bring a small ladder and help you into it. In either an upper or lower berth there is a little button which you can press to call the porter in case you need anything. Don't hesitate to ring for him.

Don't be afraid of the dining car. The steward will seat you and give you a menu. On the menu card there will be complete dinners called table d'hote as well as individual dishes on the a la carte side. The table d'hote dinner is easier to order and will usually be the best "buy." Leave a tip amounting to ten per cent of your bill—never leave less than ten cents.

When traveling avoid making intimate acquaintances. If you need information, advice, assistance, or service of any kind, always call on one of the regular uniformed employees.

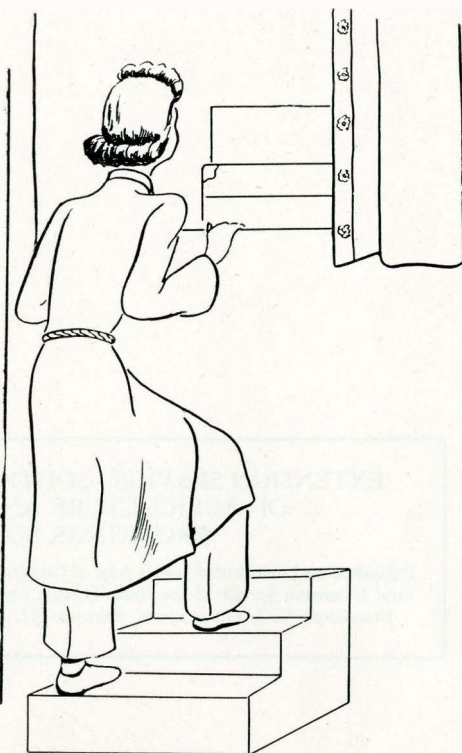
### At the Hotel

If possible, have a reservation in advance, especially if it is the first time at the hotel. In the reservation state the kind of room and approximate price as, "Single room with bath at minimum rate."

On arriving at the hotel, a bell boy will meet you, take your luggage and deposit it near the desk. You will go first to the registration desk where the clerk will give you a card and pen to register. A man does not use the title "Mr." if he is alone. He would sign "Lloyd Brown." But a lady signs her name "Miss Hopkins" or "Mrs. James Burns." Underneath the signature, write your address.

After you have registered, the clerk will give the key to the bell boy who has your luggage. He takes it to your room. Be ready to tip him ten or twenty-five cents depending upon the amount of luggage you have.

Always keep your door locked. On leaving the room turn out the lights, lock your



Getting in Upper Berth

door, and leave the key at the desk.

When you leave the hotel, pay your bill at the cashier's window and leave your key there. Ask the clerk to send a boy up to your room for your luggage. Tip him the same amount as when you arrived.

The purpose of this bulletin has been realized if 4-H club members have become conscious of little things that make for more gracious living.

The test of personality is not how you as a person act, but rather how well you succeed in making the other person feel at ease. Completely forgetting yourself in an unselfish effort to understand the problems of the other person is a mark of personality, and personality we all desire.

EXTENSION SERVICE—SOUTH DAKOTA STATE COLLEGE  
OF AGRICULTURE AND MECHANIC ARTS  
BROOKINGS, SOUTH DAKOTA

Published and distributed under Acts of Congress, May 8 and June 30, 1914, by the Agricultural Extension Service of the South Dakota State College of Agriculture and Mechanic Arts, Brookings, G. I. GILBERTSON, *Director*, U. S. Department of Agriculture cooperating