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How Do You Do?

By Louise A. Schneider

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How Do You Do?

By

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“Manners are the happy way of doing things.”—Emerson.

At one time or another everyone is confronted with situations or circumstances that make him ask of himself, “What shall I do?” or “How shall I do this?” One of the problems of living is to know what to do, whether you are deciding how to meet a new situation in business or a new acquaintance at school. Just as there are certain principles that guide you in thinking, so certain standards of conduct guide you in living with people. There is a difference, however, between proper conduct and good manners. The first implies a knowledge of precisely what to do, while the latter carries with it the feeling of thoughtfulness and consideration for others that is kindly and genuine. A pose in conduct is easily recognized and pretense is never enjoyed, not even by the pretender. Improve your own manners; do not “copy” the manners of another person. At first the courteous thought or act may require conscious effort, but after a few trials you will feel quite at ease doing the proper thing. In your own home you have the best opportunity to rehearse these acts which you will find yourself called on to give from time to time. What counts most is the 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 the most important of good manners. Forgetting a rule may be overlooked but rudeness never can be.

Even though you are motivated by kindness and sincere consideration, you have a more comfortable feeling if you know exactly what to do to save yourself from a puzzling or embarrassing experience. So in the following pages are some of the accepted ways of meeting the situations that are most likely to be a part of your experience. Quoting Emily Post, we read that “Manners are made up of trivialities of deportment which can be easily learned if one does not happen to know them; manner is personality—the outward manifestation of one’s innate character and attitude toward life.”

PERSONAL APPEARANCE AND DRESS

A well-known writer has said that "men take each other's measure every time they meet." This quotation is true. You are likely to be judged most by your appearance because everyone who meets you does not come to know you well. It is a perfectly natural and normal desire to want to be well dressed. Being appropriately dressed gives one self-assurance and this helps you to be natural and at ease in the company of others. An attractive appearance adds to one's personality. This does not necessitate an expenditure of money alone; it requires personal cleanliness, good health, and good posture.

Bathe regularly—every day, if possible. Appear well groomed by keeping your hair, teeth, and fingernails in good condition.

The first requisite of a good complexion is good general health, which requires of each one to eat the proper food, take exercise, and have plenty of sleep.

It is important to keep shoes shined and heels in good repair if you do not want to experience shame as does the proud peacock when he looks at his ugly feet.

It is just as necessary to watch the condition of caps and sweaters as to remember that clean collars, cuffs, and pressed ties give you a good appearance. Boys, do you forfeit your good personal appearance by wearing the supposedly "fashionable" dirty cords?

For girls and boys alike work clothes should be a part of the wardrobe. They are a saving in the care of clothing as well as in the expense, and a change of clothing after chores are done is refreshing to the wearer and to his associates.

Regular airing of clothing and shoes helps to keep them in better condition, and keeping clothes on hangers saves much time in pressing. Fresh undergarments, socks, and hose do much to keep you properly well dressed.

Girls have to be especially careful in selecting shades in cosmetics. Use make-up to add to your natural good appearance, not to make you look like a circus clown.

Extremes in fashion usually are expensive because they are short-lived; often they are not becoming; and they are certain to attract too much attention to the wearer, which a person of good taste avoids if possible.

Though you may have becoming clothes you should rely for real attractiveness on your attainments, your gentle manners, and on a happy pleasant personality, which is the result of good health and a good attitude of mind.



GUEST OR HOST OR HOSTESS

"Beautiful behavior is the finest of the fine arts."—Emerson.

In social life there are two roles, one as guest, the other as host or hostess, and you need to know both roles. It is as important for a boy to be a good host as for a girl to know the duties of a hostess, for both share the social life of their homes with their families and friends. As host or hostess you are eager to have your guest enjoy the occasion of your being together. Begin it by making him feel truly welcome. Your guest should be as cordial in his response. Your attention should be divided among all your guests and not too much given to any one guest.



It is the duty of the guest to help make the party a success. He should enter into the occasion as it was planned for him and not sit in a corner with his date. Your conversation should be general and not personal. There should be little side talk and no whispering.

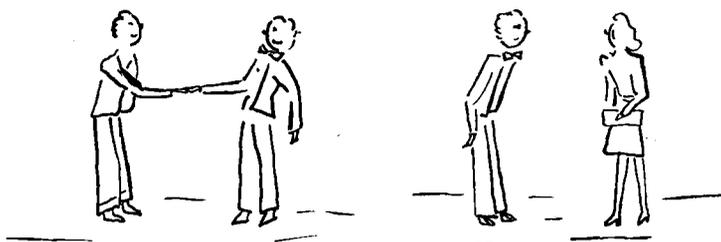
On arriving, greet your host and hostess before talking with others at the party, and before leaving thank them for a pleasant time.

INTRODUCTIONS

One of the important social customs is introducing friends and acquaintances. Introductions are important because: (1) they are so often necessary and you do not want to be awkward in making them, and (2) through them you broaden your acquaintances and thereby your experiences. It requires practice to make introductions, so do not feel badly if at first there are awkward or clumsy phrases.

A few simple rules to keep in mind in making introductions are: A gentleman is always introduced to a lady; a younger person is always presented to an older or more distinguished one; the name of the person to whom the greatest respect is to be shown is spoken first; gentlemen rise and shake hands with gentlemen; a lady does not rise on meeting a gentleman; she bows slightly or shakes hands if she wishes to be cordial; a man does not extend his hand to a lady, though she would not allow him to be embarrassed by not taking it if he should extend his hand; in your own home it is not necessary to ask permission before introducing.

Avoid wholesale introductions. It is difficult to remember many new names and faces all at once and friends are more at ease when introduced to a small group. It is correct to say "Miss Carter,



may I present Mr. Manning," or "Mrs. Young, may I present Miss Carter." The word "present" is considered more formal than "introduce." Among school friends an introduction is less formal when the title Mr. and Miss are not used.

When making introductions speak names clearly and distinctly. If you have not understood the name, it is proper for you to say, "I am sorry not to have understood your name." In acknowledging the introduction, say "How do you do" pleasantly. Do not say "I am pleased to meet you." A hostess may greet a stranger in her home with "I am very glad to see you, Miss Nash."

Upon leaving someone to whom you have been introduced you say "Goodbye, I am glad to have met you," and the other person replies, "Thank you," and it is not necessary to repeat "I am glad to have met you."

CONVERSATION

Make conversation to include all those present. Do your part to enter into pleasant and interesting conversation, but do not become a monopolist.

Talk about those things which are likely to be agreeable to your hearers. A sympathetic listener is a delight—the one who is bored is rude.

Improve your conversation by reading the best in literature where expression is simple, in good taste, and acceptable.

PARTIES AND DANCES

Invitations should be answered in the same style in which they are issued. A formal written invitation must be formally answered in writing and in the third person; an invitation over the phone, if not accepted at the time, may be accepted by a later telephone call.



It is your duty to carry out any engagement for which you have accepted an invitation. In the event that it becomes impossible to do so, it is required that you notify your hostess at once. After greeting your hostess at a party or dance, greet your chaperon; speak to her again before leaving. During the function the chaperon should be asked to dance or you may sit out a dance with her, but make her enjoy being your chaperon.



At a dance, walk across the floor with steps of medium length; do not swing your arms or rest a hand on the hip. Formerly men gave their arms to ladies while crossing the floor; today they walk side by side. In a grand march, however, the lady takes her partner's right arm. In asking for a dance a man asks, "May I have this dance," or "Would you care to dance?"

It is discourteous for a boy not to dance if any girl present is without a partner.

Girls, do not accept many consecutive dances with the same boy. If you explain graciously that you do not want to be selfish he should not be offended. Boys, by giving the same girl too many consecutive dances you make her conspicuous and no gentleman would ever be guilty of doing this.

Always thank a girl for the dance and walk back with her to her next partner; never leave her standing in the middle of the floor.

ON THE STREET

Do not be guilty of street visiting. Do not meet friends "on the corner." There is always a more comfortable, and a better place for an appointment.

The person with civic pride will not throw papers or any rubbish over the streets or sidewalks, and it is practically barbarian to break glass on streets, highways, or other public places.

There is plenty of evidence that the boisterous loud speaker on the street lacks training.

It is bad manners for girls to attract boys' attention by whistling and it is just as bad for boys to whistle to girls.

A boy walks to the outside whether with one or more girls. He raises his hat when greeting a lady or when she greets someone if he is walking with her, and also when leaving her.

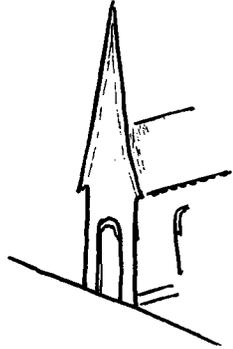
You surely could not expect to be welcome as a caller when you announce your arrival by honking an auto horn. If you are unable

to arrive at the doorway to ring the bell you have made a mistake in trying to keep the date.

A gentleman does not smoke when walking on the street with ladies, when lifting his hat or bowing, in an office or elevator, nor when speaking with ladies.

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 do. In any church, have an attitude of reverence.



IN SCHOOL

Greet teachers pleasantly when you enter the room. Respect and obedience to teachers are the keynotes of courtesy at school. Be proud of the school building—help to keep it clean by not throwing papers on the floor or behind lockers, and by entering it with as clean shoes as possible.



Do not "tell" when another is reciting.

The lunch hour at school may be a pleasant hour without your being boisterous.

Do not sit on the lunch-room tables.

In assembly hall give your attention to the meeting as soon as the one in charge appears on the platform. You should not need to be "called to order."

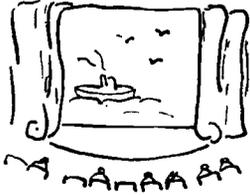
Show your appreciation of the program by applause that is courteous. Never whistle or stamp your feet.

A school boy who expects to use his training and experience as recommendation later will not cultivate a slouchy appearance. On the street as well as in school, some fellows appear to have lost completely any energy they ever possessed—hands have to be carried in pockets; with heels scraping, feet have to be dragged with considerable effort; one chair seems to give too little support for his weary body, which slides out almost to the floor at times. And yet each fellow, if approached by the coach, would be very positive that

he had all the strength and energy required to make the first team. So appear awake and alive.

THE THEATER

Arrive at the theater in time to be seated before the play begins so that you do not interrupt the view of others nor lose a part of the play yourself. Gentlemen remove hats and coats before taking seats. When seated with ladies the lady's coat is put over the back of the seat. A gentleman precedes a lady down the aisle until he meets the usher, when the lady follows the usher. The lady enters the seat row first and the man takes the seat nearest the aisle. On leaving the theater, the lady precedes the gentleman unless it is necessary for him to make way through the crowd for her, when she follows him closely.



When entering or leaving the theater, try not to brush others with your coat or purse.

You will be considered a pest if you talk, squirm, or push the back of the seat in front of you. Eating anything in the theater should be prohibited and chewing gum can be even more disturbing.

At a concert or theater do not hum music that is familiar to you. You went there as a guest and not a performer and those around you can enjoy neither you nor the program unless you are quiet.

Do not talk or whisper during the play for by so doing you are spoiling the pleasure of others. If the play does not interest you, you are not obliged to stay.

GAMES AND SPORTS

At games there is much excitement and often many thrills, yet there is the same opportunity for being thoughtful of others, which is a big game in itself. It is not necessary to stop talking at games, but rowdiness is not to be tolerated. Polite behavior of an audience is the same everywhere. Some of the things which disturb most of us are those in front who stand up when they find the game exciting, the careless smokers, those who use umbrellas, and those who come and go too frequently from their seats.



DATES

One of your parents at least should know where you are going when you have a date and also with whom you are going. Though at first you may not agree with this idea, you will recognize that it stands for real consideration and thoughtfulness. Your parents do not wish just to keep track of you, but at heart are as social as you are and they enjoy knowing the boys and girls who are your friends. They are interested in the affairs that entertain you. Sometimes parents will not like your friends. If they become better acquainted with them they may change their minds, or you may change yours.



Girls hold the key to the social situation, so standards are what they set. Boys like good manners; they want to appear at their best. They are willing to serve an apprenticeship, but the trainer must know her business.

If a girl invites a boy friend to a game or dance or movie, she arranges ahead of time for the tickets, which she gives him when they are ready to leave the house.

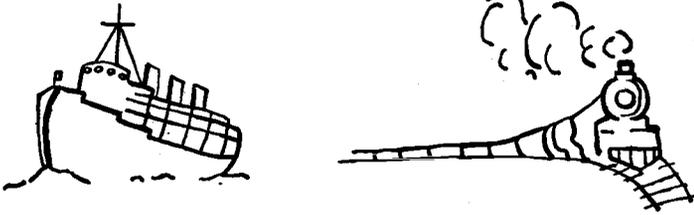
Elizabeth Woodward, author of "The Sub-Deb," writes, "Dance floors are for dancing—not sudden bursts of emotion. What you thought was your own private thrill turns into everybody's joke." This is a point worth considering with dates in motoring, walking, or at the movies. She adds, ". . . several virtues haven't gone out of style—and aren't apt to. And modesty is one of them. You can be frank and honest, and still be discreet. You can be free without being vulgar. You can come and go alone without being conspicuous." No lady ever makes herself conspicuous and no gentleman ever does anything to attract unfavorable attention to a lady.

If there is a new boy or girl in your community or school whom you do not know very well but whom you would like to invite to your home, invite a group of boys and girls for a "no-date" Sunday evening. Without any "dating" for the evening the newcomer will be more likely to feel at home in the group.

If a friend has already arrived, welcome the unexpected caller as a friend. Introduce him to your date and invite him to sit down. He should realize the situation and leave shortly. If you are going out, explain this to him and then get your hat. If you are staying home, call up another girl and invite her in.

TRAVEL

There are many sensible rules of courteous behavior formulated to guide us on every step of our way when we journey from home



and at no time is it more important to observe these regulations than when associating and sharing with others as we do while traveling.

It is expected that a good traveler be quiet, dignified, and reserved in dress as he is in manner. A shoe shine, a clean shirt, and a pressed necktie will do much to give any boy a well-groomed appearance that his traveling companions will appreciate. 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. These are easier to care for on the trip as they show less soil and usually fewer wrinkles.

Courtesy in travel 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, a sense of humor, and is punctual.

The following travel suggestions relate mostly to train travel, though the same general rules of courtesy apply to all modes of travel.

The experienced traveler will check all the baggage which he will not need with him at his seat, so that neither he nor others are burdened with extra suitcases or bags.

A well-trained traveler is never guilty of pushing or shoving in a train or coach.

Strong odors are disagreeable and sometimes nauseating to "poor travelers" so out of consideration for your fellow traveler you should avoid eating foods of decided odors, and also wearing perfumes that might offend.

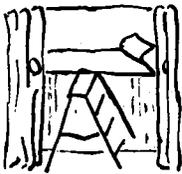
A well-bred person is never a restless passenger moving up and down the aisle or in and out of the coach. Do not block traffic in the aisles by stopping to talk.

All Pullman trains carry diners, which are usually placed about the middle of the train. There are two and sometimes three calls

for meals. These calls are made by a waiter who announces the first or second for dinner or the "last call." Men always wear suit coats into the diner; outer wraps, overcoats, and hats are not taken into the diner. The dining car service is similar to that of hotels and restaurants, except that usually the steward has you write your own order after he has shown you to your table.

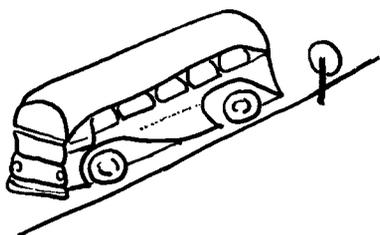
The type of service may be table d'hote (a regular meal) or a la carte, in which you pay for each dish ordered. A meal with the courses planned probably would be easier to order and often it is less expensive. When you have finished eating, the waiter brings you a finger bowl containing a small amount of warm water into which you dip the fingers. Dip only one hand at a time and dry the fingers on the napkin. Your check will be brought to you on a small tray on which you place your money. Your change will be returned to you on this tray. You take all but what you are leaving for the tip which usually is ten per cent of your bill and never less than a dime.

If you have paid for a lower berth you are entitled to ride in the seat facing forward; the person having the upper berth rides backwards. When you are ready to go to bed, ring for the porter to make up your berth. If you have an upper berth, first finish for the night in the dressing room. When you are ready the porter will bring you a step ladder and help you into your berth. In the morning ring the bell inside your berth and ask for the ladder. Dress as much as you can in the berth because there is very little space in the dressing room and no privacy. The dressing room provides several wash bowls and one for brushing the teeth. You are not privileged to use all the table or shelf space and it is your duty to leave these clean as well as the bowl in which you have washed. Since no paper towels are available it is permissible to use the Pullman hand towel which you have finished using for yourself, as a cloth to clean the space you have used.



The usual tip for a Pullman porter is 25 cents a day unless you have required special services during your journey. When traveling with the same porter for several days or more it is advisable not to give him all of your tip at the beginning of your trip, nor hold it all till the end. If you pay him part of it at the start, the rest may be given him after he has dusted your baggage and brushed your coat and hat at the end of the trip.

On arriving at your destination when traveling alone never allow any stranger, either man or woman, to take you where you want to go. It is much safer to walk. If you do not know the way or the distance is too great, ask the ticket seller, a uniformed



railway employee, the station master or matron, or a policeman, to select a taxi for you or direct you to the right street car.

AT THE HOTEL

If time permits, it is advisable to engage accommodations at a hotel in advance. In your letter or telegram state the time of your arrival, the number of persons, what kind of rooms you wish, and how long you expect to stay. It is best to ask for a reply.

On arriving at the hotel, a bell-boy meets you and takes your bags, carrying them into the lobby, usually near the desk. You go to the Room Clerk, give your name, and say that you wrote for reservations. If a reservation has been made for you, the clerk will have you register. A man does not use the title "Mr." if he is alone, but a lady signs her name "Miss _____ or Mrs." _____.

Give your city and state address but the street and house number are not necessary except for a forwarding address or if the hotel asks for it. After you have registered, the clerk gives the key to the bell-boy who picks up your bags and goes to the elevator. After unlocking your door he makes the room comfortable for you and leaves. You



tip him 10, 15, or 25 cents according to the amount of baggage carried for you. He is entitled to another tip when he helps you as you leave the hotel. You telephone for any service you require from your room, asking the operator to give you "The Desk." Always lock your door as soon as you enter your room. On leaving the room, lock the door and leave the key at the desk.

At hotels of the American plan, meals are charged for at so much a day or week and are paid for with the room bill when you leave. With the European plan, meals are charged for separately and are paid for at the time you have them.

On entering a public dining room the lady follows the head waiter to the table; the gentleman leads the way if there is no head waiter.



After the lady has expressed her choice of menu, the gentleman gives the order to the waiter, either verbally or written.

If you are calling on people stopping at a hotel, go to the desk and ask for them. The clerk will phone them and let you know whether you are to go upstairs to meet them or wait for them in the lobby or lounge.

The hotel office will call you in the morning at any hour you need to be awakened.

Gentlemen remove their hats when riding in hotel elevators if ladies are in the car.

When you know how long your stay will be at the hotel, notify the management when you expect to leave. This allows them time to make reservations for other guests later. When you are packed to leave, be sure that you have not forgotten any of your things. A porter or bell-hop will assist you with your baggage. At the desk you pay your bill, which will include any phone calls outside of the hotel, valet service, and any other special service that you have had.

Travelers, or any one in a public place, are not entitled to collect souvenirs from trains, hotels, or restaurants. They are guilty of petty thievery when they do so and they are contributing to the higher cost of operating these establishments.

* * * * *

"The finer you are, the more certain you will be to practice in your own home every courtesy which you know is due elsewhere. If you are not polite and considerate in your home you can not help showing that fact away from home."—*Manners and Conduct in School and Out*, Dean of Girls, Chicago High School.

THE TABLE

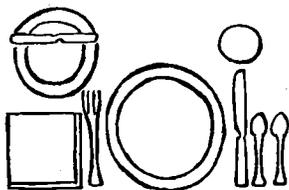
"I could better eat with one who did not respect the truth or the laws, than with a sloven or unrepresentable person."—Emerson.

Just as correct dressing gives us ease of manner, so a well-set table encourages us in good table manners. As in other manners correct eating is much a matter of consideration for others. You do not want to be crude or disturbing and so some rules have been established in order to help you be at ease and be pleasant to your associates.

It is inconsiderate of the hostess, whether the hostess 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. The mother or the hostess may be responsible for the preparation of the meal but each person at the table is responsible for the atmosphere.

Sit down and arise from the left side of your chair. A gentleman helps the lady to his right. Sit erect, neither lounge back, nor reach forward at the table. While a meal is in progress it is both familiar and ungraceful to put the elbows on the table, to clink glasses together, or to play with silverware or salt cellars. When not actively occupied in eating, the hands should lie quietly in the lap, for repose at the table is one mark of a well-bred person.

A "cover" is a definite unit of silver, china, linen, and glass, put in place for one person. A "course" is that part of the meal which is served at one time, as soup, dessert, or the main course. The family type of service, also known as the English, is the least formal of all types of service and is best suited to the average family. The mother is the hostess and the father is the host.



They serve all the food at the table. The boys and girls of the family should be trained to wait on table. During company dinner, then, the mother need not leave the table.

The host serves the meat, potatoes, vegetables, and may also serve the dessert. The hostess may serve the soup, vegetables, salad, dessert, and beverage. The plates are passed from the host to the right, first to the hostess and then each in turn to the right and the left of the host. If the host asks you your choice of certain foods make it promptly. When the host serves the meals, plates are passed to him for second servings. If the dishes of food have been passed for the first serving you ask to have them passed if you wish a second serving. Usually the host anticipates your wish and passes them before you have asked.

The large napkin is not spread out to its full extent over the lap or chest. Pick it up with the right hand, half unfold it below the table surface and lay it across the lap. As a guest for one meal in a home, and also in public dining rooms, you do not refold the napkin in its original creases. It is partly folded, not rumbled, and placed

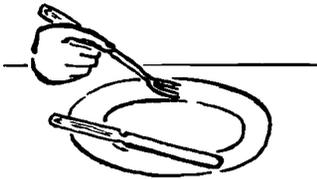
to the left of your plate. If you are a guest for a number of meals, or if at home, refold your napkin carefully.

When groups at the table are small, eating begins when all are served, the signal to begin being when the hostess takes up her silver.

Table etiquette aims to prevent accidents. If one does occur, express your regrets simply and then pay no more attention to the affair. Never reach for something in front of another person; ask to have it passed. In passing dishes, turn them so it is convenient for the next person to take them.



Hold knives and forks by the handles firmly. The index finger is used to steady the knife or fork.



Do not hold knife or fork in the air when the plate is passed or when pausing in eating; when not being used both of these utensils must rest on the

plate about the center. After silver has been used, it is not placed on the table cloth again. At the conclusion of a course the knife and fork are placed side by side on the plate, the cutting edge of the knife to the center of the plate.

Never allow a spoon to stand in a cup while drinking from it. Liquids are taken from the side of a spoon—not the end of it.

To blow on foods to cool them is a habit that should be confined to nursery days.

To eat quietly and slowly is evidence of respect for one's health and personal dignity. Conversation and small mouthfuls are aids to digestion and it is a useless and ugly exertion to smack the lips when chewing. The mouth should be closed while it contains food.

As soon as food is lifted from the plate it should be put into the mouth and not poised in the air during your conversation.

Bread, small pickles, olives, radishes, celery, nuts, and candy are eaten with the fingers. Never place any of these foods on the table cloth. These are placed on the bread and butter plate or on the dinner plate. A relish or jelly, when used as a meat accompaniment, is placed on the dinner plate.

If obliged to leave the table in the midst of the meal, ask permission of the hostess and go quietly.

With the knife cut only one or two pieces of a food at a time and never mash food with prongs of the fork nor mix it all together.

Do not be a noisy soup eater. By dipping the spoon away from you and taking the soup from the side of it rather than the tip you will be eating it properly. Never hold a fork in a vertical position as it then appears harder to use and awkward. A fork is used when eating buttered vegetables, salads, cakes with soft frosting, pies, and often brick ice cream. Use a fork rather than a spoon whenever possible.

A whole slice of bread is not buttered at one time. The amount to be eaten is broken off with the fingers and then buttered.

Toothpicks are never used outside the privacy of one's own room.

Fruit pits are removed from the mouth with a spoon, or fork, or fingers.

When you have finished eating leave the dishes on the table in their place.

HOW DO YOU DO?

Do you slam doors or do you close them?

Do you walk three or four abreast on the sidewalk and force others to step out of your way?

Do you shake hands with a crushing grip or a lifeless limp, or is your handshake pleasant and comfortable?

Do you contribute to the paper and fruit skins thrown on the street or do you cultivate civic pride and do your share to keep the city clean and beautiful?

Do you walk with your hands in your pockets and your hat cocked at an angle or do you appear to your best advantage by not doing these things?

Girls, do you take time out of an engagement to complete or do over the "make-up" which should have been done at home or in private?

Do you make it more difficult for car drivers by your indifference in traffic or are you a pedestrian who is as thoughtful and courteous as a driver?

Do you ever read others' mail before they have had that pleasure themselves or do you wait until you are *asked* to read the letter?