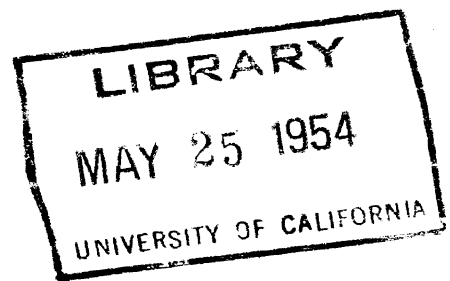


EVERYDAY MANNERS

For 4-H Boys and Girls

Circular 529



**EXTENSION SERVICE
OKLAHOMA A. AND M. COLLEGE
Shawnee Brown, Director
Stillwater, Oklahoma**

EVERYDAY MANNERS

For 4-H Boys and Girls

by

Leta Moore

Extension Family Life Specialist

REQUIREMENTS

1. Practice good manners daily.
2. Fill out check list at beginning and at end of year to measure progress.
3. Take part in group discussions.
4. Take part in group demonstrations.

Good manners pay good dividends—first, they are our way of telling others what we are. It gives us confidence to be sure that our actions are as they should be. How about slowing up a little and taking a personal inventory? Now is a good time for us to look in the mirror and check up on ourselves. “Know thyself” is an old, old saying and should be encouraging to us in our job of building a better person. How do we appear to others? Are we loud, boisterous and rude? Or do we take pride in being courteous and always a lady or gentleman? The well-mannered person is not necessarily a dull one. He can still have the vitality and personality to make him the life of the party. Many times our first impression upon others opens or closes the door of opportunity for us.

Would you like to be a great builder? If so, the greatest job that you can do is to build the best man or woman that you can possibly become.

The expression of good manners can be acquired by observation, study and practice. However, this is not enough. The real person underneath the varnish must be right or the sham will soon show through. So in your job as a builder you need to develop sincere friendliness, respect for others, usefulness, and happiness expressed through good manners.

“THERE IS NO PLACE LIKE HOME”

Home is really the place where we learn to live together. If we are to get satisfaction from living in the family group, each must learn to behave in such a way that will be pleasant for all. Consideration for others may be shown in many ways: by the voice, the expression on your face, the words you use, your behavior and attitude. We should be as considerate of our family as we are of our friends for good manners belong to everyday living. We may be sure that if we develop the habit of courtesy in our home, we will act the same way wherever we go.

Here are some suggestions for good everyday practices at home:

Give a friendly word of greeting.

Form the habit of promptness.

Without being ill-natured, gladly do one's share of the work at home.

Be respectful and considerate of your parents.

Stand when an older person who is standing talks to you.

Pass behind instead of in front of people.

Hold the door open for older people (and for girls, in case of boys).

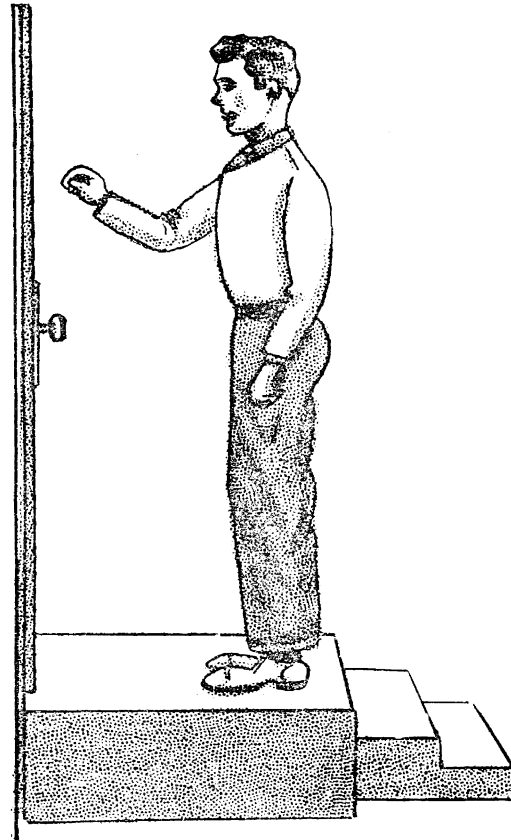
Let older people pass ahead of you.

Be free to apologize or explain when unavoidably late or if you have said or done something to hurt someone.

Respect other's belongings and privacy: do not open the mail of another; and announce yourself or knock before entering his room.

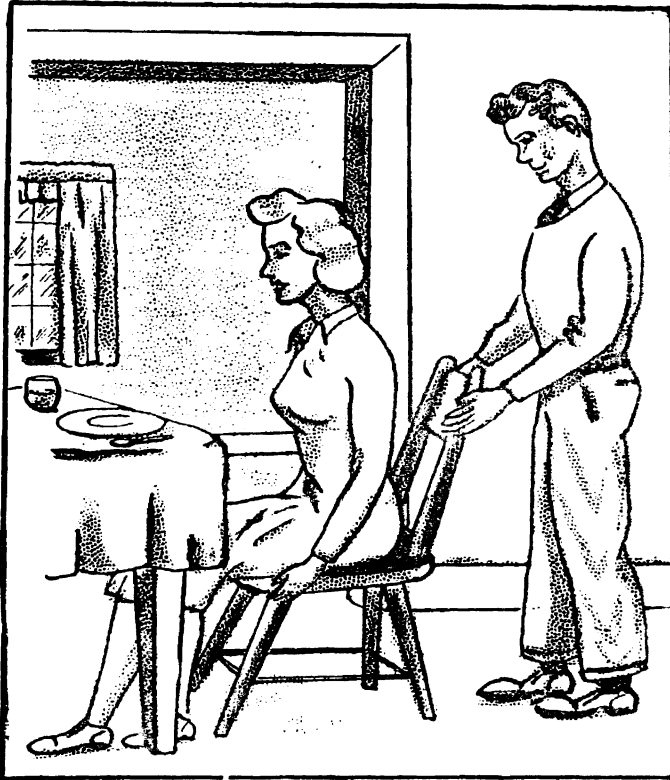
Express appreciation in the achievement of others. For instance, tell Mom how good the bread is and see her smile.

Practice using the terms, “please”, “thank you”, “pardon me”, “I am sorry”. If we practice their use at *home*, it will be natural to use them elsewhere.



DINNER IS READY

Good manners at the table are based on thoughtfulness of others. Here are some rules that have been established in order to help you feel at ease and pleasant at the table.



Sit and arise from the left side of your chair.

A gentleman seats the lady to his right.

Sit erect with the elbows beside you while the meal is in progress.

One should never click glasses or toy with silver or salt shakers.

After the hostess takes her napkin, place your own in your lap. Unfold below the edge of the table. You may unfold it in half if it is a large one, with open edges toward you. If it is very small, it may be completely unfolded. When a guest for

one meal or in a public dining room, you do not refold the napkin but place it, not rumpled, to the left of your plate. If you are a guest for more than one meal, refold the napkin carefully. When in doubt, follow the lead of the hostess.

It is not proper to begin eating until all are served. An exception is at a large banquet or dinner where not all the diners are served at once. In this case, it is customary to start eating when six have been served after having asked the permission of others.

If an accident occurs, express your regret and then pay no more attention to the accident.

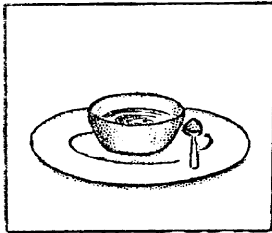


Never reach in front of another person for something. Ask to have it passed.

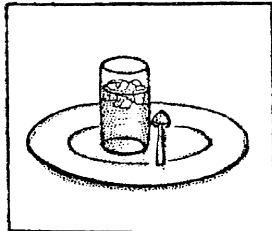
In passing dishes, turn them so it is convenient for the next person.

Knives and forks are held firmly by the handles. The index finger is used to steady the knife or fork. When cutting something, hold the fork in the left hand with the prongs turned down. It is then moved to the right hand and turned tines up when putting food into the mouth. Hold the knife firmly in the right hand with the end in the palm of the hand. When through cutting, lay the knife across upper right of plate. When knives and forks are not being used, both should rest on the plate. If the silver has been used, it is not placed again on the tablecloth. When the meal has been completed, the knife and fork are placed side by side near the center of the plate, the cutting edge of the knife toward the center of the plate.

A spoon should never stand in a cup or glass from which you are drinking. It should never be left in a cup or soup bowl. Place it in the saucer or plate underneath it.



In eating soup, dip away from you. Take the soup from the side of the spoon. Do not tip the dish to get the last drop. Crackers are eaten from the fingers and not crumbled into the soup.



If asked, state your preference regarding food. If you desire white meat—"Yes, Please" or "no, dark." Do not be afraid to accept second helpings. But if it is not desired "No, Thank You" is better than saying "I am really too full".

Take small bites and save embarrassment in conversation. If someone asks a question when you have food in your mouth, do not try to reply immediately. If food is too hot to eat, wait for it to cool. We should never be like "Lum" and "blow it".

If it is necessary to remove a fruit seed or small piece of bone, do it in such a way to attract as little attention as possible. Use the thumb and finger and lay it on the side of your plate.

Bread, small pickles, celery, nuts, olives, radishes and candy are eaten with the fingers. These are placed on the bread and butter plate or on the dinner plate. If jelly or relish is used with the meat, it is placed on the dinner plate.

A slice of bread should be broken into parts. The amount to be eaten is broken off with the fingers and then buttered.

A courteous person is alert to bring pleasant items of interest to the others into the discussion at mealtime.

AS OTHERS SEE US

“All the world is a camera: look pleasant, please.”

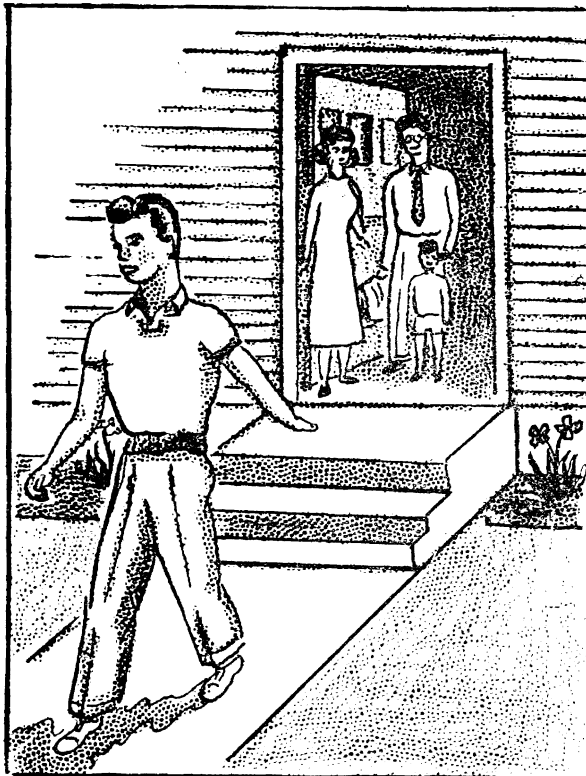
Looks and actions are important as others see us. Check yourself on the following as others see you.

Teachers: Should be given courtesy at all times. Never “talk back”. Of course, there are two sides to a question. Present yours with tact and courtesy.

One should not “park” their manners and talk while teacher is talking.

Teachers should be addressed by their names: “Mr. Jones” or “Miss Brown”. Privacy should be respected regarding teachers’ desks, books and papers.

Boys and Girls: Do your friends admire the person who goes tearing down the hall bumping into all and never apologizing? One should not halt traffic by stopping with a group in the hall to chat. Neither would he crowd others on the stairway or let doors slam in people’s faces. He should not laugh at others’ mistakes in the classroom.



Elders: It is the courteous boy or girl who shows respect for elderly people. These elderly folk in our community have given much time and effort to developing conditions which we now enjoy. It has always been the courteous thing to respect those of wisdom and experience. You may show your respect by offering a chair, opening doors and assisting an elderly person in any way.

Parents: Remember Parents are people. They have their interests and problems, too. They may seem very conservative. If you desire best results, try to be courteous and cooperative instead of going into a rage when things go wrong. If one gets along at home, he will have no trouble elsewhere.

Good manners require that one avoid talking loudly, making personal remarks, staring at people, knocking or bumping others, whispering or giggling during meetings and chewing gum. We must remember that all people who help us: salespeople, conductors, waitresses and ushers deserve courtesy. They appreciate a pleasant “Thank you.”

WHEN WE GO PLACES

“Courtesy should make the entire trip with one.”

In the Cafe: Wait at the door of the dining room until the hostess or head waiter signals to you. The girl follows the waiter and the boy follows her. The waiter may seat the girl. If not, the boy does. If seated at a long table, the girl is always on the right of the boy; but, if seated at a small table, the two sit opposite. The girl tells the boy her choice of food and he gives the order.

Table manners are the same in public places as at home.

It is customary to tip the waitress. Place money on table when leaving and pay the bill at the cashier's desk. The boy assists the girl with her coat and she leads the way out. Of course, he opens the door.

In the Cafeteria: Keep in line and follow your turn. Guests and teachers should be given a place ahead of you. Make all choices quickly. Use good table manners as you should anywhere. A boy should rise if a girl or woman teacher stops to talk to you. This courtesy also applies to cafe manners.

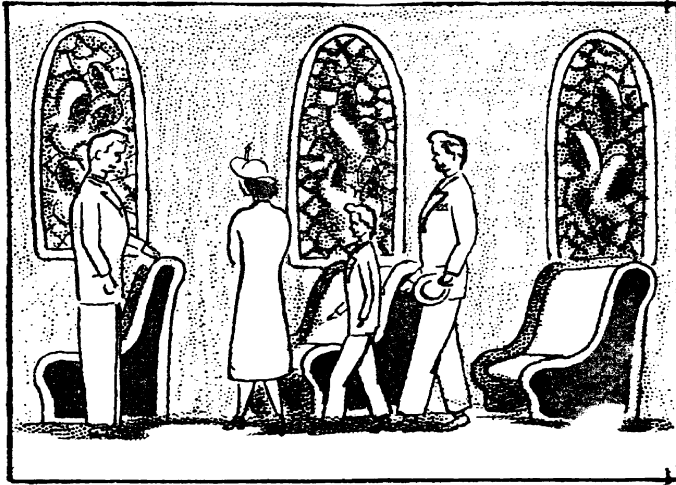
In Public Places: A good citizen will respect public grounds and buildings and help to keep them clean.

4-H Club and Other Meetings: Be on time and take your seat quietly. When the meeting is called to order be attentive, quiet, and considerate of others. Before talking, stand, address the president or chairman and wait until he recognizes you.

At the Theater: Good manners should always be present. Arrive and be seated before the performance begins so you will not bother others, nor miss part of the show.

The girl follows the usher down the aisle if there is one. If not, the escort should lead the way. The girl enters the row first. If it is necessary to pass others or leave your seat, do so quickly and as quietly as possible. If someone gets up to let you pass, say “I beg your pardon” or “Thank you” to express appreciation. Let each person read the captions and analyze the picture or play. Avoid eating candy, popcorn or other refreshments. A lady should remove her hat if it is tall enough to obstruct the view of others.

When leaving the theater, the boy steps out into the aisle and aside for the girl who leads the way up the aisle.



In Church: We go to church to worship and receive inspiration so do not be late, enter quietly and be seated without talking. You may recognize your friends with a smile and speak with them outside after the service. If you are a stranger, you may not know the order of the service. It is not necessary to kneel unless you wish but one should rise when the rest of the

congregation does. Respective attention and an attitude of reverence should be maintained during the service. If there is an usher, it is courteous to wait for him to seat you. When the family is together, your mother follows the usher and is followed by your father, then you, or you may follow your mother with your father following you. If there is no usher, the man leads the way to the pew and steps aside for the others to enter.

IN THE PUBLIC EYE

“As you are and as you act at this moment,
someone will remember you.”

Points:

Remove your hat in the presence of ladies.

When walking with a girl, walk nearest the street.

Do not meet friends “on the corner.” Plan a better and more comfortable place.

If a boy meets a girl on the street and wishes to talk with her, he walks down the street with her. If the girl has large packages, the boy carries them.

SINCERELY YOURS, YOURS TRULY

There are times when good manners require that letters be written. *Social letters* may be divided into two classes. First is the type of letter one would write a friend as you would visit with him. In this type of letter express yourself naturally, telling your friend things that will interest him. Be sure that it is not all I's. Express an interest in him and his activities. The *must* social letters include thank-you notes for gifts when you can't express your thanks in person. Another one is called “bread and butter”, a note written when you have stayed overnight at someone's home. This note should be short, original and prompt. Invitations should be answered within twenty-four

hours. These letters should all be written neatly in ink and be careful of your spelling.

Business letters. This type of letter should be brief, concise and clear. Say what should be said and no more. White stationery is always correct. If addressing one person, "Dear Sir" or "Dear Madam" is correct. If addressing a firm, "Gentlemen" is correct. "Yours truly" is always acceptable for the ending of a business letter.

INTRODUCTIONS

We all enjoy sharing our friends with others and in order to do this it is often necessary for us to make introductions.

There are a few rules that we should learn and follow if we would make introductions easily.

The following are accepted methods:

When introducing friends to your mother, mother's name is mentioned first. Father's name is said last if he is introduced to a girl or lady. Example—"Mother, this is Mary Jane Craig and Ted Hoffman; Father, this is Bob Roberts; Hazel DeFreese; this is my father."

Introduce all guests to the hostess—"Mrs. Jones, Miss Smith, Mr. Gray."

Introduce younger people to older people—"Mrs. Jones, I would like for you to know Mary Jane Craig."

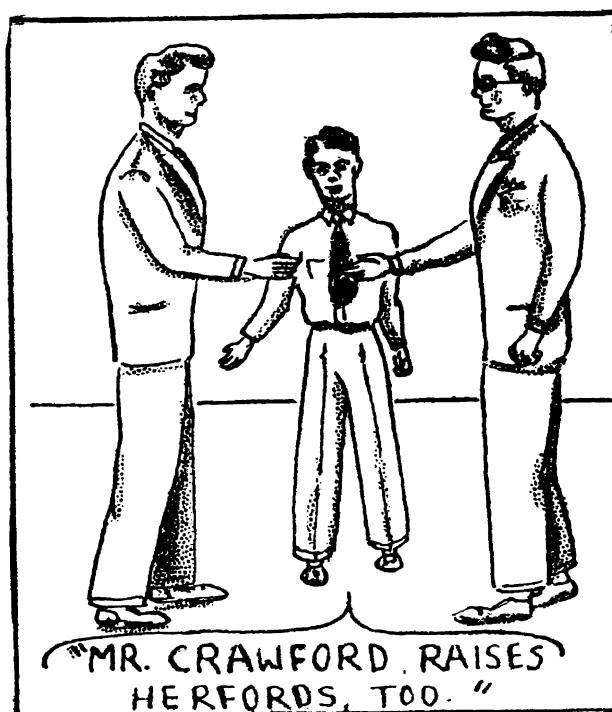
Introduce a man to a woman; a boy to a girl—"Miss Kelly, Mr. Holton; Mary Moore, Bob Roberts."

Introduce boys to men—"Mr. Ashton, this is Tom Sheridan."

Two ladies about the same age, either name first.

Two gentlemen about the same age, either name first.

In making introductions it is always nice to mention some interest of each person in order to give them a start in conversation.



"May I present" is more formal and is used more often when making introductions to people with high ranking offices.

Acknowledging an introduction.

Smile graciously and say, "How do you do", "I am very glad to meet you", or "I have been wanting to meet you."

Men shake hands with men.

When a woman is introduced to a man he waits for her to extend her hand, and she may or may not do this.

When you shake hands use a firm grip and look directly at the person with whom you are shaking hands.

Men and boys rise for all introductions.

Girls rise when introduced to older people.

A hostess stands to receive all introductions.

A girl or woman is never taken across the room to meet a boy or man. He is brought to her.

Names should be spoken clearly so there will be no doubt as to what is being said.

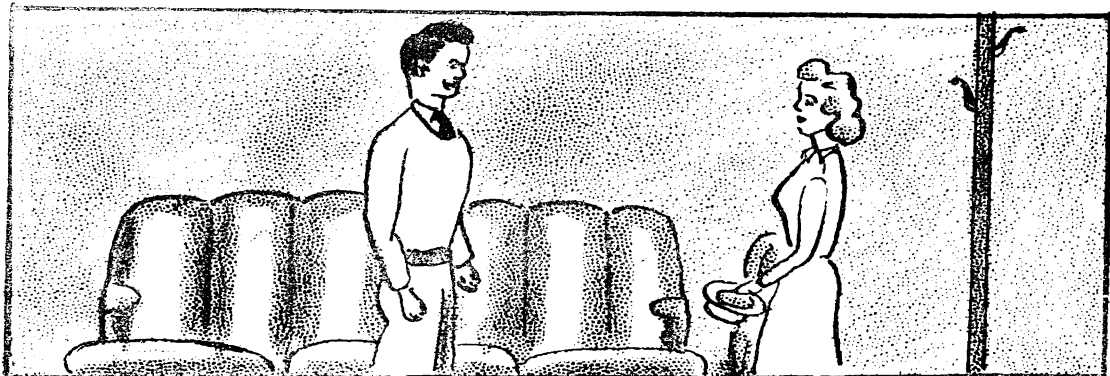
HOW ABOUT A DATE?

There are two sides to this topic, that of the boy and of the girl. At the same time it is a good idea for each side to consider the other.

When calling for his date the boy should be on time. If he comes in a car he would announce his arrival by knocking at the door, **NEVER BY HONKING**. The girl, too, should be prompt. Boys do not enjoy waiting. If it is the first date the girl certainly should be ready and open the door when he arrives and welcome him.

Show him where to place his hat and topcoat (if wearing one). Introduce him to your mom. If she is not present, excuse yourself and bring her in. When you and mom return, of course, your boy friend rises and you introduce him. Confidentially, it is well if he does not have to meet too many family members the first time.

As you start to leave, the boy tells mother where you are going and about the time that you will return. If she says she must be home at a certain hour, it is the boy's responsibility to see that the time is met. You get his hat and coat but do not assist him as he puts them on.



Wait for the boy to open a car door and other doors. The boy should also get out first and open the car door on the girl's side. The girl precedes the boy in going through doors and up or down stairs.

Breaking a date just isn't done. If you do choose the day before the junior-senior prom to have the mumps, call and explain.

If your budget is limited be honest about it with something like this, "another time we will do the works but tonight it is a stroll and a coke." A girl never goes "dutch". She does her part by entertaining at home or on picnics. The girl would never make suggestions as to where to stop for refreshments. She is considerate of the pocketbook.

The wise boy will not be too devoted and adoring in public even if he is "that way" about the girl. It is the wise fellow who remembers that girls are not always interested in the same things that boys are. It is also true that the girl needs to remember. Also remember that conversation is not a solo. Stop, look and listen—especially listen.

If it is a special occasion learn what color she is wearing before you order her corsage. Red roses on a pink dress can spoil an evening.

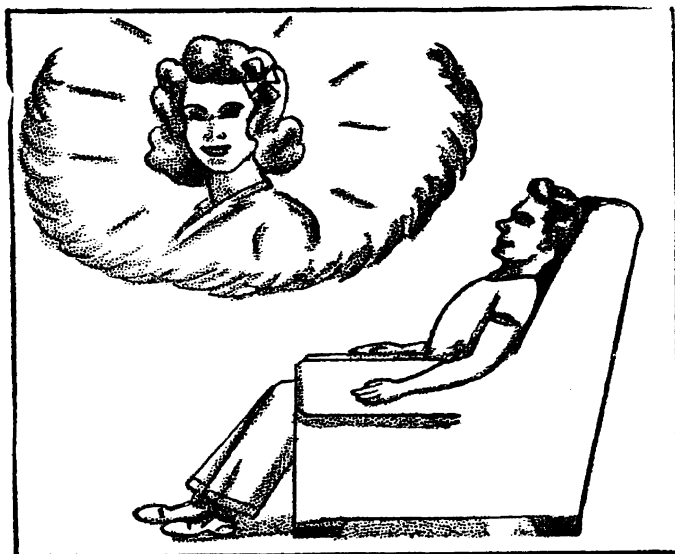
The thoughtful boy does not try to prove to her that dad's new car can do eighty.

It is nice to talk plans over together for the evening.

The girl would never say in answer to his request for a date "Well, I suppose so", rather she would say, "Oh, I'd love to go John".

Boys really do not admire excessive make-up. Too much perfume is as bad as too much make-up. The natural look is to be desired.

The boy remembers small courtesies mean a lot to girls.



PERFECT PRACTICE MAKES PERFECT

Wouldn't your spirits soar if you overheard some one talking about you who said, "I like John (or Mary). He is always considerate and friendly to everyone"? Of course, you would feel good. You will find also that the more that you share desirable traits, the more happy you are yourself. Byron said, "All who joy would win must share it; happiness was born a twin."

There is no better way to have consideration from others than to be considerate. Practice good manners every day and more consideration and happiness will come your way.

