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EVERYDAY
GOOD MANNERS
FOR
BOYS AND GIRLS



ERNESTINE LOUISE BADT



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*Everyday
Good Manners
for Boys and Girls*

by
Ernestine Louise Badt

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Contents

CHAPTER	PAGE
I. PERSONAL APPEARANCE	9
II. GOOD MANNERS	21
III. CONVERSATION	33
IV. TABLE MANNERS	44
V. INTRODUCTIONS AND PARTIES	53

Author's Preface

MY EXPERIENCE of several years as a teacher of dancing among the children of Chicago has convinced me that instruction in dancing is much less needed than a correct knowledge of good manners.

The first and essential thing is a very definite understanding of the fundamental, familiar rules and principles applicable to daily life. These I have stated simply and directly, speaking very plainly when plain speaking is necessary.

This little book is a compact guide to everyday good manners.

It should be impressed upon young people that good manners do not consist merely in formal behavior in company. Good manners begin at home, and are founded on good personal habits. Accordingly I have said quite as much about these fundamentals as about the more formal matters. Both are necessary, and neither replaces the other.

Ernestine Louise Badt.

PERSONAL APPEARANCE

Appearance, behavior, conversation—the way you look, the way you act, the way you talk—by these qualities people form their opinions of you. If you want to be considered a gentleman or a lady, or a gentlemanly boy or a lady-like girl, look well, behave well, and talk well.

First in importance is your personal appearance. To look well you need not be expensively dressed, and you certainly should not be conspicuously dressed. Cleanliness, neatness, and simplicity are the essentials. *Dress*

Suits and dresses, whether of wool or of wash material, must always be clean. Grease spots and perspiration stains are unpardonable. Neatness is quite as es-

sential to a boy as to a girl; and for the girl who is not neat there is no possible excuse.

Care of Clothing Whether a boy or a girl, cultivate the habit of smoothing out your clothes and arranging them carefully when you take them off. Never throw them in a heap on a chair or on the floor. Hang them on hangers if possible.

Suits and dresses should be brushed frequently—very frequently, not merely when the dust can be seen. When clothes are well taken care of they not only look better; they wear better.

Under-Clothing The condition of your underclothing is no less important because it is not seen. Expensive underclothing is not necessary; but clean underclothing in good repair is imperative. Change frequently—soiled underwear is offensive to the sense of smell.

See that all the buttons and other fastenings are in place; and use them. Your clothes fit much better and you are much more comfortable when your underwear is in good condition and fastened properly where it belongs.

Your shoes are about the most conspicuous part of your apparel. When your shoes are out of repair or dirty, your whole appearance is slovenly. A pretty dress or a neat new suit never conceals ill-appearing shoes. *Shoes*

Keep your shoes in good repair. Don't allow your heels to be run down; have them straightened. Keep your laces tied and your buttons buttoned. Always have your shoes as free as possible of mud and dust and polish them daily.

Good looks and good health depend directly and constantly upon the bath. A good skin is merely a healthy skin, and *Skin*

Skin generally a clean skin is a healthy skin. Bathe daily, and make a pleasure of it. Get it out of your mind that a bath is a disagreeable necessity; learn to look forward to it as a luxury.

Keep your hands and face clean always. After coming indoors and before meals invariably wash them. Don't look to see if they appear to be dirty; wash them anyway. Nothing is more offensive in the house or at the table than soiled hands, or neck, or face. Be careful when you wash your face or hands to be thorough. Don't leave soil lines or marks that look as if you were lazy or had been in a hurry. Wash well your arms and wrists, your neck and your ears. Don't use a towel until you have thoroughly cleansed yourself. It is discourteous to a hostess, and equally

thoughtless toward your mother, for you to leave dirt stains on the bath linen.

At home use a nail brush; it will remove the grime thoroughly and quickly. Cheap brushes are better because the bristles are stiffer.

Always wash your hands after using the lavatory for any purpose.

Your finger nails should always be clean and smoothly trimmed. Use a nail file freely, but always use it privately. It is a violent offense against courtesy to use a nail file or, for that matter, to make any part of a toilet, in public.

White teeth are the result of constant *Teeth* care. Bad teeth are fatal to good appearance. Clean your teeth the first thing in the morning and again after each meal, and just before going to bed. Use a good paste or powder or salt or baking soda or

soap and a stiff clean brush. Go to the dentist. Dental work is unpleasant only when it has been put off too long. Defective teeth are ill smelling and unhealthful.

FOR GIRLS

Dress At home, a girl should wear a simple, neat dress, preferably of wash material, as a wool dress creases and spots quickly. Wear perfectly fresh attire to the breakfast table—either a plain house dress or a cover-all apron.

Dresses for the street or for school should be of substantial material and plain in style. It is best to have a few gowns, kept in good order. Too great a variety encourages neglect and untidiness.

Afternoon frocks may be more elaborate and of finer material, but should never be extreme or conspicuous. To

over-trim a dress or any other article of apparel is an evidence of excessively bad taste.

A party frock may be as elaborate as good taste permits. Low-cut dresses are worn, but in this particular, as in all others, modesty is essential. Immodesty makes no good impressions, and creates many bad ones.

Use cotton, lisle or wool stockings for *Hose* school and street wear. Silk hose are suitable for parties and similar occasions, but they are not essential. Lace hose are for formal occasions only. Don't hesitate to wear hose that have been neatly darned.

Low-heeled leather shoes are best for *Shoes* the street. French heels are not in bad taste whenever very little walking is to be done; but for hygienic and other reasons, high heels ought to be worn

very little. They are bad for the ankles, dangerous and ungraceful.

Hair Be especially careful about the hair.
and Skin Keep it clean and well brushed. A simple arrangement is prettiest and in best taste.

To insure a smooth, soft skin, use plenty of good soap and water. Nothing is better than a hot bath. Use Castile or Ivory soap. Rouge should not be used. The most beautiful complexions are natural ones. The color-box can never take the place of cleanliness and a healthy skin. Youth itself is beautiful and needs no facial aids.

Don'ts Don't wear dresses which show grease spots or perspiration stains.

Don't wear dresses with missing buttons; and don't use pins in place of buttons.

Don't wear dresses with frayed edges *Don'ts*
or with ragged linings.

Don't wear conspicuous silk hose.

Don't wear satin slippers on the street
with a serge dress.

Don't dress the hair in an extreme or
conspicuous style.

Don't use perfume to excess.

FOR BOYS

A boy should have two wool suits, one *Dress*
for everyday wear and another for "dress
up." They may be of the same quality
and style, so that the better one can be
used for every day when a new suit is
purchased. Wash suits are suitable in
summer and white trousers may be worn
with shirt waists or wool coats for dress
occasions. But wash suits should always
be spotlessly clean and woolen clothes
well pressed.

Dress Shirt waists are always suitable in warm weather except when "dressing up" is necessary. Sport shirts, low collars and short sleeves may be worn in the yard or at the park, but not down town or for visiting or at the dinner table. Wash shirts and shirt waists should be changed very often.

For "dressing up," white shirts are best. Silk shirts are entirely boyish, but not at all essential. In picking out your colored shirts, select plain, quiet patterns.

Bow ties may be worn on special occasions; string ties are better for everyday wear. Be sure that your tie is always tied neatly and securely. If wash ties are worn, be especially careful to keep them clean.

Hose For boys black stockings are more satisfactory. Always be sure that they are

well pulled up and smooth. Colored stockings may be worn with tan shoes, and white stockings, when clean, are suitable for young boys. Quality is not so important if the color is good.

In cold weather boys should wear high black shoes. Low shoes, either black or tan, are suitable in summer. Canvas shoes may be worn in summer except when "dressing up" is to be done; but shoes with thin rubber soles should be avoided. They have a slovenly appearance and are bad for the feet. *Shoes*

Keep your hair clean and brush it when you make your toilet. Make a straight, even part, and don't wet the hair too much. Have your hair cut frequently, but don't have it clipped except for some special reason. *Hair and Skin*

A boy's skin and teeth are just as im-

portant as a girl's, and boys should be careful of them. Cleanliness is not effeminate. Strong, healthy, manly boys are usually careful to be personally clean.

Don'ts Don't wear soiled clothes or baggy trousers.

Don't wear torn clothes or clothes with buttons missing.

Don't wear conspicuous colors or patterns.

Don't wear fancy shirts or useless jewelry.

Don't wear your hat on the side or back of your head.

Don't fail to keep your shoes clean and well polished.

Don't neglect to bathe frequently and thoroughly.

GOOD MANNERS

To behave well is just as necessary as to look well. To be well behaved, you must be self-possessed, thoughtful and considerate of everyone. In your home, practice the courtesies which are pleasing to the members of your family; then in public the same courtesies will come easily and naturally.

To be self-possessed you must be calm, quiet and restrained. Be interested and attentive to everyone to whom you are talking or who may be trying to amuse or entertain you. Avoid such restless actions as twirling objects, beating a tattoo with the feet, drumming the fingers on a chair, table or window-pane or humming or whistling a tune. Never do any of these things in company or in any place where they may annoy others.

*Self-
Possession*

Position An erect, well-poised posture is certain to inspire the confidence and interest of others; while the slouchy, wiggling, shifting-eyed person never can hold the attention of anyone. Learn perfect control of your body by standing well, sitting properly, and walking correctly.

How to Stand Stand erect and firmly on *both* feet and do not shift the weight from one foot to the other or lean against a chair, a table, or the wall. Stand so that the weight is thrust forward a little on the balls of the feet and the chest up as though attached to the ceiling by a string, the arms hanging naturally from the shoulders with the hands still and not fussing with clothing. Throw the head back so that from the top of the head to the end of the spine is one straight line. Look squarely into the eyes of the person to whom you are talking.

When conversing or reciting, take a step or two forward and let one foot remain a little ahead of the other with most of your weight on it. When listening, draw the forward foot back so that the heels are together.

*When
Conversing*

When crossing a room or hall to talk to anyone, walk, don't run. Wait until you are standing near the person before speaking. To start a conversation before standing quietly beside the person displays lack of respect. It is equally rude to finish a conversation, leave a person, and then scream back a few after-thoughts. Never scream anyway, except at a football game. Loud talking is vulgar.

To sit down, walk directly to the seat, turn around, and without taking repeated glances at the chair slip one foot back of the other and sit down. The back

*Taking a
Seat*

foot takes practically the full weight, and gives a secure feeling which does away with the need for looking around several times or holding the seat.

Sitting Assume a dignified position in sitting, as it is a mark of respect to yourself and the company you are with. A boy does not sit astride a chair nor with legs spread out, nor a girl with her legs crossed. Crossing the ankles is permissible; but never extend the legs out so far in front as to place the feet where they may trouble others in passing. Push back as far as you can in the chair, and lean forward from the hips, keeping your spine straight. Never tilt the chair on its back legs.

Arising When arising from a chair, let one foot
From a slide out a little in front of the other and
Chair then push the weight forward with the

other foot back. Gradually draw the back foot up to the forward one. Do not push yourself up with your hands, nor jump up quickly on both feet together.

Walk erectly and firmly and with ease and dignity, but not stiffly nor with affectation. The balls of the feet—not the heels—should hit the ground first. The knees should not bend, nor the feet toe in or drag along. *How to Walk*

Speak to *each* member of the family when entering a home—even your own home. Your mother, father and acquaintances enjoy a gracious smile and cheerful greeting. Remember there is no one who cares to be ignored. *Cordiality and Responsiveness*

Be responsive to all requests. If asked to play, sing, dance, go for a walk, ride, or go to a party, respond at once with a

polite "Yes" or decline in such a way that a person will not continue to urge you. The desire to be urged is vain and rude.

Privacy Respect the privacy of your family and friends no matter how well you know them. Do not read or even touch letters or anything of private character lying on another's desk. Do not look over a person's shoulder when he is reading or writing. Knock before entering a room where another person is when the door is closed.

Thoughtfulness Enter a room quietly. Close doors without slamming. When leaving a room where others are sitting, walk directly to the door, open it, and then back out and close it.

Rise promptly when an older person enters the room and remain standing

until he or she is seated. Never take another's seat unless you give it up upon his or her return. Apologize for crossing in front of anyone.

Be neat at home and at school. Pick up waste paper, scraps and crumbs and put them in the waste paper basket. Never allow a room to be mussed up. See that overcoats, hats, overshoes and umbrellas are put in their proper places and not left lying on chairs, tables or couches. Put books back where they belong and above all never fail to return a book which has been loaned to you. Return borrowed books and umbrellas as soon as possible.

Neatness

Acknowledge at once by note all invitations and never leave a letter unanswered. Use clean note paper, free from ink blotches or finger marks, and write

*Letter
Writing*

perfectly plainly. Do not imitate the flourishes of a writing master.

Carrying Packages Carry packages and umbrellas so as not to endanger the eyes of everyone who comes near them. Going up or down steps, standing in a crowded elevator, and sometimes just walking in the street you are likely to forget and carry an umbrella horizontally instead of vertically, which makes it a deadly weapon.

Spitting— Do not spit on the sidewalk, in the street car or any place other than in your handkerchief. Use your handkerchief when you gape, hiccough or sneeze.

Gum Chewing

Never chew gum in public. If you do this you will immediately be classed as common and ill-bred.

Be as quiet and dignified as possible in public. Never push and elbow through crowds. It may take a little extra time

from work and from play to move more slowly and make an apology for accidentally jostling anyone—but never fail to do so. Avoid rushing ahead into street cars; it is better to be left behind than to squeeze in ahead, animal fashion.

Boys and girls should be particularly considerate of older people in this regard. And a boy should be thoughtful of a girl. He should follow her in getting on a car and precede her when alighting.

*In a
Public
Conveyance*

In a crowded street car or train, give your seat to an elderly woman. Stand so as not to fall against anyone every time the car gives a lurch. Say, "Pardon me, please," if you do bump into or have to pass in front of anyone.

Boys, take off your cap or hat when greeting anyone, and always when in doors. If you are walking with a girl or

*Doffing
the Hat*

woman who speaks to a person whether stranger or friend to you, raise your cap. Doff your hat to a man who may have been courteous to a girl or woman you are with. For instance, if a man gives her a seat on a car, touch your hat.

*Offering
the Arm*

A boy never takes a girl's arm on the street. A girl does not take a boy's or man's arm unless to be guided over a crowded place or at night and he politely requests that she take his arm. A boy does not walk between two girls, but always takes his place on the left or on the outside of the walk.

*On the
Street*

If a girl meets a boy acquaintance on the street, they speak and then pass on. If the boy wishes a few minutes' conversation with the girl, he asks if he may walk along with her.

It is unnecessary to introduce friends

on the street unless it relieves an awkward situation. In case you are with a friend and meet another acquaintance at the entrance of a store or theatre, and you have a few minutes to spare, introduce them.

In any public place such as a church, assembly hall or theatre, a girl follows the usher down the aisle and the boy follows behind. The girl takes the inside seat. In church, however, where the family have a pew and the usher does not precede them, the man of the family precedes, whether he be an adult or a boy, and stands beside the pew until the women have taken their places. He then takes his place in the end seat. In attending a public entertainment, arrive a few minutes before the performance begins. When late, wait until a moment of

*Entering
Public
Places*

applause or intermission before entering so as not to disturb those already in their places.

Courtesies A boy at all times opens doors, carries packages, runs errands, picks up articles for girls. A girl at all times acknowledges all courtesies, all attention, all kindness with a "thank you."

CONVERSATION

To speak correctly and pleasingly is quite as important as to look well or behave well. Many a first impression, and some promising acquaintanceships, have been ruined by a loud or disagreeable voice, bad English or an awkward remark. Speak pleasingly; speak correctly; and speak tactfully.

Be careful about the use of your voice. *Modulation in Speech*
Do not speak any louder than necessary; but speak loud enough to be distinctly understood. Don't mumble your words, and, on the other hand, don't shout. Open your lips and speak clearly, and don't talk through your nose.

Don't talk in a monotone, but with

enough animation to show that you yourself are interested in what you are saying. Never be surly; always be cordial. And above all be natural.

Correct Speech Do not think that it is prudish or silly to speak distinctly and to use the right words. Affectation is a disagreeable fault, for affectation is stilted and unnatural. The use of long, unusual words that you don't quite understand is stupid. If you talk earnestly and distinctly, and use words as you *think* them, people will be glad to listen to you.

Interest Show by your conversation that you are interested in what other people have to say. Listen attentively when other people are talking, and make it evident that you are listening. Look at the person who is talking to you; don't occupy yourself with other things, but

give your attention to what is being said to you.

Don't interrupt. Be especially careful not to interrupt your elders; and if you find yourself doing so, stop at once and apologize and say so. Do not say "What?" Say "I am sorry, but I did not hear," or "Pardon me; I did not understand." "What" is curt and awkward. *Interruptions*

Don't monopolize the conversation. Other people like to talk as well as you do. Don't talk chiefly or at length about your own affairs, experiences and interests; talk about the things that will interest the others or, better still, the things all are interested in. Persons who are inconsiderate in these particulars are tiresome and not liked. *Tact*

Never talk much about yourself. It is

bad form. Don't brag, either at length or briefly. Don't complain of illness or ill-fortune. Inquire sincerely about the health of your friends, especially if they have been ill; and cordially answer questions about your own; but talk principally about things that are interesting and cheerful.

Forced Wit Never try to be funny. If you *are* funny, you can't help it; you will be funny inevitably; but if you *try*, you will be merely ridiculous and tiresome. If you know a really funny story or experience, tell it, but don't spoil it by laughing over it before it is told, or by repeating it until everyone else knows it.

Gossip Don't gossip—any more than you can help; and never gossip maliciously. Tale-bearing is ill-bred and cowardly. The faults and misconduct of other people

are usually not your business; and if what you might say to another person's discredit is only something you have heard, you are likely to do serious injustice. To a person in authority—a parent or a teacher—tell the truth if you are asked for it and know it; otherwise do not discuss other people's misconduct.

Be respectful and cheerfully responsive. *Respectful*
Answer cordially when you are spoken to. *Cheerful*
When answering "Yes" or "No," call *Speech*
your questioner by name or by the proper
appellation—for instance: "Yes, Mr.
Harding," not "Yes, Mr." or "Yes, sir"
(although "Yes, sir," is much better than
an abrupt "Yes"); "Yes, Mrs. Williams,"
not "Yes, ma'am"; and "Yes, father"
and "Yes, mother."

Don't use slang. Many people—ma- *Slang*
ture people—have an idea that to use

slang is clever. They are very much mistaken. There are perhaps a few clever people who may use slang effectively, but you are probably not of that small number. Slang is almost always an evidence of bad breeding and ignorance. The fact that this fault is a common one does not make it any less a fault. For instance, say "I had a *delightful* time," not "I had a *swell* time" or "a *grand* time."

Superlatives In this connection, avoid superlatives. Don't be extravagant in your speech. You can be enthusiastic without being insincere. Say "This is a *beautiful* day," not "This is a *perfectly gorgeous* day," "She has *pretty* hair," not "She has *magnificent* hair."

Swearing Don't swear. Anybody can swear; there is nothing smart about it. On the

contrary, swearing is generally a conspicuous evidence of ignorance and bad breeding. It goes with a loud voice and vulgarity. Coarse language is worse, and if you feel like saying something so vulgar that you know it ought to be whispered, don't say it at all. Clean, decent conversation is the habit of the gentleman and the lady.

Reserve anything which cannot be spoken aloud for a suitable occasion, as *Whispering* whispering in company is decidedly ill-bred. Whispering and talking aloud in church during the service or in a theatre or at any entertainment during the performance are unpardonable. In a public place it is necessary to be quieter and more reserved in manner than in a private home.

Quarreling in the home or in public is *Quarreling*

most unpleasant to listen to. Never scold anyone before others, as it is embarrassing for everyone concerned. Even to those whom you may regard as your inferiors, be considerate. Treat servants with respect and never order them in a dictatorial tone. Say "Please" and "Thank you" to anyone who has been of service to you.

- Final Consonant* Avoid clipping final consonants. Say:
 "Coming," not "Comin'."
 "Going," not "Goin'."
 "Singing," not "Singin'."
 "Yes," not "Yeh."
- Correct Pronunciation* Pronounce vowel sounds correctly. Say:
 "No," not "Noh."
 "You," not "Yuh."
 "Position," not "Persition."
 "Sentence," not "Sentunce."
 "Catch," not "Ketch."

“*Can,*” not “*Kin.*”

“*Fellow,*” not “*Feller.*”

“*Window,*” not “*Winder.*”

“*History,*” not “*Hist’ry.*”

“*Library,*” not “*Liberry.*”

Say:

“He is *clever,*” not “He is *smart.*” *Correct*

“Our *maid* is away,” not “Our *serv-
ant girl* is away.” *Use of
Words*

“I have *finished* my dress,” not “I
am *thru with* my dress.”

“I *dislike* coffee,” not “I *hate* coffee
nor I *despise* coffee.”

“Pictures are *hung,*” not “Pictures
are *hanged.*”

“The teacher *teaches*—the pupil
learns,” not “The teacher *learns*
the pupil.”

“I am *angry* with you,” not “I am
mad at you.”

“What an *odd* desk,” not “What a *funny* desk.”

“You were *very* kind,” not “You were *awfully* kind.”

“I have *many* friends,” not “I have *lots of* friends.”

“I have *ample* time,” not “I have *loads of* time.”

“*May* I go?” not “*Can* I go?”

Correct
English

Say:

“I *am not* going,” not “I *ain't* going.”

“He *isn't* going,” not “He *ain't* going.”

“They *aren't* going,” not “They *ain't* going.”

“He *doesn't* know,” not “He *don't* know.”

“I *did* it,” not “I *done* it.”

“He *did* it, not “He *done* it.”

“They *did* it,” not “They *done* it.”

“I *saw*,” not “I *seen*.”

“If he had *gone*,” not “If he had
went.”

“It is *I*,” not “It is *me*.”

“It is *he*,” not “It is *him*.”

“It is *they*,” not “It is *them*.”

“He is older than *I*,” not “He is
older than *me*.”

“I am taller than *he*,” not “I am
taller than *him*.”

“Mother and *I* are going,” not
“Mother and *me* are going.”

TABLE MANNERS

Be on time for meals and in the proper attire. Never appear in shirt sleeves, a kimona or a bathrobe. Never speak of food—whether good or bad. Be careful not to turn your back to one person for the purpose of talking to another, or to talk across the one seated next to you. The persons sitting beside you are entitled to your attention. Keep the hands in repose. Avoid playing with salt, jingling knives, forks and spoons together, twirling glasses, drawing pictures and figures or resting elbows on the table. Accept every course. Eat the part you wish and leave the rest.

For the Boy Draw back the chair for the girl or lady at your side, and push it under her

as she sits down. Wait for *all* the ladies at the table to be seated and then take your own seat. Stand up when a lady or girl stands, and remain standing until she sits down again or leaves the table.

Honor your elders by standing until they are seated. Stand promptly should anyone come to your table in a public restaurant. Remain standing until the friend leaves or draws out a chair and sits down to chat. *For the Girl*

Sit erect at the table with the waist line about five inches from the edge of the table. Never bend over the plate or drop the head to get each mouthful. Keep your hands in your lap when not eating, or rest the forearms, just a little above the wrists, against the edge of the table. Rest your feet on the floor, not on the rungs of the table or the chairs. *Position*

The Napkin Unfold the napkin, and put it across your lap. Do not tuck it under your chin. Use it to rub your fingers on as it lies on your knees. Raise it to your lips as often as necessary. At the end of the meal, fold it carefully and lay it beside the plate. In a friend's house or in a public restaurant, however, let it lie loose beside your plate.

Noiseless Eating Eat slowly and quietly. Keep your mouth closed while it contains food. Be careful not to fill it too full. Eat toast and crisp biscuit in very small pieces and slowly, so as not to make a noise.

The Spoon Hold the spoon just above the center of the handle so that it rests on the middle finger and is guided by the thumb and forefinger. When you use it for soup, dip it into the liquid with a motion away from your body. Never tip the dish to scrape the final mouthful. Eat all liquids

from the side of the spoon. Use the teaspoon only for stirring and testing the temperature of tea, coffee and other liquids. Drink the liquid from the cup or the glass and lay your spoon in the saucer while drinking. Don't blow on soup or pour a hot drink from the cup into the saucer to cool it.

Hold the fork in the left hand, the prongs down on the plate while cutting. Hold it in the right hand as you do the spoon when eating. In this position the food may be lifted on the hollow, curved side of the prongs. Never overload the prongs; use a small piece of bread or roll to push a morsel of food on if necessary. When it is not in use, place the fork full length on the plate, prongs facing upward, and the handle on the edge of the plate.

Hold the knife in the right hand and

The Fork

The Knife use it only for cutting—never to carry food to the mouth. Place the forefinger *above* the blade *on* the handle, and keep the elbows close to the sides when cutting. When it is not in use, place it full length like the fork on the plate. The blade-tip should rest in the center of the plate, its handle on the edge of the plate. With it in this position, and with the fork by its side, pass the plate for a second helping, or leave it when a course or meal is concluded.

The Cup and Glass Hold the cup by its handle which rests between the thumb and forefinger and middle finger. The ring finger and little finger follow the natural curve of the hand, but not in an affected style; hold the water glass the same way. Use one hand, not both, in lifting a cup or glass and never drink the entire cupful or

glassful at one time. Never drink from the saucer.

Eat from the fingers bread, crackers, toast, rolls, sandwiches, small cakes, celery, olives, salted nuts, raisins, crystallized fruits, bon-bons, corn on the cob and most raw fruits. *Eating*

Remove fruit seeds or pits from the mouth as inconspicuously as possible. Use the fingers or a spoon, and cover your mouth with a napkin if necessary, but try to avoid attention.

Eat with a spoon grapefruit, small and large fruits served with cream, hot puddings and custards, jellies, porridges, preserves and soft-boiled eggs.

Eat all meats and nearly all vegetables with a fork. A vegetable prepared with milk may be eaten with a spoon. Never use a spoon when a fork will do. Eat

cake with a soft filling with a fork. Break bread and crackers into small pieces; then butter and eat.

Finger Bowls If finger bowls are used after a fruit course or at the end of a meal, dip the fingers of one hand at a time daintily into the bowl, and wipe on the napkin. Be careful not to give the impression of attempting to wash the hands at the table.

Conclusion of Meal At the end of a meal, leave the last plate in its place. Place the napkin to the left of it on the edge of the table. The ladies make the first motion to leave the table. If forced to leave the table before the meal is over, ask the hostess if you may be excused.

Don'ts Don't let the fork or spoon knock against the teeth, scrape across the plate or hit a glass.

Don't place food on the table cloth; except hard bread or celery, when a special bread and butter plate is not furnished.

Don't spear the bread.

Don't stretch across another's plate in order to reach anything. Ask politely to be passed what you desire.

Don't leave the table until you have ceased chewing.

Don't pick the teeth at the table or any place in public.

Don't chew a toothpick or suck your teeth.

In setting the table, the meat fork and salad fork should be placed at the left and the meat knife and butter knife at the right. This leaves a space between the knives and forks for the plate. The napkin should be placed at the left of

Setting the Table

the forks, and soup spoon, coffee spoon and dessert spoon at the right of the knives.

Nearly touching the tips of the knife blades, stands the water glass and at the left of the forks, the bread and butter plate. Salt and pepper shakers are placed at either end of the center of the table, or between each two persons.

Service Each dish should be served to the left of every person in turn, beginning with the hostess and then in order from gentleman to lady as they are seated. Coffee and water should be placed at the right, and courses taken away from the left with the exception of the beverages.

INTRODUCTIONS AND PARTIES

Introduce a man to a woman, a boy to a girl, a younger person to an older. Never introduce a woman to a man unless he is elderly and distinguished. A good form is "Mrs. Jones, may I present Mr. Smith?" or "Mrs. Jones, allow me to present Mr. Smith?" Never say, "Mrs. Jones, meet Mr. Smith," or "Mr. Jones, shake hands with Mr. Smith."

When introducing girls and boys of *Introducing* grammar school age, mention the Chris- *Grammar* tian name (given name) and surname *School* (last name). Say "Mary Burke, may I *Students* present John Moore?" *Learn* and *re-* *member* the last names of your friends. Your mother and father like to know

which Mary and which John you are playing with.

Introducing High School Students Present girls of high school age as “Miss Sarah Collins” and “Miss Josephine Smith.” Simply “Miss Collins” and “Miss Smith” are too formal. In many cases this is absolutely incorrect—for the eldest daughter is the only one of the family entitled to the prefix “Miss” without her Christian name.

You may introduce boys of high school age as “Mr. Pearse” and “Mr. Cummings,” but “Robert Pearse” and “Dwight Cummings” are the better way.

Introducing Relatives Introduce your friends to your parents or grandparents as follows—providing you and your family have the same name: “Mother, may I present my teacher Miss Byrne?” “Grandfather, may I present Frances Green?” “Miss Byrne, may I present my father?”

When introducing relatives, mention the degree of relationship existing. For instance—"Miss Byrne, may I present *my sister*, Cora?" "Miss Byrne, this is *my brother*, Fred." "Miss Byrne, may I present *my uncle*, Mr. Wood, and *my cousin*, Alice Wood?"

Introduce a sister-in-law or brother-in-law as "My sister," or "My brother, Mr. Baker."

Introduce a man who has a professional or military title or title of honor by his title. Introduce his wife, however, as "Mrs." For instance. "Miss Byrne, may I present the Doctor and Mrs. Wright?"

*Introducing
Titled
Persons*

To accept an introduction, bow, mention the name of the person clearly or say "How do you do, Miss Byrne?" and shake hands, if the older person offers his hand. In meeting people near your age offer your hand; girls who do this are

considered truly gracious. Boys *always* shake hands.

Acknowledging A hostess rises to accept an introduction. A guest, if seated, remains so to meet boys near her own age. If introduced to older people, stand. Boys always stand.

If you do not understand the name of the person introduced, do not hesitate to say, "Pardon me, please, but I did not hear your name."

Introducing at the Party An easy way to make a stranger acquainted with a number of guests at a party is to start at one end of the room and go right around speaking one name after another. For instance, "Eleanor Smith, I want you to know my mother, my father, Ruth Brown, Frank Green, Grace Louis, Mr. Ryan, and Ethel Davis."

To make a bow, a boy puts his heels together tightly, keeps his knees stiff, lets his arms hang loosely from the shoulders and bends forward very slightly from the waist line, letting the eyelids droop. *Bows*

To make a curtsy, a girl places the right toe in back of the left heel, lifts her skirt a little on either side with her finger tips and dips slightly, keeping the body erect.

When taking a person's hand to shake it, grasp it firmly, meet the eyes of the person squarely and give a cordial warm clasp before letting go. To just barely touch the hand and draw away quickly gives a cold, clammy feeling, and is discourteous because indifferent. *The Hand Shake*

Be generous with your guests. If entertaining just one friend in your home

The Host for a few hours, think only of giving
and him a good time, not of yourself. Give
Hostess him the choice of games, toys and books,
and never complain of him no matter
what he may do. Never fail to thank
him for coming.

Parties At a party in your own home, greet
all your guests and see that *all* are intro-
duced. At a large party given in a public
place, introduce as many as possible.
Devote the greatest thought and effort
to making your guests comfortable and
giving them a pleasant time. Since
laziness is a form of selfishness, the girl
or the boy who takes no pains in providing
entertainment for guests is seldom popu-
lar. At a dancing party, try to provide
partners for all your guests.

The Guest If you are a guest, aim to be agreeable
to any suggestion the host or hostess may

make. Respond quickly and enthusiastically to all forms of entertainment and never sulk or appear bored. Upon leaving, say you had a pleasant time and thank your host or hostess and his or her parents for being so kind as to invite you. Never thank them for refreshments; just speak of having had a good time.

If you escort a girl to a party, find out *The Escort* where the girls' cloak room is, in case neither of you know; then, after leaving her, go to the boys' room and remove your hat and coat. Meet her in the hallway and follow her to make your bow to your hostess. At supper, serve her; she isn't supposed to wait on herself when she has a man escort or when there are servants. When she is ready to leave, accompany her without a question. In case you are attending a dancing party and

leave early, explain your reasons for leaving to all those with whom you have made engagements for dances. Then say "Good-bye" to the hostess and depart quickly.

At the dinner party, remember that the girl sitting next to you has the first claim upon you, even though you did not escort her to the party.

March or Promenade In forming for a march, or escorting a partner to a seat, a boy offers his right arm, so that the elbow forms a right angle with the forearm and the hand crosses over in front of the body. A girl places the finger tips of her left hand in the crook made by his elbow. She should be very careful not to allow her hand or part of her arm to hang through and allow her weight to press down on his arm.

It is necessary to form the habit of

taking a correct dancing position. It has *Dancing*
been said that at no time is the difference *Position*
between those who are and those who
are not accustomed to refining influence
so strongly marked as when they are in
their merriest mood. To dance in close,
bodily contact is improper and disgusting.

A couple should stand *erect* about four
inches apart, facing each other very
squarely when dancing. The boy places
his right hand at the center of his part-
ner's back half way between the shoulders
and waist line. His hand presses quite
firmly with fingers closed and out full
length, not spread or curved under.
With this hand he guides his partner. He
should be careful not to make her uncom-
fortable by shifting it from one place to
another or pulling her by the clothing in
the direction he wishes her to go. The

girl simply rests her left hand gently on his right shoulder in a relaxed manner and yet holding up her own weight so as not to be heavy to lead. With the left arm out at the side, elbow slightly bent, the boy offers his left hand, palm upward. The girl rests the finger tips of her right hand in his extended palm, and the boy doubles his fingers over hers, to make a little bit firmer hold.

Dancing

A slight up and down motion is the only correct one for social dancing. Extreme dancing of any kind, such as a swaying motion from side to side, or forward or backward, is common. Boys should apologize for bumping anyone.

When a boy wishes to dance, he bows politely and asks the girl if he may have the dance. The girl, unless previously engaged, accepts the invitation graciously. It is her privilege, however,

to break a dancing engagement should she be fatigued; but to refuse to dance with one boy, and then go off with another, is inexcusable rudeness. No well-bred girl ever does such a thing. She may ask him if he wishes to dance with some one else, and if not, she should sit out the dance with him. A boy on the other hand, must never be late in claiming a promised dance, and, should he be, must offer apologies and explanations for his tardiness.

*Giving and
Accepting
Dance In-
vitations*

An excellent form to use in asking for a dance is "Helen, may I have this dance?"

An excellent form to use in accepting is "I shall be delighted." If refusing, "I am sorry but I have this one engaged," or "Thank you, but I am going to rest through this number."

A boy never leaves his partner in the middle of the floor after dancing with her

Seating a Partner but escorts her to a seat. To do so, he offers his right arm to her, keeps in step with her while crossing the floor, and upon reaching the chairs allows her to pass in front of him, and bows while she sits down; then he sits down at her left, facing her all the time. If there are not a sufficient number of chairs, he should stand beside his partner rather than permit a girl to stand. Should he be forced to leave his partner after seating her, he should thank her for the dance, and excuse himself by saying, "Excuse me, I have the next dance." The girl should mention also that she enjoyed the dance.

The Paul Jones In the Paul Jones or Grand Right and Left, all join hands in one large circle, the boy having his partner at his right hand. Partners then face one another,

thus making all the boys' right shoulders out and the girls' left shoulders out. Everybody offers his right hand to his partner and marches forward around the circle, offering the left hand to the next person he meets—then right hand, then left hand, and so on. This makes a weaving in and out—greeting each person in turn until the whistle blows. Then the person whose hand you are holding or the person standing nearest you is your new partner. Should you be left without a partner, cross immediately to some one who also has been left out.

For a cotillion all couples are seated *The*
around the room, the boy sitting at the *Cotillion*
left side of his partner in each case. Every couple is numbered from one on up until each one has a number. Half of the couples are called up to dance,

The Cotillion while the others remain seated. At the blow of the whistle, partners leave each other, the boy going to the table where the favors are for the girls, and the girl going to the table where the favors are for the boys. Each is given a favor by the person in charge to give to some one who is seated. The boys favor the girls, the girls favor the boys, and then all are up to dance. There is often a fancy figure called out by the leader, which causes another change of partners and then more dancing. At the final blow of the whistle, which means seats, each boy escorts the girl he is dancing with to *her* seat, and *afterward* goes to his own. Each goes back to the *same* partner and to the *same* seat and keeps the *same* number throughout the entire cotillion.



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