Everyday Courtesies
for
4-H Club Members
Revised by
Pauline Bunting
Assistant State Club Leader

Introduction

"'Tis good manners that open the door and let the stranger in."

Courtesy is nothing more than a friendly and sympathetic feeling toward other people. You can learn the forms of courtesy, but unless they are hand in hand with a genuine friendliness, you can never expect to be truly polite.

Every game has its rules, or there wouldn't be any fun in playing it. Just as football, tennis, or any other game has rules which must be followed, so has the game of living together.
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Conduct at 4-H Club Meetings

4-H club meetings should train young people to consider each other, and to develop thoughtful, refined individuals. To illustrate—there was a group of older boys who were organized into a 4-H club in a community where there had never been any group activities. At the first few meetings, the only way they knew how to amuse themselves was to “roughhouse,” scuffle, and knock each other around. Through the 4-H club meetings they have acquired self-confidence and poise, and can treat visitors and leaders graciously, and act like gentlemen.

First, let’s talk about your attitude. Remember that local leaders are spending valuable time and effort to help you; that parents are entertaining you in their homes; that extension leaders and others are doing all they can to make you happier and more successful. Show them some appreciation.

Girls can help local leaders pick up after a meeting instead of running off and leaving it to the leader or hostess. Boys can offer their services to local leaders so many times—helping younger club members, helping arrange judging events, etc. Your apparent willingness to help will make them feel their efforts are worthwhile. You all appreciate your leaders—but you don’t always let them know about it. Tell them so. A few bouquets in the form of appreciative words go a long way.

Have you ever been to a club meeting where the boys or girls were all seated in a room, and the local leader, extension agent, or a parent walked in, and all club members sat glued to their chairs? Don’t ever let that be at your meeting! Boys and girls should show enough respect to rise and remain standing until the incomers have been seated. Of course boys and girls always stand when their mother comes into the room. Do the same for your leaders.

When guests visit your club meeting (and guests mean everyone who is not a member) make them want to come back. Be sure that they are introduced to a small group when they come in, and ACTIONS TALK! to all the group before the session is over. Every club member should make it a point to speak to every guest. Explain to them what you are doing, make them a part of your group. Ask them to come again and recognize them when leaving.

When your club group has had a tour and visited different establishments write a personal note to the manager and express your appreciation. Such tours require that they take valuable time from their regular work and they like to know that club members have profited from and enjoyed their visit.

If you have had the opportunity to make a trip to the State 4-H Club Convention, the National Club Congress, and other events, write a note...
when you return home to those in charge and tell them what the trip meant to you.

You are judged largely by your attitude and actions toward other people. Make your club meetings training schools for the development of poise, graciousness, and pleasantness.

Making New Friends

Introductions can be so embarrassing if you get all tangled up and don't know what to say.

If you and a friend were in the living room and your mother entered, you would rise and say something like this, “Mother, I want you to meet Mary Smith, of whom I have spoken so many times.” Ask your mother to join you and make her feel she is wanted.

If one of your teachers and you were together and your mother came in you might say, “Mother, may I present Miss Smith?” You notice that everyone, no matter who it is, is presented to your mother, and her name is mentioned first, regardless of the other person's age, sex or rank.

A man is always presented to a girl, even if she might be ten and he fifty, as, “Mary, I want you to meet Mr. Jones.”

In introducing your father the above rule is followed as, “Miss Brown, may I present my father.” In introducing him to a young man, we might say, “Father, this is Alan Jones.”

If there is an elderly woman and a young girl to be introduced, present the young person to the elderly woman as, “Mrs. Elder, may I introduce Miss Younger?”

When the group is large and scattered don't attempt to introduce a guest to each person there right at first. Instead, introduce the guest to one or two who are near, and later when it is convenient, to others in the group.

However, in a small group, as at a club meeting where the conversation is general, introduce a guest to everyone, as “Miss guest, the first member of the group,” giving each name in the order in which they are standing or sitting.

When acknowledging an introduction, “How do you do” said in a pleasant voice with a gracious smile is the best acknowledgment.

Such phrases as “This is a great pleasure,” or “I have wanted to meet you,” etc., are used when meeting people that you are especially interested in knowing.

Such gushy expressions as “charmed,” “delighted,” are never used by people of taste. Of course “how-dy,” and “pleased to meet you” are also never used.

When introducing people speak their name clearly and distinctly and take your time about making introductions.
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The 4-H Club Party

At a party, whether you are a guest or whether you are giving the party, you want to be in your most charming mood.

Be democratic at a social evening and see that everyone has a good time, and not only a select few. Some girls and boys are a little timid and you will be fully repaid if you are pleasant and attentive to them at a social gathering.

There are so many kinds of parties that no definite rules of courtesy can be listed. But always remember to be thoughtful of others and do the thing you would like someone else to do for you. Don’t get so enthusiastic about the good time you are having that you forget the other person.

Boisterous people who center everyone’s attention on themselves never remain popular.

There are certain “rules of the game” that must be observed at dances. In the first place learn to dance well. The dance floor is not the place to try out eccentric steps and monopolize floor space and make you and your partner conspicuous. If only dancing couples could “see themselves as others see them!” Some hunch over, others lope, others jump and jiggle, and it’s better than going to a funny movie. On the other hand, there are boys and girls who dance easily and smoothly with straight, graceful posture, and how attractive they look!

In asking a girl to dance, a boy comes up to a girl and with a slight bow, says, “Hello, Alice, may I have this dance?,” or “Would you care to dance?” The usual reply is “Yes, I’d like to,” or if she already has the dance she might say, “I’m sorry, but I have this one, but you may have some other one.” Under no circumstances should a girl refuse a boy by saying she wishes to sit out that dance and then a few minutes later go off dancing with someone else.

After a man has danced with a girl he must take her back to her place and remain with her until her next partner comes to claim her. If no one comes he must do one of two things—stay with her, or find a partner for her. If he has the next dance he tells the girl and she should take herself off his hands as gracefully as possible.

Conversation during a dance is not necessary but is a matter of choice.

A boy always thanks a girl for a dance with some remark as, “Thank you, that was a very nice dance.” The girl responds with some cordial remark as, “I enjoyed it too.”

No matter whether you want to or not, every boy asks his hostess to dance. Don’t neglect your obligations toward chaperons. Young people are often so interested in their own pleasures that they forget to greet their chaperons, stop to talk to them, and ask them to dance or participate in what ever activity they are enjoying.
Conversation of 4-H Club Members

Right now, when you are young, is the time to develop your conversational qualities, because the saying, "Let me hear you speak and I will tell you what you are," is very true. People at first are judged largely by their conversation and general appearance. Conversation is not talking, it is a give and take proposition, giving our own opinions and receiving thoughts of others. Good conversation requires that you be a good listener. Some people "rattle" away, pleased with their own ideas and voice, and when someone else starts talking they lapse into an indifferent mood and go back to their own thoughts. That person will never be very popular.

When talking with older people, don't force your ideas because they are more experienced and wiser. Better to wait until they ask for your opinion and then don't be too positive.

Help people to be at ease during conversation. Don't ever get the idea that any group wants to listen to you talk continuously! Bring others into the conversation by a question or suggestion directed to them.

Some of the faults of conversation are listed below. Check over and see if you are guilty of any.

1. Not listening to others.
2. Talking entirely about yourself.
3. Careless, faulty speech (You are branding yourself when you say, "He don't come," "I done it," and "I seen her," etc.).
4. Over use of slang (a little "picturesque" slang is often expressive, but the use of too much shows a limited vocabulary).
5. Contradicting and arguing (tiresome and embarrassing both).
6. Showing off knowledge.
7. Harping on only one or two topics (as being busy, your own activities, children of the family, etc.).
8. Long, time-worn anecdotes.
9. Trying deliberately to be funny.
10. Having nothing interesting to say.

Develop a pleasing, speaking voice. You can do it easily if you try. Voices are an indication of our dispositions—high-pitched voices go with nervous, irritable people; rasping voices with sour dispositions; calm, musical voices with even controlled tempers, etc. Get yourself in the last class.

Be spontaneous in your conversation. Don't make it precise like a lecture, but make it reflect your personality. Let it bubble and spurt, not run in a steady uninteresting stream.

The 4-H Club Member at Home

It is to our own families that we owe our best selves—not to the public. We like to go into a home where everyone seems considerate of the other person, where they are all enjoying and respecting each other.
People who are thoughtful and polite at home need never worry about the impression they make on people outside the home because politeness is a habit that is a part of them.

Begin the day with a cheery "good morning" when you meet the members of the family, even though you're half awake and your disposition is still not too good. You'll find that exerting yourself to be pleasant will have a wonderful effect on you.

How do you speak to your parents? Do you address them as "mother," "father," "dad," or some similar term? Or are you dubbing yourself as crude by referring to them as "ma" and "pa"? The little courtesies that seem so unimportant sometimes are really the ones that make the business of living worthwhile. The boys and girls who rise when either of their parents enter or leave a room are making parents feel happier because they know their children will take time to consider them in little things.

Family Meals.—Do you want to be perfectly at ease when eating with friends or strangers? Of course you do. Because nothing is more embarrassing than not to be sure what is the right thing to do. Again, we say, home is where we should be at our best, and the place to practice and constantly use good table manners is right at home. Then when you are eating with guests or outside your home, your good table manners will be a part of you, and being unconscious of them, you can give your attention to interesting conversation.

To be at ease there are certain rules of table etiquette that you have to know and observe. Read these over and check the ones that you must try and remember.

1. Be neat and clean in personal appearance.
2. Be prompt at meals.
3. Stand at the left of your chair, until mother or hostess is seated. Boys and men remain standing until girls and women are seated, and assist them in being seated.
4. Be seated from the left of the chair and arise from the same side.
5. Sit with good posture. Keep hands in lap when not eating. Do not rest elbows on the table.
6. Napkins should be placed across the lap at the beginning of the meal, unfolding them under the table. Never shake your napkin open. At the close of the meal the napkin should be folded if you intend to use it again. When you are a guest of only one meal, it is left loosely folded at left of plate.
7. Do not begin to eat until all are served when there are only a small number. Observe your mother or hostess. When she begins eating the rest do.
8. The knife is for cutting and spreading butter. Never convey food to the mouth with it. After using, it should be laid across the plate, never propped against the side of the plate.
9. The fork, when not in use should be placed on the plate beside the knife, with tines up. Never load it with food and then nibble at it.
10. Spoons—Coffee spoons are placed on the saucer after using for stirring. Spoons are never left in sherbet glasses, but laid on the plate. When using a soup spoon dip the spoon away from you.
11. A whole slice of bread is never buttered at a time. Break off a small piece at a time, butter, and then eat.
12. Never blow on foods to cool them.
13. Do not talk while you have food in your mouth.
14. Keep the mouth closed while chewing.
15. Never break bread or crackers into your soup.
16. Toothpicks should only be used in the privacy of your own room.
17. Never make comments on the dislike of certain foods.
18. Silver should be arranged in the order by which it is used, working from the outside in towards the plate. When in doubt, watch the hostess.
19. In passing a salt or pepper shaker, or a pitcher, to another person, it is less awkward to put it down on the table cloth and let the person pick it up than to hand it directly to him.
20. In passing a pitcher or cup turn the handle toward the person to whom it is passed.
21. Fruit pits may be removed from the mouth with the thumb and finger or taken directly from the mouth with a fork or spoon.
22. If an accident occurs, as tipping a water glass, ask to be pardoned, remedy the difficulty as quickly as possible, and then make no more fuss about it.
23. Never criticize the manners of older people. Customs change and what may seem curious now may have been good a few years back.
24. If you leave the table during a meal, always ask if you may be excused. A man always rises when a woman leaves the table and when she returns he gets to his feet and helps her be seated.
25. At the end of the meal no one leaves the table until mother or hostess rises.

Help to make mealtime the happiest time of the day. Mealtime is no time to settle family quarrels, discuss the family bills, correct the children, gossip about the neighbors, or discuss illness and operations. Practice appropriate and pleasant table conversations on subjects such as:

WHAT DO YOU TALK ABOUT AT THE TABLE?

1. Interesting things heard over the radio.
2. New automobiles.
3. Games and sports.
4. Topics of the day—new inventions, discoveries, political events, etc.
5. Books you have read.
6. Camps and vacations.
7. Present day styles.
8. Good plays you have seen or heard about.
9. New developments in your town or community.
10. Humorous incidents from your day's experience.

Table conversation should be on subjects which interest all those at the table.

The Public Appearance of 4-H Club Members

On the Street.—Keep to the right. In walking on the street walk two by two and conduct yourself in a lady-like and gentlemanly manner. Never walk four or more abreast and do not lock arms.

If you meet someone to whom you must talk stop only a minute. If the conversation must take longer, walk on in the direction your friend is going. The boy or man should always walk with the girl or lady, the direction she is going. Boys and men always walk on the outside nearest to the street.

Boys must be careful to raise their hats or caps not only to older people but to girls and women that they know. If a boy is walking with his mother or a girl and she speaks to someone he raises his hat, even if he does not know them.

In greeting older people or friends of your parents, instead of just an abrupt “Hello” or “How-do-you-do,” use their name in the salutation, as “How-do-you-do, Mr. Brown,” or “Good-morning, Miss Smith.” It is so much more courteous.

Don’t eat on the street nor chew gum in public.

Speak in a low, well-controlled voice. There’s no use letting everyone around you know all your affairs.

A boy or man does not take hold of a girl’s arm on the street, unless it is to guide her through traffic or across a street. The girl can take the man’s arm, but it is better to just walk side by side, unless the street is crowded and it makes walking easier.

Taxis, Street Cars, Buses.—In getting into any kind of a public conveyance, the girl enters first. Move to the center or front of a car if space about the door is crowded.

Never crowd in getting into a car. It certainly shows discourtesy. Take your place in line and you’ll get there as fast.

It is still courteous for a man or boy to offer his seat to a woman in a crowded car. In doing so, he tips his hat and offers LADIES FIRST her the place, and she must never forget a pleasant “thank-you.”

In leaving a car, a man goes ahead to make way for the girl and to assist her in getting off.

Almost every taxi has an automatic device which records the charge for the trip. At the end of the trip the driver will give you a slip stating the amount to be paid him.

In getting into an automobile the girl always gets in first. If the man is going to drive, he assists the girl in first and then goes around and gets in at the driver’s side.
In entering a theater the girl precedes the man if there is an usher. If there is no usher, the man should go ahead to find a place and the girl follows.

If you have to speak to your companion during a performance, do it quietly so that others are not disturbed.

Girls remove their coats after they are seated, while men remove their top coats in the lobby.

At Hotels.—Larger hotels have a doorman who opens the door of the taxi or bus, removes hand luggage, etc. If he does no more than this a “thank-you” is all that is necessary.

Bell boys or porters will then take your luggage. If there is a large group coming into the hotel at once, watch where your baggage is placed so you can locate it quickly when you are assigned to your room.

You register in your turn at the hotel desk, either on the hotel register or on cards provided for that purpose. In the case of large delegations one person often registers for the group to save confusion.

In registering there is a correct way to do it, and this is it: Boys and men sign — John Smith, Butte, Montana. They use no prefix as “Mr.,” “Judge,” etc. Girls and women always use the prefix “Miss” or “Mrs.,” so that hotel people know how to address them. If a man is accompanied by his wife he signs, “Mr. and Mrs. John Jones,” not “John Jones and Wife.”

When your room assignment is made the bell boy will take your bags and lead the way to your room, unlock the door, raise windows, etc. A tip of 10c or 15c is usually given for services like this when the bellhop has completed his duties.

When wishing to use the elevator, ring the bell which you find there. Usually one indicates “up” and the other “down.”

Gentlemen remove their caps or hats in an elevator when girls or women are present.

When entering an elevator go back into the car as far as possible and face the door. No courteous person ever smokes in an elevator.

If you wish anything brought to your room call the office and ask for “Room Service.” Make your requests and a bell boy will bring it. The tip given the bell boy will depend upon how much trouble he has gone to to grant your request.

To leave a call for the morning, call the office and courteously ask them to call your room in the morning (at whatever time you wish to get up). In the morning when you answer the operator’s call, a pleasant “thank you” starts the day right.

Boys, of course, never visit in girls’ rooms, or vice versa.
EVERYDAY COURTESIES FOR 4-H CLUB MEMBERS

If you want to call on someone at a hotel, always call the person from the house phone downstairs, or ask the clerk to let your friend know you are in the lobby. Never go to their room directly without this preliminary announcement.

When checking out of a hotel, call and ask for a bell boy to take your luggage downstairs. Then pay the bill at the desk.

The Traveling 4-H Club Member

On the Train.—Help keep the car in good order.
Baggage which you carry should be of such a size that it will fit under the seats. Keep suitcases out of the aisles.
Do not clutter up the car seats and floors with papers, boxes, etc.
Keep coats and hats and galoshes in place, but do not hang coats on hooks found on upper berths in pullmans.
Be considerate of others. After others have retired, be quiet.
Never rest your feet on the cushion of the seat in front. Someone will have to sit on it.

If you bring your lunch with you it should be neatly handled so that it will not be objectionable to other passengers. Nothing is more unpleasant than sitting near a person with an untidy lunch box and who eats in an untidy fashion, and who leaves uneaten food and wrappings in and around the seat. Foods with strong odors and juicy fruits should not be taken in the train lunch.

Pullman Cars.—Every Pullman section is divided into a lower and an upper berth. To get into an upper berth the porter will furnish a ladder. A small push button in each berth is the porter's bell. When services of a porter are needed ring this bell. Keep berth well ventilated. In lower berth there is a small shutter which should be kept open at night.
There is one porter for each car. Some of the usual services of Pullman porters are to prepare berths, provide paper hat bags for hats, provide card tables, shine shoes, brush clothing, handle baggage in and out of car, keep sufficient supplies in dressing room. The porter is usually given a tip for any service of this kind. After a night's ride, 25c is the customary tip. This can be conveniently handed to him before leaving the train when he brushes coat, etc. For other small services a 10c tip is usually given.

There are dressing rooms at each end of the car. One is marked "men" and the other one "women." When the car is crowded it is better to do the greater part of one's dressing in the berth. Be considerate of others and do not occupy the dressing room for too long a time, nor occupy more than your share of it. Women travelers provide themselves with some kind of a dressing robe and slip this on to go to the dressing room.

Be sure that you leave all the washbowls clean after you have used them so that they will be in readiness for those who wish to wash after you have. Paper drinking cups and an ice water tank are part of the equipment of every dressing room. There is a special bowl for use when brushing the teeth, and be sure this is wiped clean after you have used it.
Be quiet when you enter a pullman at night. There are people who are trying to sleep.

Serving of meals in the diner is always announced by one of the dining car waiters who comes through the cars and announces “first call for luncheon,” etc. Customs in the diner as the same as in any hotel, dining room or cafe.

Upon entering the dining room, the dining car steward indicates a seat and you are given a blank upon which to write your FIRST CALL order. The regular meal may be ordered, or you may FOR DINNER write “a la carte” (miscellaneous orders). At the end of the meal the dining car waiter brings you the check. Leave your money on the tray which is usually provided, and it is expected that you will leave a tip amounting to ten per cent of your bill for the waiter.

Finger bowls partially filled with tepid water are brought in after the dessert. Dip only the finger tips into the bowl, one hand at a time.

When the meal has been paid for, the waiter draws out the chair and we leave with a pleasant “thank-you” or nod to him, and a nod to the head steward in passing.

“Some folks in looks take so much pride,
They don’t think much of what’s inside.
Well, as for me, I know my face
Can ne’er be made a thing of grace.
And so I rather think I’ll see
How I can fix th’ inside of me;
So folks’ll say, ‘He looks like sin,
But ain’t he beautiful within?’

—John Kendrick Bangs.