



## Today's Reflections on *Social Customs and Courtesies*

As incoming VPI freshmen in the fall of 1958, each cadet received a copy of a 4"x6" booklet entitled *Social Customs and Courtesies*, dated April 1958. As you reread this booklet, or in some cases read it for the first time (yes, we know who you are), you may experience a varying set of emotions.

First, you may now laugh at the stilted language, archaic words, or unseemly scenarios, even for the 1950's, which sound like they could easily have come from a 1930's era Hardy Boys book — "... those long, low wolf whistles at the corner drug aren't likely to snare you a lass that you would want to take home to mother." Did you ever *snare a lass* up at the Cow Barn? Can you picture any of us saying, as we walked to the flick, "Golly, lads, did you see that nice *lass* who just walked by?"

Or, when did your lass ever *proffer* her hand as in — "A gentleman never offers his hand to a lady unless she proffers her hand first." Did you ever incorrectly proffer your arm to a lady during the day-time? "Assisting her through a rioting mob" was listed as one valid reason to proffer an arm. I guess we did have a wild pep rally or two where that might have applied! I suspect this booklet's origins were rooted deep in the Corps' past with a new revision date added now and then to give it that up-to-date feel.

Continued

Second, your emotions might run from mildly irritated to totally offended as you detect that underlying tone of condescension throughout the booklet as the author passes down timely advice and trite old homilies as if you were a grade-schooler. Someone must have thought we were all rubes who fell off the turnip truck as it passed through the cultural capital of southwest Virginia!

How about your grooming! — “Don’t bite your nails, use a fingernail file; and clean them, too, the nails that is.”; “Don’t be afraid to wash your hair. It will stay with you longer if you do.” Have a few of us failed to heed that latter advice over the decades? Better wear a hat to reunions, lads!

Did you follow the advice for success at conversation: “Be good looking if you can, witty if you must — and pleasant if it kills you!” Well, two out of three ain’t bad! We were admonished never to be ashamed of our homes — “The ornaments of a house are the friends who frequent it.” Gosh! My folks always put the ornaments in the attic after Christmas! Could that be where all those missing classmates are?

Of course, table manners covered many pages: “Never slurp!”; “If you feel a sneeze coming on, make sure you use a handkerchief ...”; “Nothing brands you as a hick quicker than flopping over the table.” ; “... make pleasant conversation with the damsel on your right.” Damsel!!! — I am surprised that the booklet failed to tell us what to do if our suit of armor squeaked!

I guess we can be thankful for the simple rules of a simpler day. One wonders if a similar book exists today. Perhaps it would contain such helpful, contemporary suggestions as: “Politely decline a peanut butter sandwich, or other sticky foods, if you are wearing a tongue-ring!” Or, “Turn your head when sneezing so that your nose ring does not end up in the cheese dip!”

Lastly, your emotions might become more serious and reflective as you contemplate on the basic truths of the message. Yes, the book might have seemed silly or self-evident, even in its time, but most of us probably wish that we had paid closer attention to these most basic concepts of social courtesies over the decades since college — it would have made our world a better place today.

Some of you may not have retained this little gem! Therefore, the booklet has been optically scanned and presented in two-column format on the following pages. Each column represents a full page, line for line, from the original book.

Oh! By the way, this is required reading as someone will be watching you at future reunion dinners, cadet! Remember, “Do not grab for the rolls or the salad on your right. They belong to your partner.” So, I guess that means **grab** from your left! It’s a dog-eat-dog world out there!

Enjoy!

—Ken Cobb  
2002

## SOCIAL CUSTOMS AND COURTESIES

The purpose of this course of instruction is to review with you those every-day rules of etiquette that make an individual "Socially Secure." Good manners are important. The way you as an individual act in public marks you as having been reared correctly or incorrectly. Your behavior in the eyes of others is not only a reflection on you but on your home and school as well. First impressions are lasting, so the phrase goes, so why not make those first impressions good ones? Just as bad manners have become habitual with many of us so can good manners. It is just as easy to practice proper etiquette until it becomes a habit as it is to continue practicing bad manners until they become habitual. Remember that wherever you go your manners are showing!

### 1. MAKING INTRODUCTIONS

Introducing people is not an easy task; yet it is just as easy to do it the right way. Remember always to present the boy to the girl, the younger person to the older person. Remember also that you mention first the name of the person to be honored. Thus since the girl is to be honored you simply say: "Jane, may I present Bob Baker? ... Jane Smith ... ." At home it would be, "Mother and Dad, this is my ol' lady John Price." If you are going to leave the "newlymets" alone for a while try to start a conversation for them by mentioning something that they may have in common. Ex: "Bob is from Roanoke ... Didn't you spend the summer there, Jane?"

### 2. ON BEING INTRODUCED

Now the question arises as to what should be done when you are introduced to someone else. A simple "How do you do," a good firm handshake, and a pleasant smile comprise the necessities. In other words, you should show by your every action that there is not a single other task that you would

rather be performing at this time than meeting this individual. Maybe you would give your eye teeth to be back in the hole shining shoes, but never let the other person know it. Look him in the eye, grip his hand firmly (offering him a limp hand is as ridiculous as trying to break his hand), and say hello as if you meant it! If you really want to make a good impression, call him by name; ask him to spell it for you. Everyone likes the sound of his own name. When you part one person usually says, "Delighted to have met you." The other says, "Thank you, I hope we meet again soon." Never say something so obviously canned as "Same here!"

**A. Meeting Strangers.** The perfect gentleman should remember that it is never proper for him to speak to a young lady unless he has been introduced to her by a mutual friend. Sound pretty stuffy and old fashioned? Well, just remember that those long, low wolf whistles at the corner drug aren't likely to snare you a lass that you would want to take home to mother.

**B. Offering Assistance.** It is always proper for a man to offer his services to a lady, even though unknown to him, if she appears to be in need of assistance. Under no circumstances does he take advantage of her acceptance of assistance. He does not try to engage in conversation with her. He merely helps out and departs.

**C. When Wearing Gloves.** Etiquette books disagree on the S.O.P. when you are wearing gloves; however, most of the books agree that the gentleman should remove his glove, if possible, before shaking hands. If it is not practical to do so, he should say, "Please excuse my glove."

**D. Shaking a Lady's Hand.** A gentleman never offers his hand to a lady unless she proffers her hand first. If she does offer her hand, he must receive it.

### 3. WHEN OUT ON THE TOWN

The next big question concerning us is what to do when we are out on the town. The most important fact to remember is that you are college students now. Those monkeyshines such as match

and spoon tricks may have won you wide acclaim back home in high school; but now they will go over like a lead balloon.

**A. Making a Date.** Just a word about making arrangements for an evening out. A gentleman is not ill-mannered enough to wait until the last minute to call that little Southern Belle. She is not likely to be sitting around waiting for you to call — not if she is smart. When you do call, never start off by asking, “What are you doing Saturday night?” She has no way of knowing whether you are going to ask for a date for yourself, for a friend, or whether you are just checking up on her. Therefore, she has to hum and haw not knowing what to say. The fact may be that she just does not want to date you! If she is forced to make up a story as an answer to your question, and then you find it to be false, everyone’s feelings are hurt. So why not just stick that chin out and ask, “How about going to a flick with me Saturday night?” If she feels that she would rather not go, she can simply say, “I have other plans.” She will think far more of you for being point blank than she will if you back her into a corner. Another thought along this line is to take a positive approach. No young lady is impressed by the lad who calls and says, “You wouldn’t want to go to a movie with me, would you?” She has no way of knowing whether you are hoping she will say no or yes.

**B. Tell Her Where You Are Going and When You Will Arrive.** It is always good manners to tell her right off the bat where you expect to take her. If she dresses for a tea dance and you for a soda at the nearest hamburger heaven, neither one of you is going to feel too good about the situation. Also, let her in on the big secret as to just what time you plan to arrive. Once you have told her, stick by it and be on time. If you are unavoidably delayed, give her a call and tell her how late you will be. That way she will not have to apologize for your ill manners to either her mother or her house-mother. Find out when you first arrive just what time she has to be in. Once she tells you it is your duty as a gentleman to make certain that she is

“checked-in prior to the last bugle. A gentleman never breaks a date. It is all right for the girl to become ill, but never for the gentleman. Likewise you do not stand her up or walk out if the blind date happens to be really “blind”. You made the arrangements so you should be man enough to see the evening through.

**C. Go to Her Front Door.** It may have been all right back in high school to drive up to her house and sound the horn. Now young man you are expected to go to the door, help her on with her coat, escort her to your chariot, open the door for her, and securely shut her up inside. When you arrive at your destination you are also expected to hop out and open the door for her. If she doesn’t wait for you to do this, it is her short-coming, not yours. You should offer your hand to assist her in ejecting herself from your jet job.

**D. Taking a Bus.** Your door-opening duties do not end here, brother! You are expected to open every door for her. If you are taking a bus, you follow her in getting on, but you get off first, turn and offer to assist her as she daintily alights. If she stumbles and falls all over the sidewalk, you will feel rather silly if you are still on the bus.

**E. On the Side Walk.** Remember always to walk on the curb side of the young lady. In olden days, the young gallant walked on the lady’s right so as to have his sword arm free to protect her. Later, he walked on the curb side to protect her from being splashed by mud if a carriage happened by. When you are with several young ladies, you still remain on the outside.

#### **4. DINING OUT.**

There is no other public place that affords a young man so much embarrassment as does a restaurant. Really though, it is very simple. Naturally the first task is to open the door for your date. If there is a checkroom available, you check your hat and coat while she disappears to the powder room or just stands by. If there is a head waiter or waitress, he or she leads the way to the table with the girl walking ahead of you. Should the

restaurant not have anyone in charge of seating, then you indicate a table and lead your date to it. When you reach the table, it is your dutiful task to seat the young lady and help her off with her wrap before you seat yourself.

**A. Giving Your Order.** Menus are presented first to the lady and then to you. Should you be on a limited budget, look over the menu and suggest something to her that is within your price range. She is supposed to take the hint and order that priced meal. Her order is given to you to relay to the waiter or waitress. You say, “The lady will have . . .” Never be so crude as to say, “She wants . . .”.

**B. Reading the menu.** If the menu is written in French or Italian, why guess at what the item is? Ask the waiter to explain. After all, that is his job. Remember that “Table d’hôte” means that you get the complete meal for one set price, and that “a la carte” means that you order and pay for each dish separately. If the service or the food happens to be bad, don’t ruin your date’s evening by starting an argument with the waiter or constantly complaining throughout the meal. Remember, too, that only the very nicest of conversations should be carried on while you are eating. Never get loud and boisterous while dining out.

**C. When To Leave.** When the meal is finished, the young lady lays her napkin beside her plate and suggests that you leave. You never refuse to leave once she has indicated that she wants to go.

**D. Paying the Check.** When the waiter brings the check, casually look it over. If there is an error, quietly bring it to the waiter’s attention, but don’t make a scene. It is best to pay a little too much rather than embarrass your companion. This done, you rise first, pull out her chair for her, help her on with her coat, and walk out with her in the lead.

**E. Reservations.** Some restaurants are so popular that they require reservations. Be sure to inquire and, if necessary, make the reservations in advance. You can really be embarrassed to arrive and find that there are no tables available.

**F. Miscellaneous.** Just a few extras to consider. Try to seat your date so that she is facing the entrance. Then, she will not have to act like a whooping crane to see who is coming and going. A tip of fifteen percent is considered sufficient; however, if the bill is over a dollar leave at least a quarter. Should you be in a group, try to decide among yourselves (just the fellas) how you are going to pay the bill before you go into the restaurant. The simplest way is to let one person cover the entire check, then settle it later.

## 5. TABLE MANNERS.

Thus, we come to table manners, one of the most important subjects one could ever hope to study! More impressions are made (good or bad) and more important positions gained or lost as a result of adequate or insufficient knowledge of this intricate art than of any other one topic. You can be an extremely brilliant engineer, but if your table manners are horrible, the company is not likely to let you out of the laboratory to represent them in public.

**A. Where to Sit.** When you are eating at someone’s home remember that the hostess tells you where to sit unless the affair is buffet style (at which you serve yourself and look about for an inviting chair). Do not plunk yourself into a chair until the ladies present are seated. This means, of course, that you are to help seat the lady on your right. Just ignore it if your date is placed between some stiff competition at the other end of the table. Most hostesses separate couples in their seating arrangement. Rallying to the occasion, you make pleasant conversation with the damsel on your right.

**B. Being Served.** The maid or waiter serves from the left. Do not grab for the rolls or the salad on your right. They belong to your partner.

**C. Selection of Implement.** Start with the piece of silver farthest from your plate. The small fork is for your salad. As the feast progresses just gradually work your way towards your home base.

CARDINAL RULE: If in doubt, watch your host-ess!

**D. Eating Soup.** Most mistakes seem to be made on the soup course. You dip your spoon (the large round spoon is the soup spoon) in the soup toward the outside edge of the bowl away from your plate. Don't lean over the bowl just to save the lifting distance. This holds true all the time. Always sit erect at the table. Nothing brands you as a hick quicker than flopping over the table. If the soup is too hot, don't blow on it; wait until it cools. Contrary to popular belief, it is never considered correct to crumble your crackers in the soup. Should the soup be served in a cup (as an appetizer) it is proper to drink it. Tipping a large flat bowl is proper, but only if you tip it away from you. Never slurp! Quiet must prevail at all times.

**E. Bread and Butter.** Bread and rolls are always broken before they are buttered and eaten. They are never cut with a knife. Keep your rolls on the special bread-and-butter plate. Nothing looks more crude than to see someone roll up a slice of buttered bread and stuff it into his mouth as if he were stuffing a turkey ready for the oven.

**F. Eating Various Foods.** Get in the habit of cutting your food instead of eating with your fingers. The following foods can be eaten with the fingers: olives, celery, radishes, corn on the cob, artichokes, dry sandwiches, small cakes and cookies, and pickles. Chicken is never eaten with fingers except at informal affairs. Bones are not cleaned in the mouth but are stripped of meat while on the plate. Sticky cake is eaten with a fork. Apricots, cherries, and plums are eaten in one or two bites, and the stones, cleaned in the mouth, are dropped into the cupped hand and placed on the side of the plate. Stewed fruit such as prunes or cherries that are eaten in compete form with a spoon require that stones be dropped into the spoon and then placed on the edge of the plate.

**G. Second Helpings.** At a formal dinner, a guest never asks for a second helping. This is because formal meals have so many courses that

it is assumed the guest would not want a second helping

**H. Arriving Late.** You should never arrive late for dinner. If, for some excusable reason you are forced to arrive ten minutes late, you must start eating the course that the other guests are on.

**I. Drinking During the Meal.** It is never proper to drink anything while there is food in your mouth. Since liquids are not for the purpose of washing the food down, many people insist that they be kept until the end of the meal before being drunk.

**J. Gravy.** Gravy — unless it contains bits of meat, fish, or other protein — is never poured on rice, noodles or anything other than meat on your plate. It is considered an insult to the cook to smother everything with gravy or catsup. If you must have gravy on your potatoes, dip a forkful into the gravy that has escaped from the meat.

**K. Finger Bowls.** Finger bowls are not accompanied with soap and a towel. They are merely for the tips of your fingers, which, by the way, are never licked off even if they do get covered with chocolate syrup. If the finger bowl comes to you on a plate that contains a spoon, this means that a dessert or fruit dish is to follow. Your job is to lift the finger bowl off the plate and place it where your salad dish was located

**L. Miscellaneous.** Take your time when you eat. Not only does it give a better impression but it aids your digestion. Never try to talk with food in your mouth; few actions are more offensive. Make sure that you keep your elbows off the table. Leaning back in your chair is taboo. In other words, the erect one-hand-in-your-lap way of eating that you are forced to do as a freshman is the truly correct way to sit at a table. If you feel a sneeze coming on, make sure you use a handkerchief and that you turn your head before you sneeze. Never apologize for it, just forget it. The same rule applies whenever you find it necessary to use a handkerchief at the table, turn your head away from the table and do not apologize.

Apologizing merely calls attention to your actions. Do not over-use your napkin (after every bite); however, there is no need to be afraid to use it occasionally. The napkin is laid semi-folded by your plate as you rise to leave the table. Your napkin is placed in your lap partially folded. A very large napkin is never fully opened. When you are drinking coffee or tea, refrain from making a noise with the spoon while stirring; and always remove the spoon from your cup before drinking from it. Toothpicks should not be used in public. Any type of sucking noises made with the mouth is considered very ill mannered.

## 6. CORRECT DEPORTMENT.

**A. Calling to Ladies.** If you see a young lady that you know on the street, never shout out her name. Get within an arm's length of her before you speak to her. If you stop to converse with her, remove your hat until she tells you to replace it or until she moves on. If you are going to talk for a few minutes, you should both move aside and refrain from blocking the sidewalk. Never mention names in public or speak in loud tones. If the unknown person next to you can hear you speaking, then you are talking too loud.

**B. Offering the Arm.** A gentleman never offers his arm in the daytime to a lady unless there is a real necessity for it. Such reasons as assisting her through a rioting mob or over rough ground are acceptable. However, at night you should be quick to offer assistance if your young maiden is in high heels. At formal dinners a gentleman gives his arm to his dinner partner when escorting her to the dining room.

**C. Being a Good Sport.** Few things mark one quicker than being a poor sport either in social activities or athletics. The person who can adjust to a hayride or a formal dance at a moment's notice is always wanted. Remember everyone does not always want to do just what you want to do. Can you play a game without keeping score? No one wants to hear how you lost because of the sun in your eyes or because of the other person's luck.

Likewise, if you quit trying when you see that you are losing, you will find it increasingly more difficult to find a partner. Remember, that when you are at a dance you are on your toes but when you are playing a sport what you are really comes out! The score is the least important point to be considered. It is just as important to accept victory gracefully as it is to accept defeat. Never laud it over, your opponent that you won. Remember how you felt the last time you lost. Just remember to play the games for the companionship involved and let it go at that.

**D. Being a Snob.** No one can really afford to be a snob. It is apparent that the most popular people are those with friends in all walks of life. A really smart individual judges others by their characters, dispositions and personalities, not by swanky addresses, cars, or clothes allowances. Belonging to the finest social set does not automatically mean that you no longer have need for friends in all walks of life. It is never smart to criticize the clothes or manners of those less fortunate than yourself. If you can find some way to help them, fine; if not, keep your mouth closed.

**E. Home Sweet Home.** Never be ashamed of your home. "The ornaments of a house are the friends who frequent it." If your home is quite lavish then you must try extra hard to make your friends feel at ease. They are likely to feel uncomfortable in a formal atmosphere.

**F. Strong Language.** Profane or obscene language is entirely out of place in polite society. No man appears any stronger while cursing. He is merely displaying a limited vocabulary.

**G. Rising.** You should always rise out of your seat whenever ladies or older persons, male as well as female, enter the room. It is the very least you can do to show proper respect for your elders and for the opposite sex.

**H. Tipping your Hat.** It has long been a tradition at Tech for cadets to tip their hats to ladies whom they pass on the walks. He always says, "Good morning, (afternoon, evening) Miss ———, or

Mrs. ——”, as he tips his hat. If you are with a lady and someone tips his hat to her, you tip your hat in return.

**I.** Try to be nice to everyone regardless of his background. One thing that the Corps teaches you is that you don’t have to be rich to be successful. Try to find some good in everyone you meet. Know who your friends and enemies are. Take this into account when you are doing a job. But above all remember that you have to like to be liked!

**J. Invitations.** All invitations must be answered promptly and positively. Do not quibble; either accept or regret. To accept an invitation and then fail to appear is the nadir of manners.

**K.** Public displays of affection are always in bad taste.

## **7. CONVERSATION.**

If you want to be a success at conversation, you must show some animation in your voice and your face. Learn to concentrate on others instead of on yourself. Appear interested in what others say. If you are having one of those evenings where you feel that no one is paying any attention to you, you can be sure it is because you are not paying any attention to them. Not everyone can be the life of the party, but you can be a good listener. Loud mouths are found frequently, but it is the interested listener that is in demand. Cultivate a knowledge of many subjects. Make a mental note of witty remarks that you can use in your conversation. Never, however, get into the shady story department in mixed company. Likewise, do not spread gossip; you are likely to be quoted. Loud and boisterous people who talk only about themselves are bores. If you act as somebody else’s press agent, you will get more notices. Arguments should be avoided at all costs even if you have to agree with an idiot. Be a good sport, never lose your temper, and smile even if it cracks your face. Avoid being the suspicious type. Give everyone the benefit of the doubt. No one gets up in the morning saying, “Today, I am going to be as mean as I can.” Maybe that person who snapped

you up has had a rough day, too. “Be good looking if you can, witty if you must — and pleasant if it kills you!”

## **8. BEING A GOOD GUEST.**

Always act as if you were in your own home when you are a guest in someone else’s home. Remember to behave as you would expect a guest to behave in your own home. Relax and be natural with your friend’s parents but give them a chance to get a word in edgewise. No matter how boring Mr. Jones is, listen to him tell about his family. If the family has no maid, offer to help out, but if they say no, don’t insist. They may not want you in their kitchen. **CARDINAL RULE:** Never do the honors in another man’s house! Never introduce other guests to each other, nor make any effort to help serve unless asked. This is a direct reflection on your host’s preparations and hospitality. Your job is to sit quietly and wait until you are served by the host or hostess. If you break something, offer to have it replaced or repaired; never offer to pay for it.

If you make a call on your host’s phone, leave the toll charge no matter how small. Never borrow the family car. Do not go out on a date unless your friend has one, too. Be as little trouble as possible for the family. Being late to meals, sleeping late, or demanding special attention will not endear you to the household. Bring your own tooth paste, clothes, et cetera and refrain from borrowing. Do not play the radio or Hi-Fi too loud. If you have been invited for a certain length of time, make it clear when and how you expect to leave. Should your hostess look at you sadly and say, “Oh, I wish you didn’t have to go,” keep moving, Mister. This is not the signal for you to unpack your bags and stay on another week.

## **9. DANCE WEEKENDS.**

Dance weekends at Tech are considered by many women’s Colleges to be the best in the South. Consequently it is the duty of every Techman to offer his date the very best in manners. Let’s consider the important points.

**A.** Write that dream girl at least three to four weeks in advance for a date for Formals. She will probably take a week to reply so that you will not think that she was just sitting there waiting for you to ask her.

**B.** Tell her what will be going on over the weekend.

**C.** Wait for her reply. Never write three or four girls asking each up and telling each that you may have to go on guard and may not be able to go.

**D.** If she replies affirmatively, you should write her immediately and outline in detail exactly what will be going on over the weekend. Tell her that she will need a floor length formal dress for Friday night and a slightly less formal evening dress for Saturday night. Inform her of your intentions of going to a concert or a tea dance on Saturday afternoon. Let her know that she should wear a suit or dressy dress to these affairs. If there is to be a football game on Saturday, why keep it a secret? By all means tell the young lady, about Blacksburg's unpredictable weather — especially if she is coming from Florida. Should you be planning something for after the dance she will want to know what to wear. In other words, a cadet should be as considerate as is humanly possible when telling his date what to expect over the weekend. She deserves to know in complete detail what is in store for her. This includes times and places.

**E.** Find her a nice place to stay immediately. Try to get a place where some of her friends' will be staying also. Arrange in advance for weekend transportation. Plan your activities for the weekend. Do everything possible to arrange an enjoyable and memorable stay for your date.

**F.** Dance floor etiquette must be observed at formals. Techmen do not cut in unless they have been introduced to the lady. At informal hops, however, it is all right to cut in on anyone. **CARDINAL RULE:** Never leave your date alone on the dance floor! Ask another couple to take care of her for a moment if you find that you really must leave her.

**G.** Always rise when a lady approaches your table or rises to leave. This rule of rising in the presence of ladies is one that should be followed every where.

**H.** Remember that under no circumstances do you pay for the girl's room or transportation. There are laws against such actions.

## **10. GOOD GROOMING.**

One of the most important points in getting along with people is the art of good grooming. Good grooming involves a little bit of everything. First of all, you start with a shower. A shower should be taken every day, especially in the summer. Remember that "cleanliness is next to Godliness". Don't be afraid to wash your hair. It will stay with you longer if you do. Don't bite your nails, use a fingernail file; and clean them, too, the nails that is. Unsightly hands are certainly no asset, nor any indication of being a "he-man". Deodorants sometimes have their place, too.

Keep your hair trimmed neatly. Get a haircut at least every ten days, to avoid a "skinned" appearance. Make certain that your shoes are well shined and that your pants are neatly pressed. Well heeled shoes are an indication of good grooming. A clean shirt and pressed tie (if it is an old one) are a necessity. If you use after shave lotions and talcum powders, make sure that both are the same brand to avoid mixing odors, thus smelling like a perfume factory. Send your trousers, shirts, and suits to the cleaners frequently enough to keep them thoroughly cleaned and pressed. A fresh change of under clothes and socks daily are a must if you want to be socially acceptable.

When you dress, do so conservatively. Avoid flashy clothes that brand you as a show off. Colored shirts are not worn after 6 P.M. Never mix stripes and checks. If you have a checked sport coat, wear solid colored ties and trousers with it. Such rules as these can be picked up at any reputable clothing store. Be sure to distinguish between the sales pitch and true fashion trends. Wearing too many shades of the same color gives you a drab appearance.

Brush your teeth every day, preferably several times a day. Dental floss is a help, too. Nothing is quite as unpleasant as halitosis. Remember that your best friend won't tell you!

Your posture is an important point to consider. Stand erect and give the impression that you have complete control of your body. Avoid nervous habits such as jingling change in your pockets or for that matter keeping your hands in your pockets. Do not overload your coat pockets with articles that will make them bulge and lose their shape. Hang up your clothes after having worn them. Never pack clothes away immediately after taking them off! Give them time to dry out. Always put shoe trees in your shoes after wearing them to maintain their shape, especially if they are damp from water or perspiration. Never put wet shoes on top of a hot radiator! Heat will ruin the leather. Keep your clothes in plastic garment bags when not being worn. A day's dust collected on an unprotected coat makes it almost as dirty as if you had worn it all day. Always buy the best clothes that you can afford. It is never wise to buy two for the price of one. The one will last as long as the two and look twice as good as either of the cheaper articles.

**11.** These notes cover very briefly the subject of good manners. There is a great deal more to be said in the subject. The Library is a good source of information on manners as on almost everything else.

Spend a few minutes sometime on "Esquire Etiquette." It is a man's book written from a man's point of view. "Your Manners Are Showing", by Betty Betz is entertaining and informative. If you feel prosperous dig down in your jeans for fifty cents and buy a copy of "Everyday Etiquette" by Amy Vanderbilt. It is a good investment. Remember that you are constantly being judged by your manners. Whatever you do and wherever you are your manners will always be showing.

—The End—