

# How to Make Your Dreams Come True

Part FOUR

MANNERS THAT  
MAKE EVERYONE  
ADMIRE YOU



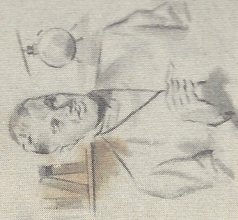
BUSINESS



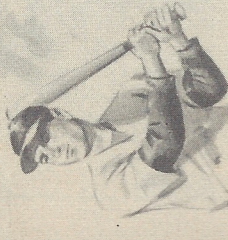
GOVERNMENT



SCIENCE



SPORTS

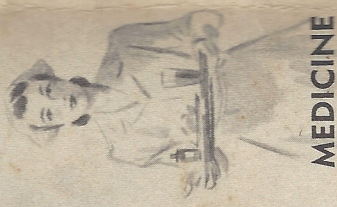


ALL HAD AN AIM IN LIFE

MUSIC



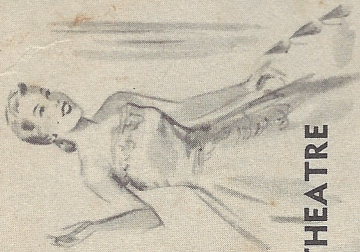
MEDICINE



ART



THEATRE



THEY



## Titles of the Books

### Part 1

HOW TO GET  
WHAT YOU WANT

### Part 2

THE SECRET OF  
MAKING PEOPLE LIKE YOU

### Part 3

GREAT THINGS YOUR  
TONGUE CAN DO FOR YOU

### Part 4

MANNERS THAT MAKE  
EVERYONE ADMIRE YOU

INDEX IN BOOK FOUR



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Kubiak and Wm. K. Haines.

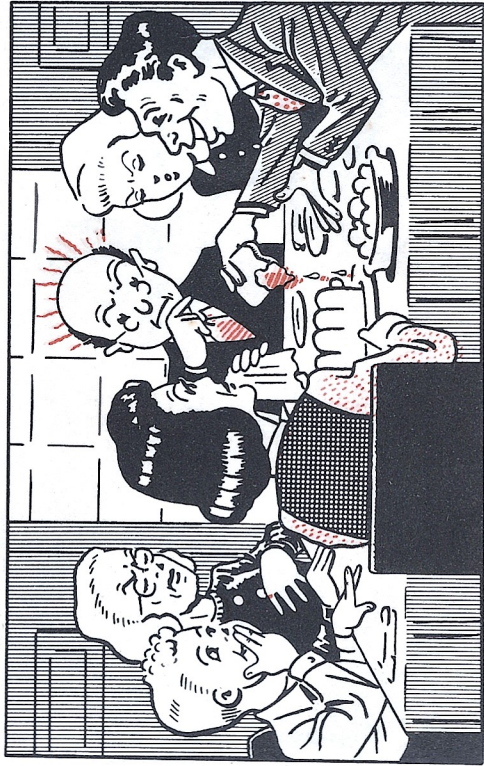
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## MANNERS THAT MAKE EVERYONE ADMIRE YOU

### INTRODUCTION



Soon after I started to school, my father told me a story about manners which I shall never forget.

Aunt Min--my father's oldest sister--was admired by everyone. She had good sense about most things. But in one way she was foolish. She started going with a fellow who was not a good choice.

One night the family invited the young man to dinner. At the table, when asked if he would like to have some butter, he replied, "No, I don't eat butter when I have gravy." And he dipped his bread into the large meat dish in the center of the table!

You can be sure that young man never got another date with Aunt Min! Even without her being laughed at by other members of her family, Aunt Min would have changed her mind about her friend after she saw his rude table manners.

### OPPORTUNITY KNOCKS

If you don't think that losing a girl should make a fellow wake up and learn his manners, then listen to this story of a boy who lost a chance to get a fine job.



A friend of mine was on the lookout for a young man to do some special work. He was prepared to pay a good weekly salary right from the start. But before hiring the particular one he had in mind, he decided first to call on him and talk with his family.

The result amazed him! He found all the members of that family so much in the habit of barking at each other that they did it even in his hearing! Since my friend aimed to have only the very kindest spirit among his employees, he decided it would be better not to have that fellow in his group of workers. That young man really was to be pitied. He lost a wonderful chance in business because of his unkind manners.

### DON'T BE A CAVE MAN!



The cave man who lived thousands of years ago did not even know the meaning of good manners. All he cared about was his next meal. Unless you want to be a cave man, the farther away you can get from his manners, the better off you will be.

You know that you should not put your knife into your mouth or drink from your saucer. But unless you check yourself with a complete set of rules, you are apt to make some errors that look as crude to others as drinking from a dish looks to you.

Rules about manners, just as rules about motor traffic, have grown out of experience. You can imagine what would happen if there were no traffic lights and no traffic laws to govern motorists. There are good reasons back of nearly all rules. But whether or not we happen to know what the reasons are, we need to know the rules themselves.

Learning good manners is an important part of training for success. We cannot play a game of any kind if we don't know the rules. If there are ten rules about playing some game, we will not succeed if we know only seven or eight or nine of those rules. We not only need to know all the rules--we must follow them! The same applies to the rules about manners.

## THE GOOD MANNERS QUIZ

Suppose you were a contestant on a quiz program and the questions were about manners or etiquette. How many could you answer correctly? Here is a chance to test yourself.

First, turn to page 42, where you will find "My Do-It-Today" chart for Manners. You will see there a suggested list of questions for you to check each day. It may seem so easy for you that you won't want to stop after 6 questions, but read 6 more. Simply be sure you know the correct answers before you leave a page.

### How You Can Be Sure to Learn All the Answers

Lay a piece of paper over the answers at the bottom of the page of questions. Then read each question carefully. Put a faint pencil check after Yes or No, whichever you think is the right answer. When you have completed the page, remove the paper from the answers and compare your answers with the correct ones. If all of your answers are right, give yourself a small A at the bottom of the page. If any answer is wrong, place opposite it in the outside margin of the page a small check mark (✓). Then review this one question the next day or at a later time until you know it perfectly. Finally, erase all check marks to keep the page neat.

We have spent quite some time in working out this question and answer method. We sincerely hope that answering these questions will be fun for you now and will help you MANY times in the days and years to come.

## TABLE MANNERS



## QUESTIONS

- 1 Should boys and men sit down at the table before the women are seated? Yes  No
- 2 Should a girl wait for the hostess to seat herself first? Yes  No
- 3 Should you begin to eat any course before the hostess has started? Yes  No
- 4 While eating, should you toy with silverware or anything else on the table? Yes  No
- 5 Should you yawn, stretch arms or legs, or tilt back your chair at the table? Yes  No

## ANSWERS

A.1 NO. (The women should be seated first.) A.2 YES A.3 NO. A.4 NO. A.5 NO.

My Score \_\_\_\_\_

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## ANSWERS

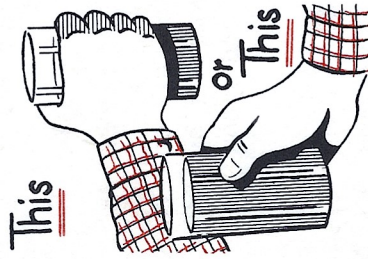
A.1 NO. (The women should be seated first.) A.2 YES A.3 NO.  
A.4 NO. A.5 NO.

- Q** 6 Is it ever permissible to put elbows on the table? Yes  No
- Q** 7 If you need to use your handkerchief, should you turn head and do so quietly? Yes  No
- Q** 8 Should you lean over your plate and shovel food into your mouth? Yes  No
- Q** 9 Should you drink liquids with a gurgling sound? Yes  No
- Q** 10 Should you ever try to talk with your mouth full of food? Yes  No
- Q** 11 Should you ever lick your fingers or your lips? Yes  No
- Q** 12 Should you use your napkin only in the middle and at the end of the meal? Yes  No
- Q** 13 Should you drink anything when food is in your mouth? Yes  No
- Q** 14 Should you take the piece of food nearest you on the dish? Yes  No
- Q** 15 Should you use your finger to wipe the spout of a pitcher? Yes  No
- Q** 16 Is it permissible to dip bread, cake or doughnuts in milk or coffee? Yes  No

## ANSWERS

A.6 YES. (Between courses and after the meal.) A.7 YES. A.8 NO. A.9 NO. A.10 NO. A.11 NO. A.12 NO. (Use it as often as necessary to remove particles of food from your face and hands. A.13 NO. A.14 YES. (Unless it is a bigger piece than you wish.) A.15 NO. (Use a clean spoon.) A.16 NO.

- Q** 17 When cutting meat, should fingers touch either knife blade or fork tines? Yes  No
- Q** 18 After cutting meat, do we leave our fork in our left hand? Yes  No
- Q** 19 Should you rest any knife, fork or spoon half on table and half on plate? Yes  No
- Q** 20 Should you spear vegetables on the prongs of your fork? Yes  No



- Q** 21 Should you hold a glass near the top? Yes  No
- Q** 22 Should you wipe tips of your fingers on your napkin above table level? Yes  No
- Q** 23 Should napkins be fully opened as they are laid across the lap? Yes  No
- Q** 24 When taking up dish to pass, should you offer it first to one next to you? Yes  No

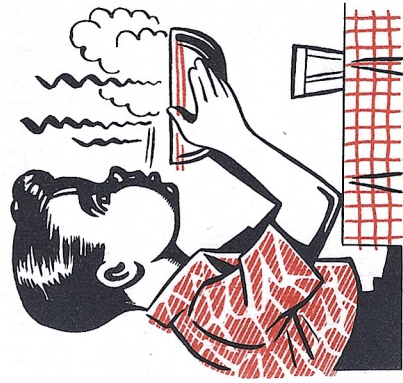
## ANSWERS

A.17 NO. A.18 NO. (We put the knife down and eat with our right hand.) A.19 NO. (It should not touch the table cloth after it has once been used, but should rest on outer right rim of the plate.) A.20 NO. (The fork should be held, prongs up, when eating vegetables.) A.21 NO. (It should be held near the base, with thumb on one side and fingers on the other.) A.22 NO. (Below the table level.) A.23 NO. (They should be opened only half way, unless they are very small.) A.24 YES.

- 25 Is it proper to pass food to another person by using your fingers? Yes  No
- 26 After using fork or spoon, should you dip it in any community dish? Yes  No
- 27 Should you refuse a first helping of any food with or without an excuse? Yes  No
- 28 When a person serving you asks what you prefer; for example, light or dark meat, should you give a definite answer? Yes  No
- 29 When you wish something, such as bread, which has not been passed to you, should you ask for it? Yes  No
- 30 When a large spoon and fork are on the dish, should you serve yourself by holding the fork, in left hand and spoon in right hand? Yes  No
- 31 When passing your plate for a second helping and also when you have finished eating, should your knife and fork be placed on the table? Yes  No
- 32 Should the fork be nearer you? Yes  No

## ANSWERS

A.25 NO. (The dish containing the food should be passed.) A.26 NO. A.27 NO. A.28 YES. A.29 YES. (Simply say, "May I have some bread, please?") A.30 YES. (Use spoon to cut or separate, then insert it under the portion and hold it with fork, prongs down, as it is taken from the dish.) A.31 NO. (Place them well in the center of the plate, handles resting on the edge.) A.32 YES. (The fork should be nearer, the knife beyond it, with cutting edge toward the fork.)



- 33 When food is too hot, should you blow it or stir it to make it cool faster? Yes  No
- 34 Should you dip a spoon or bouillon spoon away from you and toward the outer edge of the dish or cup? Yes  No
- 35 Should you return your soup spoon to your soup plate when not using it? Yes  No
- 36 Should the entire soup spoon ever be placed in the mouth? Yes  No
- 37 Should you eat bacon with your fingers? Yes  No
- 38 Should you butter the entire slice of bread at one time? Yes  No
- 39 Should you butter with a knife all breads, hot or cold, griddle cakes or waffles, and corn on the cob? Yes  No
- 40 Should you butter with a knife vegetables, such as potatoes, rice and cut corn? Yes  No

## ANSWERS

A.33 NO. (Wait for it to cool naturally. If you should happen to taste something too hot, don't remove it from your mouth, but take a drink of water as quickly as possible.) A.34 YES. A.35 YES. A.36 NO. (Soup should be sipped quietly from the side of the spoon.) A.37 NO. A.38 NO. (Bread should be broken off in small pieces and buttered—bit by bit.) A.39 YES. A.40 NO. (They are buttered with a fork.)



- Q 41 Should you eat celery with the fingers? Yes  No
- Q 42 Should corn on the cob be picked up with the fingers? Yes  No
- Q 43 Should fish bones be removed from the mouth with your fork? Yes  No



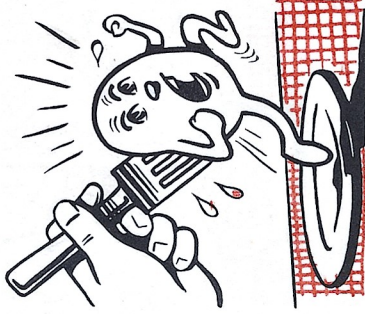
- Q 44 Should melons and grapefruit be eaten with a fork? Yes  No
- Q 45 Should we take only a small bit of ice cream on our spoon and place it all in our mouth? Yes  No
- Q 46 Should cranberry, mint and other meat jellies be eaten with a fork? Yes  No

- Q 47 Is it proper to use a knife to cut lettuce? Yes  No
- Q 48 Is meat always cut with the knife? Yes  No

## ANSWERS

A.41 YES. (Take it with the fingers and place it on butter plate, if there is one, or on side of dinner plate. If stalk is long, break it in half. Put salt in the butter or dinner plate and dip celery in it.)  
 A.42 YES. (Put it on plate with the fingers. Break a long ear in half. Spread butter on a small part with knife, put salt on it, hold one end in each hand and eat quietly.) A.43 NO. (With the fingers.)  
 A.44 NO. (With a spoon.) A.45 YES. A.46 YES. A.47 YES. (If a fork will not do the job. After a section has been cut, lay aside the knife and use the fork alone.) A.48 NO. (Use knife only on meat that fork edge is too dull to cut.)

- Q 49 Should olives be eaten with the fingers? Yes  No



- Q 50 Should oysters be eaten whole? Yes  No
- Q 51 Should pickles be eaten with the fingers? Yes  No
- Q 52 Is pie ever eaten with a spoon? Yes  No
- Q 53 Should you cut a boiled potato with your knife? Yes  No
- Q 54 Should french fried potatoes be eaten with a fork? Yes  No
- Q 55 Should potato chips be eaten with the fingers? Yes  No
- Q 56 Should you eat sandwiches with the fingers? Yes  No

## ANSWERS

A.49 YES. (Place them on butter plate or on the side of regular plate. Hold one between thumb and forefinger and bite off the eatable part from the stone, in two or three separate bites. The olive stone should be replaced on the plate.) A.50 YES. (Dip into the cocktail sauce with the fork and eat whole.) A.51 NO. (Place on dinner plate and eat with a fork.) A.52 NO. (Always with a fork.)  
 A.53 NO. (Use a fork to break it and butter it.) A.54 YES. A.55 YES. A.56 YES. (Break or cut a large sandwich so it will be easier to manage. Eat it in the fingers. Club sandwiches are also eaten in the fingers after they have been cut into smaller pieces.)

**Q** 57 Should you ever tip a soup plate? Yes  No

**Q** 58 Is it permissible to put small oyster crackers in soup? Yes  No

**Q** 59 Should you ever use a knife to cut spaghetti? Yes  No

**Q** 60 Should you take a cube of sugar with fingers if no tongs are provided? Yes  No

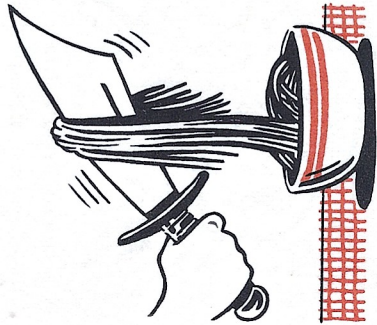
**Q** 61 When invited to dine with someone else, is it important for you to be on time? Yes  No

**Q** 62 Should you arrive more than ten minutes ahead of time? Yes  No

**Q** 63 Should you ever go to the breakfast table only half-dressed and with face unwashed or hair uncombed? Yes  No

**Q** 64 When at the table, should you discuss or even mention what food you do not like? Yes  No

**Q** 65 If someone else makes a blunder at the table, should you appear to notice it? Yes  No



**Q** 66 When you pass a pitcher, sugar bowl, or any dish with a handle, should the handle be toward you? Yes  No

**Q** 67 Is there any case in which you should use your napkin to cover your mouth? Yes  No

**Q** 68 When you want to mix butter with the center of a baked potato, should you use your knife? Yes  No

**Q** 69 Should you sit down and get up from the right side of your chair? Yes  No

**Q** 70 When leaving the dining room, should men and boys let the women go out first? Yes  No

**Q** 71 Should you say to your hostess when leaving, "Thank you for the delicious dinner?" Yes  No

#### EASE WHEN MEETING PEOPLE

Some persons don't know where to begin or what to say when it comes to making introductions. But you can feel perfectly at ease if you will learn the following simple rules. Then practice introducing someone to mother or father until you can do it easily. These rules are based on courtesy and respect for age, sex and importance. Check "Yes" or "No" after the following questions, then compare your answers with the ones at the bottom of the page.

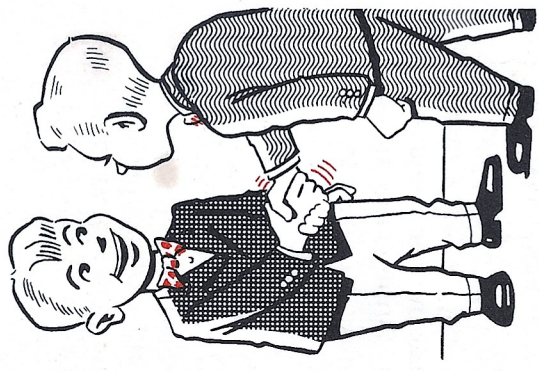
#### ANSWERS

A.57 NO. A.58 YES. (A few at a time.) A.59 NO. (Cut a portion at a time with the fork.) A.60 YES. A.61 YES. (Very important.) A.62 NO. A.63 NO. A.64 NO. A.65 NO. A.66 NO. (Toward the other person.) A.67 YES. (In case of unexpected choking, coughing or sneezing. The head should be quickly turned away from the table.) A.68 NO. (The knife is never used with potatoes in any form.) A.69 NO. (From the left side.) A.70 YES. A.71 NO. (Better speak merely of the delightful evening and the pleasure of being there.)

- Q** 72 Should you introduce a grown person to a child?  Yes  No
- Q** 73 Should you ever take a girl over to a boy to be introduced?  Yes  No
- Q** 74 Should the boy and girl make the same response to the introduction?  Yes  No
- Q** 75 When you introduce a man to a woman, should you say, "Miss White, may I introduce Mr. Brown?"  Yes  No
- Q** 76 Some ministers have titles such as Father, Monsignor, or Rabbi. Should the proper titles be used instead of "Mr." when introducing persons to them?  Yes  No
- Q** 77 Should you introduce a married woman to an unmarried woman?  Yes  No
- Q** 78 When a boy is introduced to a girl, should he offer his hand?  Yes  No
- Q** 79 If a boy makes an error by offering his hand first, should the girl refuse to shake hands?  Yes  No

**ANSWERS**

A.72 NO. (The child is introduced to the older person. The name of the grown person should be mentioned first.) A.73 NO. (The boy is taken to the girl to be introduced. Her name, of course, is always spoken first.) A.74 YES. (Both should say, "How do you do?") A.75 YES. (Unless Mr. Brown happens to be a minister, the President of the United States or some other person of very high position. Then his name would be mentioned first, followed by "May I present Miss White?") A.76 YES. A.77 NO. (The unmarried woman should be introduced to the one who is married.) A.78 NO. (Unless the girl first extends her hand.) A.79 NO. (That would be discourteous on her part.)



- Q** 80 Should a boy always stand up when introduced to anyone, even another boy?  Yes  No
- Q** 81 When a boy is introduced to another boy, should he always shake hands?  Yes  No
- Q** 82 Is this O.K.: "Mother meet Mary Lee and John Day"?  Yes  No
- Q** 83 Should girls rise when introduced to older women or distinguished persons?  Yes  No
- Q** 84 Should a hostess rise to receive all introductions?  Yes  No
- Q** 85 Should you look straight at those to whom you are introduced and give your very best smile?  Yes  No
- Q** 86 After you have had a nice time with a new friend, should you say when parting, "I hope to see you again"?  Yes  No
- Q** 87 When a boy wants to be introduced to a girl, is it correct for him to ask some one who knows her to introduce him?  Yes  No

**ANSWERS**

A.80 YES. A.81 YES. A.82 YES. A.83 YES. A.84 YES. (Except when at dinner table where getting up might disturb others.) A.85 YES. A.86 YES. A.87 YES.

**Q** 88 Should a boy introduce another boy friend to a girl unless he believes the boy has a good character? Yes  No

**Q** 89 Is it necessary to use Mr. or Miss when introducing a member of your own family to a close friend? Yes  No

**Q** 90 When you attend a dinner or party, should you go away without saying goodbye to the host and hostess? Yes  No



#### GOOD MANNERS BEGIN AT HOME

The best place in the world to practice your good manners is at home. You can't put them on and take them off like a coat. They are a part of your character. If you are not kind and courteous to your family at home, you are apt to forget your manners when you are away from home. So be sure to learn the answers to the following questions and apply them at home!

**Q** 91 When you answer the telephone and some one asks for your mother who is not at home, should you ask them to leave a message? Yes  No

**Q** 92 When you call some one on the telephone, should you say, "Guess who this is?" Yes  No

**Q** 93 Should you give your sister and brother, mother and father a gift on their birthdays? Yes  No

**Q** 94 Should you get into the regular habit of saying, "Yes, Mother" or "No, Father" instead of merely answering questions with "Yes" and "No"? Yes  No

**Q** 95 If your mother sees you at school and asks, "Is there any danger of your losing any of those loose papers?" should you just say, "No, they are all right?" Yes  No

**Q** 96 When you come down to breakfast in the morning, should you say a cheerful, "Good morning" and aim to make every one else in the entire family happy? Yes  No

**Q** 97 When coming into a room where mother is at any time of the day, should you let her know by a smile that you are pleased to see her? Yes  No

**Q** 98 When your father or mother speaks, should you stop what you are doing and listen politely to what is wanted? Yes  No

**Q** 99 Should you make as little work for others as possible by keeping your clothes and other things put away in their proper places? Yes  No

## ANSWERS

A.88 NO. A.89 NO. (It is all right to say, "Miss Wright, have you met my brother, Frank?") A.90 NO. A.91 YES. (Say, "Mother is not here, would you like to leave a message?") A.92 NO. (Always give name promptly.) A.93 YES. (It will make the one receiving it very happy and the giver even happier.) A.94 YES. (That habit shows love and respect.) A.95 NO. (It is better to say, "Thanks, Mother, I'll be careful.") A.96 YES. (That is the best way to start the day.) A.97 YES. A.98 YES. A.99 YES.



**Q** 100 Should you wash out the tub after your bath, clean the wash-bowl after using it and put towel and wash cloth in their proper places? Yes  No

**Q** 101 Should you be as careful to say "Please" and "Thank you" to those in your family as you would do to strangers? Yes  No

**Q** 102 If you see a rug kicked out of place on the floor should you bother to straighten it even though you were not the one to kick it? Yes  No

**Q** 103 Should you get up promptly when mother calls you in the morning? Yes  No

**Q** 104 If you are going to school and have school books at home, should you have them all in one place ready to take back at least a few minutes before time to start? Yes  No

**Q** 105 Should you be as careful to return a stamp as you would a borrowed bicycle? Yes  No



**Q** 106 Should you ever open anyone else's mail, or read a diary or letter belonging to anyone else? Yes  No

**Q** 107 If you spill something on your clothes, should you always ask mother to clean the spot? Yes  No

**Q** 108 Should you ever make fun of any member of your family? Yes  No

**Q** 109 Should a young person occupy a large, comfortable chair while an older person sits in a less comfortable chair? Yes  No

**Q** 110 Should you ever throw on the floor a paper or magazine you have been reading? Yes  No

**Q** 111 When the door bell or telephone rings, should you answer it to save mother the trouble? Yes  No

**Q** 112 Should you always say "Goodnight" to your mother and father and other members of the family? Yes  No

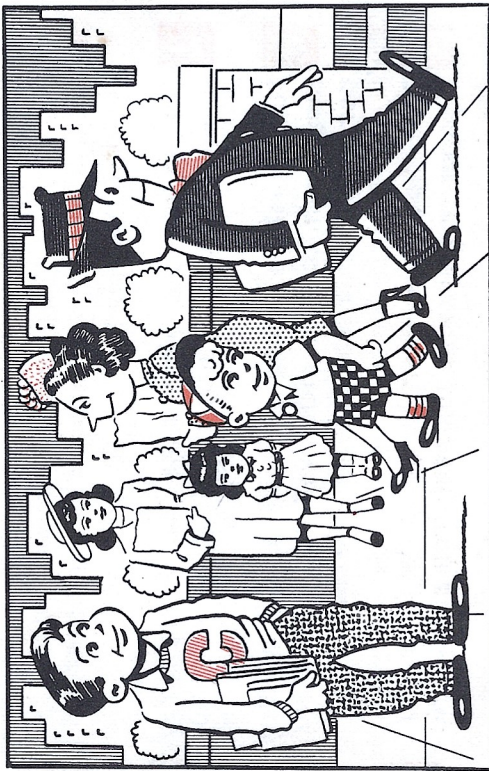
**Q** 113 Should you ever read over another person's shoulder when he is reading or writing? Yes  No

**Q** 114 Should you ever disturb a person who is trying to study? Yes  No

## ANSWERS

A.100 YES. A.101 YES. A.102 YES. (Everyone should be on the lookout for things to do to make home the nicest place possible.) A.103 YES. A.104 YES. A.105 YES. A.106 NO. (Unless told by the owner to do so.) A.107 NO. (Not if you can do it yourself.) A.108 NO. (It is unkind.) A.109 NO. (The chair should be offered politely and with a smile to the older person.) A.110 NO. (Place it on a table or in a magazine rack.) A.111 YES. A.112 YES. A.113 NO. A.114 NO.

LET'S SEE OURSELVES AS OTHERS SEE US



One person I knew had a very wrong idea about good manners in public. He thought that, if it was a good idea for him to be the life of the party at home or at a friend's, it was all right for him to be the center of attraction in a public place. But that idea is wrong. It is very bad manners to attract attention in a public place either by appearance or conduct. Study the following questions and answers carefully so that you will be sure to make a good impression.

- Q** 115 Should you stay away from home longer than expected without letting someone at home know where you are? Yes  No
- Q** 116 Should you link arms with friends and walk down the sidewalk four abreast? Yes  No
- Q** 117 When you meet friends on the sidewalk and stop to talk, should you stand in the middle of the walk? Yes  No

- Q** 118 When crossing the street, or walking through a crowd, should a man offer his companion his arm? Yes  No

- Q** 119 Should you ever shove your way through crowds or push past anyone? Yes  No

- Q** 120 In both entering and leaving an elevator, should the woman go first? Yes  No

- Q** 121 Should you chew gum while you are talking? Yes  No

- Q** 122 Should you be respectful and considerate of old people? Yes  No

- Q** 123 Should men and boys offer their seats, to open doors, and pick up dropped packages for a woman? Yes  No



- Q** 124 Should movie-goers take their seats quickly and avoid talking, giggling or otherwise disturbing others? Yes  No

- Q** 125 Should you ever spoil the view of those behind you by standing to remove or put on your coat? Yes  No

ANSWERS

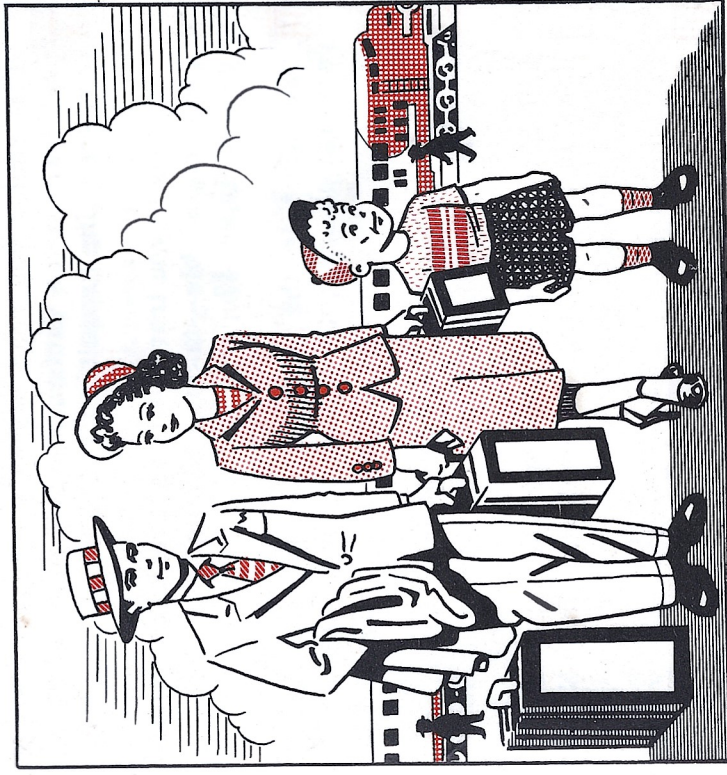
A.115 NO. (Not only is it good manners to let folks at home know where you are, but not letting them know might mean you would lose a chance to have a good time or perhaps earn some money.)  
 A.116 NO. A.117 NO. (Step to one side where traffic will not be disturbed.) A.118 YES. A.119 NO. A.120 YES. A.121 NO. A.122 YES. A.123 YES. (And the woman should smile and say, "Thank you.")  
 A.124 YES. A.125 NO.

- Yes  
  No
- Yes  
  No
- Yes  
  No
- Yes  
  No
- Yes  
  No
- Yes  
  No
- Yes  
  No
- Yes  
  No
- Yes  
  No
- Yes  
  No
- Yes  
  No
- Yes  
  No
- Yes  
  No

**ANSWERS**

A.126 YES. A.127 NO. A.128 YES. A.129 YES. A.130 YES. A.131 NO. A.132 NO. A.133 NO. A.134 NO. (The employee is not responsible for setting prices. A.135 YES.

**TIPS FOR TRAVELERS**



The first time I ever traveled alone as far as New York City, I wanted to visit my cousin. He lived outside the city limits at a place called Long Island. So, when I went up to buy my ticket, I said, "I want a ticket to Long Island." The agent replied, "That's fine! Is there any particular part of Long Island you'd like to go to? It's about 200 miles long!" We both laughed. At first, all I could think of was my cousin's name and the fact that he lived in Long Island. Then the name of the town, Roslyn, flashed in my mind. I was soon there telling my cousin about this experience.

When you travel you learn many things. And there are some things you can learn before you start on a trip. You can, for example, learn the answers to questions like the following:

- Q** 136 Should you read before you travel and learn a few facts about the places you are going to visit? Yes  No
- Q** 137 Should you travel with as little baggage as possible--taking only the things you really need? Yes  No
- Q** 138 When in the station, should you stare at others, point at anything or make gestures? Yes  No
- Q** 139 Should you ever go through the aisle of a sleeper only partly dressed? Yes  No
- Q** 140 Should you ever roll down the windows in a car without considering the wishes of others in the car? Yes  No
- Q** 141 Should young people beware of speaking to strangers? Yes  No
- Q** 142 Should girls ever accept favors from strange men? Yes  No
- Q** 143 Should travelers keep in touch with someone at home? Yes  No

## ANSWERS

A.136 YES. A.137 YES. A.138 NO. A.139 NO. A.140 NO. A.141 YES. A.142 NO. (Unless the favor is small, such as help in opening a window.) A.143 YES.

We have said that good manners should begin at home. And these same good manners should be practiced when we are guests in some one else's home. Check your "company manners" by answering the following questions:

- Q** 144 When you are host or hostess, is it your first and most important duty to make all guests feel welcome and at ease? Yes  No
- Q** 145 Is it all right for a girl or woman to ask the hostess what kind of dress she is going to wear? Yes  No
- Q** 146 Should you ever go home without thanking your hostess? Yes  No
- Q** 147 Should you ever allow your guest in your mother's home to do anything your mother would not approve? Yes  No
- Q** 148 Should you write "thank-you letter" to your hostess within two days after returning from a week-end visit? Yes  No



## ANSWERS

A.144 YES. A.145 YES. A.146 NO. (Say something like "The party was wonderful. Thanks so much.") A.147 NO. A.148 YES.



### MANNERS THAT MAKE FRIENDS

Did you ever receive a gift you didn't want? One Christmas I heard a man say, "Well, why did Sam have to give me that awful colored tie?" He entirely overlooked the idea that Sam felt kindly enough toward him to give him anything at all. That man should learn to appreciate any gift that has been given in a friendly spirit. Friendship is more important than the color of a tie, don't you think so?

Not long ago, a lady whom I know was quite ill. Her four-year-old niece, wanting to make her feel better, sent her a "present." When my friend opened the envelope, she found --to her amazement--a few inches of ribbon and a scrap of lace! To herself she said, "Now, what in the world?" Then she realized the very real joy and love the little girl felt in sharing her "treasures." The gift itself was small and even useless, but the heart that sent it was very big.



- 149 If you get a gift of no use to you, should you thank the giver anyway? Yes  No
- 150 Should you always introduce your friends to your parents and make your friends feel welcome to drop in any time? Yes  No
- 151 When you go to a party, should you worry about the kind of impression you will make upon others? Yes  No
- 152 When a boy wants a date, should he ask, "What are you doing tonight?" Yes  No
- 153 Should you ever do anything to hurt the feelings of anyone else at a party? Yes  No

- 154 If anyone at a party tries to tease you, should you let it get you down? Yes  No
- 155 Should a girl always find out what clothes others will wear and dress accordingly? Yes  No
- 156 Should a girl keep a boy waiting ten or fifteen minutes while her parents keep him entertained? Yes  No
- 157 Should a girl help herself to the refreshments? Yes  No
- 158 When a deadline has been set for getting home, should you telephone a parent if you have been delayed? Yes  No



- 159 Should a girl invite a boy in if it is late or if no one is up? Yes  No
- 160 Should a girl tell her date that she enjoyed the evening? Yes  No

### ANSWERS

A.149 YES. (By all means. You are thanking him for his kindness in thinking of you.) A.150 YES. A.151 NO. (Think more about how to make others have a good time.) A.152 NO. (He should say where he would like to go and ask the girl whether she would like to join him.) A.153 NO. (You might lose a friend.) A.154 NO. (Have fun about it and you will turn the teasing into advantage.) A.155 YES. (It may avoid feeling out of place.) A.156 NO. (She should be ready to go when he arrives to call for her.) A.157 NO. (The boy serves the girl.) A.158 YES. A.159 NO. A.160 YES.

**DON'T FORGET TO WRITE!**



Now let's see how much you know about when to write--and what to write.

- Q** 161 Should a thank-you note say something like this: "You surely know how to plan fun. Thanks for such a wonderful time?"  Yes  No
- Q** 162 When you are away and write home, should you tell what interesting things you are doing, tell your folks that you miss them, and inquire about each member of the family?  Yes  No
- Q** 163 Is it all right to add a written, personal message on a printed birthday or other greeting card?  Yes  No

- Q** 164 When passing stationery counters, should you be on the lookout for new ideas in letter paper?  Yes  No

- Q** 165 When you write short letters to persons about things that interest them, does that help you to win friends?  Yes  No



- 166 Should you have a regular Address Book entirely your own?  Yes  No

- Q** 167 Should you write out the words, "Street," "Avenue," and "Road"?  Yes  No

- Q** 168 Should you read your letters after you have written them?  Yes  No

- Q** 169 When closing a letter to a friend, should you say "Yours truly" or "Very truly yours"?  Yes  No

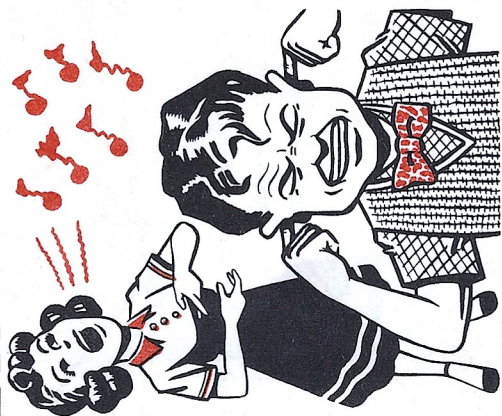
- Q** 170 Should you keep up with your friends by answering their letters promptly?  Yes  No

**ANSWERS**

A.161 YES. (And you can add a short note about your arrival home.)  
 A.162 YES. A.163 YES. A.164 YES. (Correspondence should be attractive.) A.165 YES. A.166 YES. (Include street addresses and telephone numbers.) A.167 YES. A.168 YES. (Some corrections may be needed, or a few words may be underlined to emphasize a point.)  
 A.169 NO. (It's better to use "Sincerely yours," or "Yours most sincerely," or "Cordially yours.") A.170 YES. (As promptly as possible.)

**HOW A FRIENDLY SPIRIT  
MAKES EVERYONE ADMIRE YOU**

When I was a boy, an older friend of mine taught me something I shall never forget. He was well-liked and his friends knew him as one who would say only good things about others. He aimed to say nothing about any person that he would not be willing to repeat to that same person.



I thought that was a pretty hard rule to carry out in all cases. One day, just for fun, I decided to test my friend. We both had listened to an untalented girl sing a solo. The song was not adapted to her voice. The notes were too high for her, and the result was so rasping that I thought it would be hard for anyone to say anything nice about it. So I asked my friend, "How did you like the solo?" After a moment he replied: "I thought parts of it were beautiful!"

Those seven words taught me something. They taught me that we can always say good things about people if only we WANT to--and we can train ourselves to do so. Those seven words spoken by my friend have helped me to keep my speech clean and my thoughts friendly.

For example, if anyone speaks to me about the poor playing of a basketball team against stronger players, I think right away of what my friend would say. It would probably be something like this: "One good

thing about the boys--they played clean and did the best they could." Each of the boys on the team could hear that remark and still feel friendly toward the person who made it.

171 Should you risk losing a friend by finding fault with the person to whom you are talking--or with anyone else? Yes  No

172 When talking with another person should you talk more about things in which he is interested? Yes  No

173 Should you always look at the person to whom you are speaking and often mention his name? Yes  No

174 Should you learn to laugh when a joke happens to be on you? Yes  No

175 If another person asks you a question which you didn't hear plainly, should you say, "What?" Yes  No



176 Should you learn to be a friendly listener as well as a good talker? Yes  No

**ANSWERS**

A.171 NO. (Faultfinding leads to unhappiness.) A.172 YES. (Avoid speaking of one's self as much as possible.) A.173 YES. A.174 YES. A.175 NO. (It is better to say, "I beg your pardon.") A.176 YES.

- Q** 177 Should you try to believe that there is something interesting in everyone you meet? Yes  No
- Q** 178 Should your aim in most conversations be to make your companion feel happy and at perfect ease? Yes  No
- Q** 179 To encourage conversation, should you always follow a "Yes" or "No" by another word or sentence? Yes  No
- Q** 180 Can a boy or girl win friends more easily by the right kind of conversation than in other ways? Yes  No
- Q** 181 If you run out of something to say, is there a way to solve the problem quickly? Yes  No

|                            |                                  |
|----------------------------|----------------------------------|
| <b>OMAHA, NEBR.</b>        | <b>E L A T I V E S</b>           |
| <b>C C U P A T I O N</b>   | <b>O O K S</b>                   |
| <b>O B B I E S</b>         | <b>E N T E R T A I N M E N T</b> |
| <b>T H L E T I C S</b>     | <b>W I D E A S</b>               |
| <b>O V I E S</b>           | <b>I D E A S</b>                 |
| <b>U T O M O B I L E S</b> |                                  |

**ANSWERS**

A.177 YES. A.178 YES. A.179 YES. A.180 YES. A.181 YES. (Think of Omaha, Nebr. See page 35 for explanation.)

Here are some examples of how the words, Omaha, Nebr., will suggest subjects to talk about:

It Works Like This:

**OMAHA, NEBR.** Starting with Occupations, a girl may start a boy to talking about himself by asking him what he plans to do as his life work. On Movies, the best plays, actors and actresses may be discussed. On Athletics, each may find what sports are most interesting to the other and discuss those which both enjoy. Ask questions such as, "Do you like to watch a basketball game as well as a football game?" Make your questions easy to answer. You can probably think of dozens of questions to ask about each of the nine subjects suggested above. Whenever possible, work into your conversation sincere statements of praise for the person with whom you are talking. You will soon learn from experience how to hold an interesting talk with anyone!



### GOOD MANNERS HELP YOU HOLD A JOB

Just the other day I saw part of a letter written by a young girl. It read as follows:

"I work hard. I am clean and neat, and I have at least average intelligence. Yet I cannot seem to keep a job. I am always being let go on one excuse or another. What is wrong with me?"

Of course, you would need to know the girl well before deciding "what is wrong," but I wondered whether the trouble might have been due to her manners and the consideration she showed for her boss and the other workers in her office. The following questions will show you what I mean.



**Q** 182 Should you slow up your work, or play around just because the boss isn't there to see you?  
Yes  No

**Q** 183 Should you grumble and complain to other employees about things you don't like about the job, or the boss, or other workers?  
Yes  No

**Q** 184 Should you talk unpleasantly about your job or your employer to people outside the business?  
Yes  No

**Q** 185 Should you show friendly cooperation even when asked by your boss to do work you do not like?  
Yes  No

**Q** 186 Should you talk and entertain other workers during working hours?  
Yes  No

**Q** 187 Even if you know your work very well, should you take all suggestions from your boss courteously?  
Yes  No

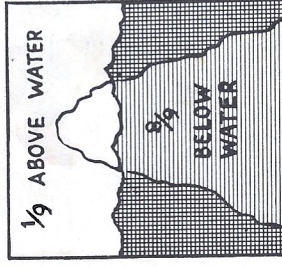
**Q** 188 Should you at all times try to do your work just as if it were very important and you were doing it for yourself?  
Yes  No

### MAKE GOOD MANNERS A HABIT

The real character of a person will show up in a test. A true gentleman or lady is always well-behaved, but the person who has not made a habit of good manners often will do and say things he certainly should never do or say.

All the time and effort you spend in making a habit of good manners will be small compared with the great help this habit will be to you later.

It's something like the iceberg. What we see above the water is only a small part of the whole mass of ice. While the benefit of fine manners may not seem great to you now, yet like the larger amount of ice under the water, the results in years to come may be amazing. Best of

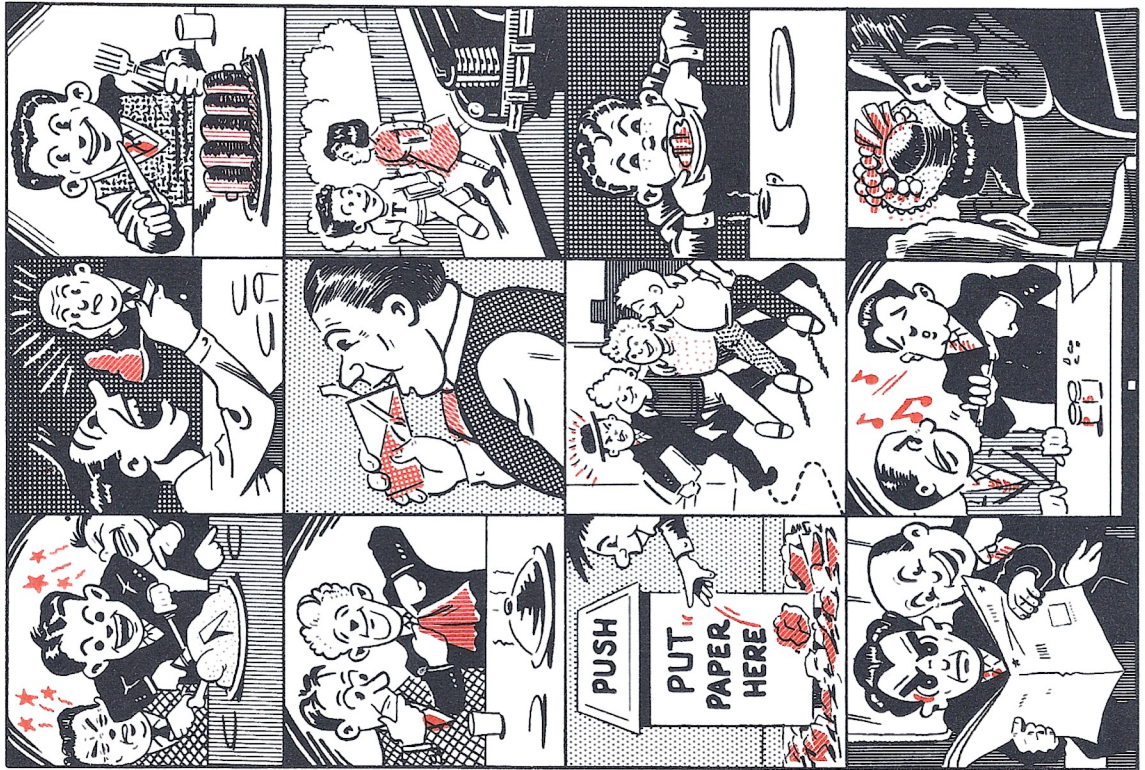


all, you can trust yourself in a crisis, such as an accident, a fire, or any situation in which later you would wish to have been your finest self. Your poise gained from the habit of good manners will help you act the part of the person you want to be.

### ANSWERS

A.182 NO. A.183 NO. A.184 NO. A.185 YES. (Think of yourself in his place.) A.186 NO. (You aren't paid to be an entertainer no matter how cleverly you can do it. Save that for home and after work hours.) A.187 YES. (Remember it is his business and he can have it done as he wishes, even if you feel you know better. If you can courteously make a suggestion, do so, but don't try to tell him how to run his own business. A.188 YES.

**THERE'S A MISTAKE IN EACH PICTURE  
CAN YOU FIND IT?**



- 189 Should you always put trash in proper container?  Yes  No
- 190 Should you gesture with silverware?  Yes  No
- 191 Should you ever read over anyone's shoulder?  Yes  No
- 192 Should you keep your elbows at your sides at the table?  Yes  No
- 193 Should you ever block the sidewalk?  Yes  No
- 194 Should you ever drink from a saucer?  Yes  No
- 195 Should a girl always take off her hat in a movie or theater?  Yes  No
- 196 When walking with a woman, should a man keep to the outside of the walk?  Yes  No
- 197 Should you take large spoonfuls of food?  Yes  No
- 198 Should you comb hair, file nails, or add makeup in public?  Yes  No
- 199 Should you tuck your napkin in your clothes?  Yes  No
- 200 Should you drink from cup or glass with a spoon in it?  Yes  No

**ANSWERS**

A.189 YES. A.190 NO. (Silverware is used only for eating.) A.191 NO. A.192 YES. A.193 NO. A.194 NO. A.195 YES. (Unless she sits in last row.) A.196 YES. A.197 NO. A.198 NO. A.199 NO. A.200 NO.

## The Mistakes That Spoil Good Conversation

- 1** The "I-me-myself" person says to you, "Let me tell you about my operation," or "Let me tell you what I did."
- 2** The absent-minded person says to you "Excuse me, what was that again, I had my mind on something else."
- 3** The "cross-tag" person tries to jump across in front of you and finish what you started to tell.
- 4** The "cut-him-down-to-my-size" person is jealous. He says, "He is not so great. I could do as well as he does."
- 5** The "Debating Society" person says, "Yes, but that's where you're mistaken."
- 6** The self-elected preacher says, "Now I don't want you to think I'm butting into your affairs, but—"
- 7** The sulky person is silent. He may become talkative enough to say, "Can't you see I'm busy?"
- 8** The "windy" person talks too much, usually about the past. He says, "Did I ever tell you about the time—"
- 9** The gossipy person says, "Now I don't know this for a fact, but I've heard it whispered around that—"
- 10** The domineering person says in effect, "I know everything—I'm always right."



HEAR, SEE, SPEAK NO EVIL

## DO UNTO OTHERS

Be careful to avoid the faults of the ten persons just mentioned. Be sure to apply the Golden Rule in all of your conversations. You then will be in great demand. People will like to talk with you.

So say the kind of things to people that you would like for them to say to you. Learn to forget yourself in your keen interest in others. Be kind--considerate. This is the secret of good conversation. It is also the secret of good manners.

### Write Me If You Need Further Help

If you have any special questions to ask about manners, or any other subject mentioned in this entire Course, just write me a personal note and I'll be glad to answer you.

Perhaps your reading these four books has already helped you to decide that deep within your heart, you really want to make the most of your life and to be as nearly an ideal grown-up as you possibly can be.

If I could have read a Course just like this myself when I was younger, it would have saved me many mistakes. I hope you will take the time to write me, as soon as you have read the Course, and tell me what you think of it.

My greatest desire is that, in the months and years to come, this Course will help you really to make your fondest dreams come true.

Sincerely yours,

*Ray K. Beery*

Your Do-It-Today Chart is on the next two pages. Then you will find a handy Index which covers your entire four-part Course.

My

# DO - IT - TODAY Chart

Can I learn six little easy rules today? Well, I should say "I Can!"

|   |  |  |
|---|--|--|
| <p><b>1</b> MONDAY—I'll learn all the answers to questions numbered 1 to 6 starting on page 7.</p> <p><input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/></p> | <p><b>2</b> TUESDAY—I'll learn all the answers to questions numbered 7 to 12 starting on page 8.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>    | <p><b>3</b> WEDNESDAY—I'll learn the answers to questions numbered 13 to 18 starting on page 8.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>   |
| <p><b>4</b> THURSDAY—I'll learn all the answers to questions numbered 19 to 24 starting on page 9.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>  | <p><b>5</b> FRIDAY—I'll learn all the answers to questions numbered 25 to 30 starting on page 10.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>   | <p><b>6</b> SATURDAY*—I'll learn the answers to questions numbered 31 to 36 starting on page 10.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>  |
| <p><b>7</b> MONDAY—I'll learn all the answers to questions numbered 37 to 42 starting on page 11.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>  | <p><b>8</b> TUESDAY—I'll learn all the answers to questions numbered 43 to 48 starting on page 12.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>  | <p><b>9</b> WEDNESDAY—I'll learn the answers to questions numbered 49 to 54 starting on page 13.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>  |
| <p><b>10</b> THURSDAY—I'll learn the answers to questions numbered 55 to 60 starting on page 13.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>   | <p><b>11</b> FRIDAY—I'll learn all the answers to questions numbered 61 to 66 starting on page 14.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>  | <p><b>12</b> SATURDAY*—I'll learn the answers to questions numbered 67 to 71 starting on page 15.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> |
| <p><b>13</b> MONDAY—I'll learn all the answers to questions numbered 72 to 78 starting on page 16.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>   | <p><b>14</b> TUESDAY—I'll learn all the answers to questions numbered 79 to 84 starting on page 16.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> | <p><b>15</b> WEDNESDAY—I'll learn the answers to questions numbered 85 to 90 starting on page 17.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> |

\*On Saturday, I will have some older person test me to see if I know the answers to ALL questions for ALL days in the week just past.

# Manners That Make Everyone Admire Me

I will enjoy learning these rules because they help me to win good friends

|   |  |  |
|---|--|--|
| <p><b>16</b> THURSDAY—I'll learn the answers to questions numbered 91 to 96 starting on page 18.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>     | <p><b>17</b> FRIDAY—I'll learn all the answers to questions numbered 97 to 102 starting on page 19.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>   | <p><b>18</b> SATURDAY*—I'll learn the answers to questions numbered 103 to 108 starting on page 20.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> |
| <p><b>19</b> MONDAY—I'll learn all the answers to questions numbered 109 to 114 starting on page 21.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> | <p><b>20</b> TUESDAY—I'll learn all the answers to questions numbered 115 to 120 starting on page 22.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> | <p><b>21</b> WEDNESDAY—I'll learn the answers to questions numbered 121 to 126 starting on page 23.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> |
| <p><b>22</b> THURSDAY—I'll learn the answers to questions numbered 127 to 131 starting on page 24.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>   | <p><b>23</b> FRIDAY—I'll learn all the answers to questions numbered 132 to 136 starting on page 24.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>  | <p><b>24</b> SATURDAY*—I'll learn the answers to questions numbered 137 to 144 starting on page 26.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> |
| <p><b>25</b> MONDAY—I'll learn all the answers to questions numbered 145 to 149 starting on page 27.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> | <p><b>26</b> TUESDAY—I'll learn all the answers to questions numbered 150 to 160 starting on page 28.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> | <p><b>27</b> WEDNESDAY—I'll learn the answers to questions numbered 161 to 170 starting on page 30.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> |
| <p><b>28</b> THURSDAY—I'll learn the answers to questions numbered 171 to 181 starting on page 33.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>   | <p><b>29</b> FRIDAY—I'll learn all the answers to questions numbered 182 to 188 starting on page 36.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p>  | <p><b>30</b> SATURDAY*—I'll learn the answers to questions numbered 189 to 200 starting on page 39.</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> |

Now that I know these rules, I will look for chances to apply them. I want to be a well-mannered person.



# Index

Figures stand for Book and Page.  
(3-22 means Book 3, Page 22)

|          |                                       |              |
|----------|---------------------------------------|--------------|
| <b>A</b> | Address Book-----                     | 4-31         |
|          | Aim in Life, How to choose-----       | 1-7,20,22    |
|          | Aim in Life, How to win-----          | 1-22,24,37   |
|          | Ambition, necessary for success-----  | 1-13         |
|          | Anna Jane Churchman, why popular----- | 2-6          |
|          | Arguing apt to start fight-----       | 2-41         |
| <b>B</b> | Best in others, Look for-----         | 2-37         |
|          | Bragging makes one unpopular-----     | 2-30         |
| <b>C</b> | Calendar Pad, Use of-----             | 2-54         |
|          | Camp, Summer-----                     | 2-5          |
|          | Cave Man, Don't be-----               | 4-5          |
|          | Chances for your Success-----         | 1-18         |
|          | Control Body and Temper-----          | 3-8,29,32    |
|          | Conversation, Mistakes in-----        | 4-40         |
|          | Courtesy toward Mother-----           | 2-17         |
|          | Criticism, Good and Bad-----          | 2-47         |
| <b>D</b> | "Do-It-Today" Chart, Bk 2-----        | 2-51,52      |
|          | "Do-It-Today" Chart, Bk 3-----        | 3-30         |
|          | "Do-It-Today" Chart, Bk 4-----        | 4-42         |
|          | Do Things to Win Friends-----         | 2-49         |
|          | Don't be a Wet Blanket-----           | 2-42         |
|          | Dreams, How to Make Come True-----    | 1-32         |
| <b>E</b> | Eagerness in work and play-----       | 2-22         |
|          | Early to bed-----                     | 3-34         |
|          | Edison, Story of-----                 | 1-26         |
|          | Etiquette, Questions on-----          | 4-7          |
|          | Excuses, Don't make-----              | 1-40         |
| <b>F</b> | Father, Show appreciation of-----     | 2-22         |
|          | Faultfinding, a bad habit-----        | 2-38,47,3-37 |
|          | Florence Nightingale, Nurse-----      | 1-14         |
|          | Fork, Use of-----                     | 4-9          |
|          | Friendly Spirit-----                  | 4-32         |
|          | Friends, How to win-----              | 2-5,49       |

## G

|   |         |
|---|---------|
| Getting most out of life-----           | 2-54    |
| Give if you would Receive-----          | 2-24    |
| Goals, Set your own-----                | 1-41    |
| Golden Rule, How apply-----             | 2-14    |
| How broken-----                         | 2-18    |
| Wins Success and Happiness-----         | 2-19,21 |
| Good Manners, Training for Success----- | 4-5     |
| Gossiping, a habit you don't need-----  | 4-40    |
| Grudge, Throw away-----                 | 3-53    |

## H

|                                     |         |
|-------------------------------------|---------|
| Habits and your aim-----            | 1-22    |
| "Half-Way-Between," A-----          | 1-44    |
| Happiness, Secret of-----           | 1-29,31 |
| Helping younger children-----       | 2-25    |
| High Jump Contest-----              | 1-34    |
| Home of your dreams-----            | 1-15    |
| Honest in word and deed-----        | 2-32    |
| Hothead Harry-----                  | 3-17    |
| Humble, The advantage of being----- | 3-40,42 |

## I

|  |                 |
|--|-----------------|
| Ideal Person-----                      | 1-6             |
| Ill Temper, Possible reasons for-----  | 3-34            |
| Importance, Feeling of-----            | 2-28,3-35,44    |
| "I never met a man I didn't like"----- | 2-11            |
| Interest in Others-----                | 2-6,14,31,44,49 |
| Introductions, How to make-----        | 4-15            |

## J

|   |      |
|---|------|
| Jealous People are Small-----                   | 3-47 |
| Joe Weiser and his practice of Golden Rule----- | 2-19 |

## K

|                             |         |
|-----------------------------|---------|
| Kindness to others-----     | 2-14,17 |
| Knife and Fork, Use of----- | 4-9     |

## L

|                                |           |
|--------------------------------|-----------|
| Laugh Heartily-----            | 2-12,3-48 |
| Leader, How to be a good-----  | 2-47      |
| Letter writing is fun-----     | 2-24      |
| Life companion, What kind----- | 1-14      |
| Listener, Be a good-----       | 2-30      |
| Look for Best in others-----   | 2-37      |
| Love to Grandma-----           | 2-49      |

## M

|                                    |      |
|------------------------------------|------|
| Make Every Day Count-----          | 1-36 |
| Manners, A habit-----              | 4-37 |
| Manners at work-----               | 4-36 |
| Manners begin at home-----         | 4-18 |
| Manners in church-----             | 4-24 |
| in company-----                    | 4-27 |
| in conversation-----               | 4-33 |
| in letter writing-----             | 4-30 |
| in movie or theater-----           | 4-23 |
| in public places-----              | 4-22 |
| in telephoning-----                | 4-18 |
| on dates-----                      | 4-28 |
| when travelling-----               | 4-25 |
| Modesty makes others like you----- | 3-35 |
| Money and Happiness-----           | 1-28 |
| Mother, Show appreciation of-----  | 2-22 |
| "Moody Maud"-----                  | 3-24 |
| "My RIGHTS," he says-----          | 3-51 |

## N

|                                   |      |
|-----------------------------------|------|
| Name, call persons by their-----  | 2-28 |
| Nature, Look for beauties in----- | 2-23 |
| Neatness around home-----         | 4-19 |

## O

|   |      |
|---|------|
| Obedience can be fun-----                   | 2-22 |
| "Omaha, Nebr." something to talk about----- | 4-38 |

## P

|  |         |
|--|---------|
| Patience, an admirable trait-----      | 3-19,25 |
| Plan your life-----                    | 1-7,13  |
| Play the Part of Ideal Person-----     | 1-39,41 |
| Praise Others-----                     | 2-35    |
| Purpose in Life, how to decide on----- | 1-7     |

## Q

|                                |      |
|--------------------------------|------|
| Quarrelling, How to avoid----- | 3-11 |
| Questions help you learn-----  | 2-44 |

## R

|                                     |      |
|-------------------------------------|------|
| Respect for older persons-----      | 2-30 |
| "Road Hog," What to do about a----- | 3-52 |
| Rogue Contest-----                  | 1-37 |

## S

|   |              |
|---|--------------|
| "Save Face," Let other person-----      | 2-32         |
| Secret of making people like you-----   | 2-5          |
| Secrets of Making Dreams Come True----- | 1-33         |
| Self-Control, How to win-----           | 3-8,13,22,24 |

|   |            |
|---|------------|
| Self-Control, Practice in-----            | 3-32,33    |
| Self-Mastery, needed for success-----     | 3-10       |
| Sense of Humor makes friends-----         | 2-9        |
| Service to Others, Fine aim-----          | 1-26       |
| Set your Goal at Self-Control-----        | 3-27       |
| Shoes, Put yourself in other persons----- | 2-42       |
| Sincere, Always be-----                   | 2-32       |
| Smile from the heart-----                 | 2-8,12     |
| Spilled Milk, Don't Cry over-----         | 3-20       |
| Spoon, How to use soup-----               | 4-11       |
| Sports, Develop your skill in-----        | 3-39       |
| Stairway, Take the-----                   | 1-33       |
| Stamps, Collecting-----                   | 1-11       |
| Success, How to be sure of-----           | 1-16,31,37 |
| Success, Your chances for-----            | 1-13,18,21 |
| Swimming-----                             | 1-9        |

## T

|  |              |
|--|--------------|
| Table Manners-----                       | 4-7          |
| Taking the blame-----                    | 2-34         |
| Teasing is unpleasant-----               | 3-47         |
| Temper, Plan to control-----             | 3-27         |
| Things to do Tomorrow-----               | 1-9,10,11,12 |
| Think, Then act-----                     | 2-51         |
| Three Most Important Things in Life----- | 1-31         |
| Tongue, Things it can do-----            | 3-3,4        |
| Travel Tips-----                         | 4-25         |

## U

|   |      |
|---|------|
| Unpleasant Thoughts, How to Get Rid of----- | 2-23 |
| Use of knife and fork-----                  | 4-9  |

## V

|                                   |         |
|-----------------------------------|---------|
| Visiting, Good manners while----- | 4-27    |
| Voice, Quiet and controlled-----  | 3-16,32 |

## W

|   |      |
|---|------|
| Warm-hearted, Be-----                   | 2-44 |
| Wet Blanket, Don't be-----              | 2-42 |
| Winning Friends, Five rules-----        | 2-6  |
| What do you want to do most?-----       | 1-7  |
| Will Rogers, the well-loved cowboy----- | 2-11 |
| Woolworth, Frank, Story of-----         | 1-23 |

## Y

|                                 |      |
|---------------------------------|------|
| "You are Wrong," don't say----- | 3-37 |
|---------------------------------|------|

## Z

|                   |     |
|-------------------|-----|
| Zigzag Chart----- | 3-9 |
|-------------------|-----|