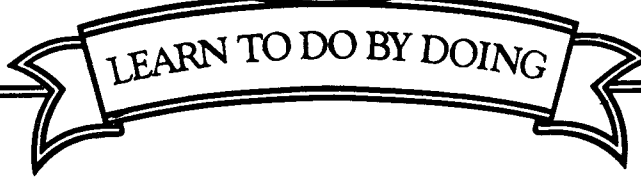




RETIRED 4-H PROJECT



YOUR BEST FOOT FORWARD



NAME

AGE

CLUB

NUMBER OF CLUBS



Ontario
4-H Council



Ministry of Agriculture,
Food and Rural Affairs



4-H-2570-90ME

THE 4-H PLEDGE

"I pledge:
My Head to clearer thinking
My Heart to greater loyalty
My Hands to larger service
My Health to better living
For my club, my community and my country."

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PURPOSE OF THE 4-H PROGRAM

The primary purpose of the 4-H program is the personal development of youth in rural Ontario.

In 4-H, members will be:

- encouraged to develop self-confidence, a sense of responsibility, and a positive self-image;
- helped to develop their skills in communications, leadership, problem solving, and goal setting;
- offered the opportunity to learn about the food production, processing, and marketing systems and the heritage and culture of Ontario through projects such as livestock and crop production, financial management, food preparation, nutrition, recreational activities, and career development.

INTRODUCTION

Welcome to the 4-H project, "Your Best Foot Forward". Showing respect and consideration for others is an ideal quality in any person. This project will help you to decide what behavior is acceptable. Your goal should be to make the world a more pleasant place to live and you a more pleasant person to be with. Good luck!

OBJECTIVES

As a member of this project, you will HAVE FUN:

1. Learning that respect and consideration for others are the basis of acceptable social behavior in any situation
2. Developing self-confidence
3. Learning guidelines for acceptable social behaviour for new, different and difficult situations
4. Learning that showing respect is accepted by everyone, everywhere
5. Developing individually by working with others in the club.

GENERAL REQUIREMENTS

A member will complete a project satisfactorily by:

1. participating in at least four of the six meetings of his/her own club.
2. completing the project requirements to the satisfaction of the club leader(s).
3. taking part in an achievement program.

SENIOR SPECIAL PROJECT IDEAS

Senior members (15 years and over) are to complete one special project from the list below. You may wish to work in pairs or small groups for some of the projects. Your leader will ask you to report on your project at one of the meetings.

1. Visit a nursing home, senior citizen complex or hospital and "adopt" a new friend or "grandparent". Make a few visits, and/or offer to take the individual out for a walk. Report on the activity.
2. Make an item which would be appreciated as a host/hostess gift.
3. Select a problem area at home such as family car conflicts. State the problems involved and suggest possible solutions. Have a family discussion and report.
4. Discreetly observe someone with a disability (deaf, blind, physically challenged). Note when the person encounters some hardships or a lack of consideration by others. Propose possible solutions.
5. Investigate and report on problems in your town or area for the physically challenged or senior citizens. Suggest possible solutions. This could include a letter to a local paper.
6. Talk to a physically challenged person about his/her experiences. This could be someone who has recently suffered a sports injury or an accident which impairs normal movement. Report on your discussion.
7. Report on the history and cultural/ethnic background for certain customs and socially acceptable behavior (not wearing shoes in a Japanese home).
8. Visit someone in "difficulty" such as a fire victim, accident victim, terminally ill patient. Make a report on how you felt before going, what the difficulty was, how long you visited, what was discussed, how you felt after the visit, and if repeat visits were made.
9. Create an idea of your own related to the project topic, and discuss it with your leader.

MEETING ONE

'LET'S START AT HOME'

DATE: _____

NEXT MEETING:

DATE: _____

TIME: _____

TIME: _____

PLACE: _____

PLACE: _____

DEAR MEMBER

Tell about a situation where you felt uncomfortable because you didn't know what to do.

A ROAD MAP TO GOOD MEETINGS

Welcome to 4-H! Our final stop is our Achievement Program, but there are many things that we want to do along the way. You should find them fun and enjoyable.

When you are planning a trip, you need to have a road map to follow so you don't get lost along the way. The map that is used to reach a good meeting is called an agenda. There is a sample on the next page.

The agenda keeps the meeting on time and lists all the items that need to be covered in the meeting. The agenda is usually prepared by the **chairperson/president** before the meeting with help from other members and the club leader(s). Everyone should be aware of the meeting agenda.



It is helpful to use point form. Put the name of the person who will be involved at the meeting and a time limit beside each item on the agenda.

It is very important to start and end the meeting on time.

YOUR ROAD MAP TO GOOD MEETINGS

SAMPLE AGENDA

What

Include club name, meeting location and date.

List all items that need to be covered in the meeting.

Program should relate to 4-H project.

<u>When</u>	4-H Club Name Location Date
7:00 pm	Call to Order 4-H Pledge Roll Call Introduction of Guests Minutes of Last Meeting Adoption of Minutes Business Arising from Minutes Treasurer's Report
7:15	New Club Business Date of Next Meeting
7:25	Club Program
8:25	Introduce Guest Speaker
8:30	Demonstration
8:45	Thank Guest Speaker Announcements
9:00	Adjournment

Who

President
Everyone
Secretary
4-H Member
Secretary
President
President
Treasurer
President
Everyone
Youth Leader,
Senior Members,
Leaders,
Everyone
4-H Member
Guest Speaker
4-H Member
Anyone
President/
Anyone

KEEPING YOUR CLUB GOING

In order to keep your club going in the right direction, you need some "tour guides", known as the club executive. They work with the club leader(s), youth leader(s) and all club members to keep the club on track.

PRESIDENT

The club president works closely with club leaders to plan meetings and other activities. He/she acts as chairperson of all club meetings and ensures that the meetings start and end on time.

VICE-PRESIDENT

The vice-president helps the president when needed and takes over the duties of the president if necessary.

SECRETARY

The secretary is responsible for keeping minutes of meetings, attendance records and handling the club's mail. If the club has money, the secretary may become secretary-treasurer.

PRESS REPORTER

The press reporter is responsible for letting the community know about the activities of your club through local newspapers, radio or 4-H newsletters.

TREASURER

The treasurer is responsible for keeping a record of the club money which is received or paid out. A report is usually given after the reading of the minutes.



YOU HAVE A JOB TOO!

Just as each executive member has certain duties, each member has responsibilities to the 4-H club.

Ways that I can help my club keep on track are:

1. _____
2. _____
3. _____

ELECTING YOUR EXECUTIVE

The executive members are decided on by all club members.

Any member may nominate another member. Nominations do not require a **seconder**.

One way for 4-H clubs to make decisions is by voting.

Voting can be done in a number of ways.

- | | |
|---------------------|--------------------------|
| 1. By show of hands | 3. By standing |
| 2. By secret ballot | 4. By saying Yea or Nay. |

A youth leader, senior member or club leader may chair the meeting until the president is elected.

LEARN TO DO BY DOING!

Be willing to let your name stand for an executive position. It is a rewarding and fun experience. Following elections, complete this club executive chart.

CLUB EXECUTIVE:

<u>Office</u>	<u>Name</u>	<u>Phone</u>
PRESIDENT	_____	_____
VICE-PRESIDENT	_____	_____
SECRETARY	_____	_____
TREASURER	_____	_____
PRESS REPORTER	_____	_____
OTHER	_____	_____

CLUB MEMBERSHIP:

Members, Phone

Members, Phone

Leaders, Phone

Leaders, Phone

OMAF Contact, Position

Phone

WHAT IS ETIQUETTE?

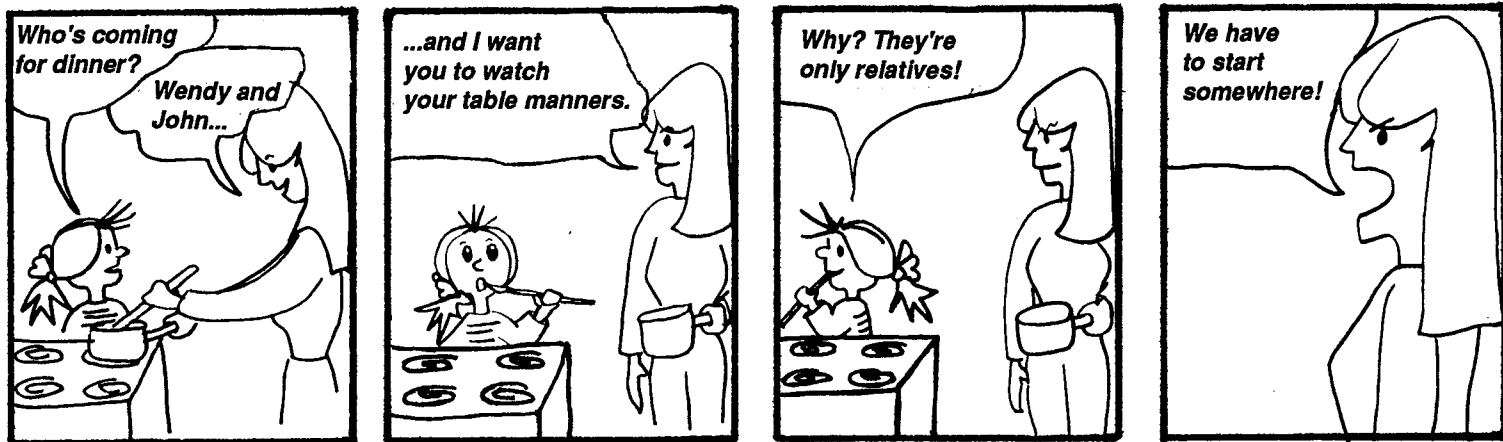
Etiquette is a system of rules or a code of conduct that tells you the thoughtful and considerate way to behave with other people. Each one of you practices etiquette every day. Every minute some problem is solved by using simple consideration for others.

Many of the old rules of etiquette are now outdated or awkward to follow. Some seem silly, especially if they originated hundreds of years ago. But all rules are based on the fact that you should not hurt other people's feelings.

The rules that matter most are good taste, respect and consideration. Etiquette is also a matter of common sense and being natural. If a rule makes life more pleasant, makes a social event run more smoothly or makes fellow humans more comfortable, that rule is a good one. It is worth learning and using.

DO YOU KNOW why the word "etiquette" is used to describe good manners? Louis XIV's guests were each given a card or "etiquette" (French word for ticket or tag) that stated the rules of conduct for that particular occasion. A good guest followed the "etiquette" of the day.

MANNERS BEGIN AT HOME



Home is where you first learn to get along with other people.

Children are not born with good manners - good manners must be learned and practiced over and over again.

Some families slip into sloppy habits and simply need a reminder once in a while that family members deserve as much courtesy as strangers do.

As a group develop a set of guidelines for getting along with your family members. Consider your own home and life style. Remember, there will be differences from one member to another.

BATHROOM: _____

YOUR WHEREABOUTS: _____

PRIVACY: _____

WORKING PARENTS: _____

STEP-PARENTS AND STEP-FAMILIES: _____

SENIOR MEMBERS

FAMILY CAR: _____

CURFEW: _____

THE TELEPHONE

The telephone has become a very important tool in our society. As a teen, you will probably use it often. Telephone courtesy is a skill that you will always use, in your personal life and later in your business life.

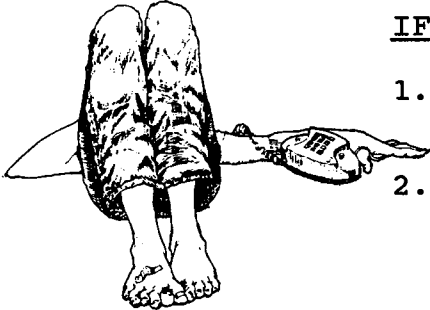
GENERAL TIPS:

1. Never eat while you are talking on the phone. The munching and crunching sounds travel over the wire.
2. Have a central family message area, equipped with paper and pen.
3. Ask your parents for permission to use the phone if it will be a long call.

4. Don't place calls after 10 p.m. or before 8 a.m., unless previous arrangements are made or in emergencies.

ANSWERING A CALL:

1. Be polite and pleasant. Although people can't see your face, you will find that a smile on your face puts a smile in your voice. You may feel silly smiling at the telephone, but you will sound friendly and helpful.
2. Answer with a pleasant "hello".



IF IT'S FOR YOU

1. If the caller does not identify himself, you may ask who's calling.
2. If it is not possible for you to talk at this time, ask if you can call back. Quickly explain why, confirm the telephone number and a time to return the call. Don't leave the caller waiting while you do other things.
3. Do not carry on a conversation with someone in the room while you are on the phone with another person. If it is necessary to answer a simple question from the person in the room, excuse yourself to the caller before answering.

IF IT'S NOT FOR YOU

1. Say, "Just a moment, please", then put the phone down and find the person. Don't yell from where you are standing.
2. If the person is not able to come to the phone, tell the caller and ask if you may take a message. Write everything down and repeat it to the caller so you get the numbers and name correct. If you do not know the caller, do not tell them your name or let them know you are alone.
3. Don't eavesdrop or listen in on the extension.

IF YOU ARE THE CALLER:

1. Say hello and then IDENTIFY YOURSELF.
2. If the person is not there, say you'll call back or ask him/her to please call you. Then say "thank you" and "goodbye".
3. If you dial the wrong number, check the number with the person who answers the phone and then apologize. DO NOT just hang up.
4. If it is a business call to place an order or get information, ask the name of the person you speak with.

HANDLING OBSCENE CALLS:

1. Do not talk.
2. Hang up immediately.
3. Be sure to tell your parents about the call.
4. If the calls continue, make note of the time. Report this to the telephone company and follow the company's suggestions.

TELEPHONE SALES AND SURVEYS:

1. When the caller has identified him/herself and the business represented, you may politely interrupt and say, "excuse me, is this a sale by telephone?". If it is, and you are not interested, you may politely but firmly say, "I'm sorry. I am not interested. Goodbye." Then hang up.

THE ANSWERING MACHINE:

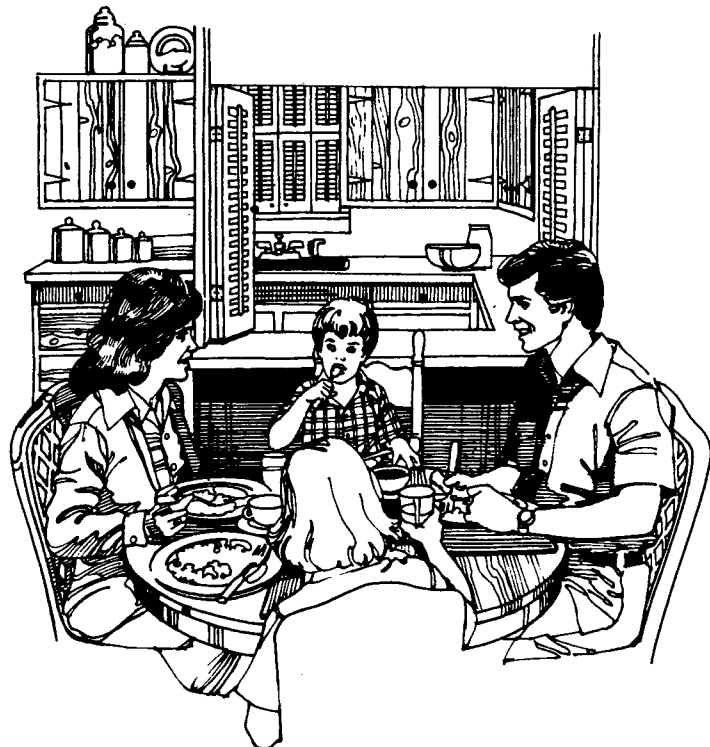
1. The telephone answering machine is very impersonal but it is being used more and more in the work place and home.
2. Listen for directions.
3. Speak slowly and clearly after the tone or beep.
4. Leave your name, telephone number, the date and time you have called, and a short message.

DID YOU KNOW that in all walks of life, "please" turns a command into a request, and "thank you" says "I appreciate your thoughtfulness".

FAMILY MEALS

Family dinners should be fun, a chance for everyone to hear the day's news. In many families now, the evening meal is the only time during the day you can all be together and talk to one another. Keep the conversation pleasant. Save a problem until dessert when the meal is just about over.

Good table manners should always be practiced by the family, whether there are guests or not. Those who eat properly, and use cutlery and napkin correctly will never be embarrassed when company comes or when they eat out.



Family members should be on time for meals. Grooming is also important. No one expects you to dress up, but clean hands, combed hair and neat, tidy clothing are in order.

EATING WITH THE FAMILY

- The good manners for eating with friends in public should be the same ones you use at family meals.
- When the phone rings during a meal, ask the caller to call back or offer to return the call when you are finished.
- Except at picnics, serve take-out food on your own dishes, not from the cartons and containers it comes in.
- Compliment the cook.
- At the end of the meal, the knife and fork are placed diagonally on the plate from upper left to lower right, or side by side vertically.

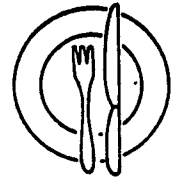
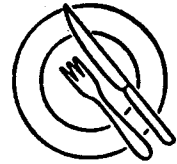


TABLE DOS and DONT'S

Check off either the DO column or the DON'T column for each of the following statements.

<u>DO</u>	<u>DON'T</u>
<input type="checkbox"/> 1. Push away your plate when you're done.	<input type="checkbox"/>
<input type="checkbox"/> 2. Scrape your plate to get every bit.	<input type="checkbox"/>
<input type="checkbox"/> 3. Read at the table.	<input type="checkbox"/>
<input type="checkbox"/> 4. Cut large pieces of salad with knife and fork.	<input type="checkbox"/>
<input type="checkbox"/> 5. Offer food to the person beside you, then serve yourself.	<input type="checkbox"/>
<input type="checkbox"/> 6. Pick your teeth or use toothpicks at the table.	<input type="checkbox"/>
<input type="checkbox"/> 7. Pass items with handles away from you.	<input type="checkbox"/>
<input type="checkbox"/> 8. Make a fuss if you find "livestock" in your salad.	<input type="checkbox"/>
<input type="checkbox"/> 9. Use a napkin on your lap.	<input type="checkbox"/>
<input type="checkbox"/> 10. Pick up or wipe up spilled food or drink.	<input type="checkbox"/>
<input type="checkbox"/> 11. Gulp food or belch at the table.	<input type="checkbox"/>
<input type="checkbox"/> 12. Sit up straight.	<input type="checkbox"/>
<input type="checkbox"/> 13. Cut each piece of food as you eat it.	<input type="checkbox"/>
<input type="checkbox"/> 14. Extend your little finger when drinking from a cup.	<input type="checkbox"/>
<input type="checkbox"/> 15. Spoon soup away from you.	<input type="checkbox"/>
<input type="checkbox"/> 16. Butter the whole roll or piece of bread at once.	<input type="checkbox"/>
<input type="checkbox"/> 17. Use fingers or thumbs to push food.	<input type="checkbox"/>
<input type="checkbox"/> 18. Pour ketchup on the side of your plate.	<input type="checkbox"/>
<input type="checkbox"/> 19. Leave your dessert spoon on side of plate, not in dish.	<input type="checkbox"/>
<input type="checkbox"/> 20. Talk about food you hate.	<input type="checkbox"/>
<input type="checkbox"/> 21. Reach for things on the table.	<input type="checkbox"/>
<input type="checkbox"/> 22. Leave beverage spoon on saucer, not in cup.	<input type="checkbox"/>
<input type="checkbox"/> 23. Talk with food in your mouth.	<input type="checkbox"/>
<input type="checkbox"/> 24. Use serving spoons and forks provided in serving dishes.	<input type="checkbox"/>

BEFORE THE NEXT MEETING

1. Listen carefully to the conversation at one family meal. Consider the questions below. Could you suggest some improvements to the conversation? Do not use names or report personal incidents! It would be considerate to tell your family you will be doing this at sometime!
 - a. Did everyone have a chance to speak and/or share the day's events? _____
 - b. Was it pleasant, cheerful, positive, encouraging? _____

 - c. Did anyone dominate? _____

 - d. Were "please" and "thank you" used frequently? _____
 - e. Did you compliment the cook? _____General Comments: _____

OR

In the space below, sketch how your place is set for a family dinner. Label the utensils used. Or you may cut actual pieces of china and cutlery out of magazines and use them.

2. Come to the next meeting with suggestions for the party in Meeting Six. What kind of party would you like? Who should be invited? What type of invitations should be used?

DIGGING DEEPER

OPTIONAL INFORMATION FOR SENIOR MEMBERS

You have just been hired as a receptionist for a small manufacturing firm. How do you project a professional image over the phone? Below are a few suggestions to help you keep the nervous butterflies under control and to help you project a professional image.

1. Never chew gum.
2. Determine whether the executives and other employees would like you to ask "who is calling". Some individuals want to know who is calling before they take a call while others do not. It is best to determine what the policy is.
3. Always have a pen and message pad available.
4. Always sound polite and pleasant. Although people can't see your face, you will find that a smile on your face puts a smile in your voice. Try answering with a smile and then with a frown. Do you notice a difference?
5. Identify the company.
6. Wait for the caller to ask to speak to whomever they are calling.
7. Say "One moment please," and put the call through.
8. If the receiving person's line is busy, go back and tell the caller. Ask if they would like to hold or if the call may be returned.
9. If the caller will wait, DO NOT leave them hanging. Check back with the status of the receiving person's line. The caller will determine how long they wish to hold.
10. If you are to take a message, be sure you have the correct name of the caller and company and telephone number. Repeat the above information to the caller and any message if one is given.
11. Note the date and time of the call and if it is to be returned, after the caller has hung up.
12. If more than one line is ringing, answer them in order and put on hold. Get back to them as soon as possible.
13. Do not carry on a personal conversation with a caller.

MEETING TWO

"FRIENDS ARE IMPORTANT"

DATE: _____
 TIME: _____
 PLACE: _____

NEXT MEETING:
 DATE: _____
 TIME: _____
 PLACE: _____

DEAR MEMBER

Consideration Counts! Complete the following activity to see how your consideration rates. Share your results with the club.

Think about yesterday. Answer YES or NO to the following questions.

- _____ Did you help at home by doing some kind of work around the house, babysitting, cleaning up, etc.?
- _____ Did you take a clear, correct telephone message for someone in your home?
- _____ Did you clean up after yourself in the bathroom in the morning and evening?
- _____ Did you help to prepare a meal or set the table?

HOW DID YOU RATE?

To how many of these questions were you able to answer yes?

- _____ 4 You are a V.C.P. (Very Considerate Person)
- _____ 3 You are trying hard to be a V.C.P.
- _____ 2 You are trying moderately hard to be a V.C.P.
- _____ 1 You probably just have too many things to do. Slow down! Set some priorities. Your family needs you too.
- _____ 0 You really need to stop and take a look at your manners and thoughtfulness. Help is available. Just ask.

The Supreme test of good manners is to put up with bad ones pleasantly.
 - Emerson

INTRODUCTIONS

Do you make sure you introduce people who don't know each other? Or do you just stand there and hope that each will make his/her own introduction.

The time will come when you want to introduce someone the right way.

There are certain rules of order for introducing people, but the most important thing is to introduce them. Don't worry about mistakes, practice will make you feel more comfortable.

One person is always introduced to another person. Mention first the name of the person you wish to honour. Use first and last names.



WHEN INTRODUCING:

1. males and females of similar age, say the female's name first
2. older and younger people, say the older person's name first
3. a prominent person (clergy, politician) to someone else, say the prominent person's name first
4. friends to your parents, always give your friend's first and last name. Be sure to give your parent's last name if it is different from your own.
5. tell them a little something about one another. If you have to leave, it will be easier for them to make conversation.

e.g. You are introducing Jim Smith, a neighbour and Mary Green, a visitor, aged 50.

"Mary, I would like you to meet Jim Smith, one of our neighbours. Jim, this is Mary Green. Mary is visiting here for a few days. She is from Vancouver."

You honour Mary by mentioning her name first because she is a guest, female and older.

Family members should decide together whether a step-parent be called Mom, Mother, or Margaret; Dad, Father or Doug. A step-parent (sister, brother) is a perfectly respectable relationship and certainly has no fairy-tale association with wickedness.

"David, this is my friend Krista Coburn. Krista, this is David Brown, my step-brother."

If you choose to call a step-parent or in-law "Mother" or "Father", it should not be seen as taking anything away from your own parents.

HOW WOULD YOU INTRODUCE?

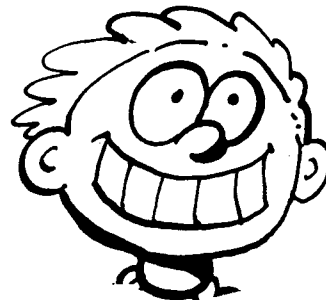
Try introducing the following people to each other.

1. Susie Bain and Adam Law. Both are your friends and the same age. Susie is visiting from Halifax.
2. One of your friends to one of your parents (please use names).
3. Jennifer Willis (your cousin, age 16) to Ronald Main, your teacher.
4. Yourself to Joan Fielding, a new student in your classroom.

WHEN YOU HAVE BEEN INTRODUCED:

When you have been introduced to someone you should do the following.

1. Stand.
2. Smile.
3. Look the person straight in the eyes.
4. Extend your right hand.
5. Give a firm but brief handshake (not a "bone crusher" or a "dead fish" exchange).
6. Say "Hello, How are you?".



You may not feel comfortable shaking hands with friends your own age and that is okay. A friendly wave or smile will have the same result.

INVITATIONS, REPLIES AND THANK YOUS

How nice it is to receive an individual invitation to know that Mom and Dad are not the only people remembered.

Although invitations are usually issued over the phone these days, certain occasions still require a written invitation and reply.

FORMAL INVITATIONS:

For formal functions such as weddings, printed or engraved invitations are usually purchased and sent. An invitation to the reception can be included on the wedding invitation itself, or may be on a separate card.

It is not necessary to reply to a written invitation unless the letters RSVP (with no periods) or R.s.v.p. (with periods) appear on the invitation. These letters stand for the French words "Repondez s'il vous plait", which mean, "Please reply".

There may also be a reply card included in the envelope for you to fill in and send back. Always reply promptly to an invitation. This lets the host/hostess know how many guests to prepare for.

Mr. and Mrs. Russel Bergin
request the honour of your presence
at the marriage of their daughter
Jennifer Lyn
to
Brennon Henry Carter
on Saturday, August twelfth
nineteen hundred and eighty-nine
at three-thirty in the afternoon
for an outdoor ceremony
at their home

Reception to follow

INFORMAL INVITATIONS:

Parties, luncheons and dinner invitations are usually hand written on plain stationery or the information is filled in on pre-printed invitations.

Replies to these may be short or if you wish can be in the form of a longer letter.

Use a good quality note paper, NOT ruled or 3-ring binder paper!

Many informal invitations are given over the telephone, and so do not require a written reply.



THE FAMILY OF
GRANT AND EVELYN GAMMIE
INVITE YOU TO AN EVENING
OF DANCING
ON THE OCCASION OF THEIR
40th WEDDING ANNIVERSARY
COMMUNITY HALL
ONTARIO
SATURDAY JULY 15, 1989
9:00 PM TIL 1:00 AM

THANK YOU NOTES:

Whenever you have been entertained in a special way, been sent a gift or received a special favour or award from someone, a thank you note is a must.

Thank you notes may be written on your personal stationery or on a fold-over notecard. Never use a torn scrap of paper or loose-leaf binder paper.

Points to remember

- 1) Write the note promptly after the event or receipt of the gift. (preferably within 3 days).
- 2) Make it sound friendly and sincere.
- 3) Never mention anything that was wrong with the gift or event.
- 4) When thanking for a gift of money, give some idea of what you plan to do with it.



DIFFICULT TIMES

We like to share good times and celebrate good fortunes by wishing people happiness. But times of difficulty are a part of real life. Sometimes saying "sorry" is such a frightening thought that we choose the rudeness of silence rather than sharing our feelings. Knowing how to comfort a friend at such times is a sign of growing up and being considerate.

FUNERALS:

A bereaved person or family needs the company of others to share their grief and memories. This is a normal human process. At the funeral home, a simple "I'm very sorry" along with a warm handshake or hug is a genuine expression of sympathy. Your physical presence at the funeral home shows you do care and is of great comfort to the family. You are letting the family know they are not alone in their loss.

Remember to include your bereaved friend in your activities as usual. Offer to help whenever you can but do not smother them with your attention. A little deed of kindness speaks loudly.

DID YOU KNOW that as an emblem of mourning streamers were hung on the front door of the bereaved - white ones for a child, black and white for a young person, black for an older person. They were removed before the family returned from the service.

NATURAL DISASTERS:

A tornado or fire is a terrifying experience for anyone to endure. Offer your help to clean up, run errands, make cookies and

sandwiches, or assist any way you can. Maybe they just want someone to talk to - be a good listener. Your show of support will be remembered later and appreciated. Once again, do not smother the victims with attention.

HOSPITALS and NURSING HOMES:

People in hospitals look forward to visitors but keep your visits to about 20 minutes or less if the patient becomes tired. Be cheerful - don't talk about your problems. Understand that the patient may or may not wish to talk about his/her illness.

Many nursing home residents are physically challenged but mentally alert AND lonely. Sharing time and conversation with them is often as fun and rewarding to you as it is to the resident. Adopt a grandparent!



BEFORE THE NEXT MEETING

1. You have just received a birthday present in the mail from your Grandmother. It is a green and orange plaid shirt. Write a thank you note to your Grandmother for the gift.
2. Before you complete the project, visit a hospitalized person, a nursing home resident, a funeral home or an emergency relief centre.

OR

As a club, arrange a visit/tour to learn about facilities and services at a hospital, nursing home, funeral home or emergency relief centre.

Whom/Where did you visit? _____

When? _____

How did you feel at first? _____

How do you feel now? _____

3. If your club is having a pot luck meal at the next meeting, then make sure you know what to bring.
4. Think about the menu for the party.

DIGGING DEEPER

OPTIONAL INFORMATION FOR SENIOR MEMBERS

INTRODUCTIONS

What do you do if you have forgotten someone's name? Don't worry about it. It happens to everyone. You can be direct and say "I'm sorry. I know we have met, but I don't remember your name".

You may also use the avoidance approach which is not as good as the previously illustrated introduction. You simply say to the person whose name you forget, "Do you know my friend, Alex Brown?" You then pause and hope the person whose name you cannot remember will reply by introducing her/himself. If the mystery person does not give his/her name, you just continue talking and Alex Brown (and you) may never know the third party's name.



HANDSHAKING WITH AMPUTEES AND INVALIDS

Extend your right hand even though the individual cannot shake hands in the normal way. The person will take it with his/her left hand and feel less self-conscious because you were not awkward about the disability.

If for some reason you find shaking hands to be physically painful, you certainly may decline. When someone offers you their hand, simply say, "I'm so glad to meet you but forgive me if I don't shake hands." You may or may not want to explain why.

MAKING CONVERSATION

Talking to people you have just met or to people you don't know very well is sometimes difficult. Try these pointers.

1. Ask questions that don't have a yes or no answer. Instead of, "Did you have a good summer?" ask, "How did you spend your summer?"
2. Listen to what the other person is saying so you'll learn something about them. Good questions lead to more answers and then to more questions and the conversation can go on forever - much better than those long awkward silences or talking about the weather.

MEETING THREE

'DINING DILEMMA'

DATE: _____
 TIME: _____
 PLACE: _____

NEXT MEETING:
 DATE: _____
 TIME: _____
 PLACE: _____

DEAR MEMBER

Tonight your friend (whom you truly want to impress) has taken you to a Chinese restaurant. To your horror, the only eating utensils are a pair of chopsticks. You have never used them before. What would you do?

DOING IT RIGHT

In meeting one, you discussed meals at home and basic table settings. During this meeting you will learn about eating meals away from home - in restaurants and in other people's homes.

You are eating dinner with other guests at a friend's house and were served the following foods. How would you eat them?



Corn-on-the-Cob _____

Melon _____

Chicken _____



Can you think of other foods you wonder how to eat correctly?

HOW ABOUT . . .

ELBOWS ON THE TABLE?

In a noisy restaurant, it is better to lean forward on your elbows than to hunch or strain to hear - but NEVER while eating.



A FLY IN THE FOOD?

In a home, if the fly is dead ignore it and try to eat from the other side of the plate. If it is alive, kill it quietly if possible. Do not make an issue about your situation to your host/hostess or other guests.

If you are unable to do any of the above, leave your plate untouched. An alert host/hostess should notice there is a problem and replace your food at once.

In a restaurant, call your waiter and politely ask to have your meal replaced.

TASTING FOOD FROM SOMEONE ELSE'S PLATE?

Hand your fork to your partner, and he/she will pick up the food and hand the forkful of food back to you.

OR

Your dining partner may put a small amount of food on your plate before he/she starts eating. DON'T spear at your partner's plate from across the table and DON'T eat a bite from his/her fork after it has been used.

SPITTING OUT FOOD?

Okay, if you do it right! Remove seeds, pits, bones, spoiled food etc., from your mouth with the same utensil you used to put it in and place on the side of your plate. DO NOT spit out hot food. Instead, take a mouthful of water and swallow it! (A good reason to serve water with dinner.)

USING YOUR KNIFE AND FORK

There are good ways and not-so-good ways of handling your cutlery. If you practice the right way at home, you will be more comfortable when eating away from home.

- Hold your fork with index finger and thumb, not in your fist.
- Don't overload utensils.
- Raise food to your mouth, don't lower your head to the food.
- To lay down cutlery in the middle of a meal, place it on the plate. Never prop it up with the handles resting on the table.

Cutting: Extend index finger along handles of knife and fork (no leverage or control the other way)
Keep wrists low, not humped
Keep fork tines in the left hand turned down, not up

Do not cut all the meat on your plate at once. It leaves your plate looking like a dog's dish. Cut one piece of meat at a time and eat it. (Cut all the meat only if you are cutting it for a child.)

The 2-step method (the English way)

Start with fork in left hand, knife in right.

1. Cut food
2. Raise left hand with fork and food, tines down, to mouth

The 4-step method (the North American way)

Start with fork in left hand, knife in right.

1. Cut food
2. Lay knife down on plate, freeing right hand
3. Transfer fork to right hand, and turn tines up
4. Spear food and carry to mouth (left hand in lap)

Note for left-handers:

The table is set the same for a left-handed person as for a right-handed person. To use knife and fork, as above, substitute left for right and right for left. In other words, just do the opposite of what the instructions indicate to do.

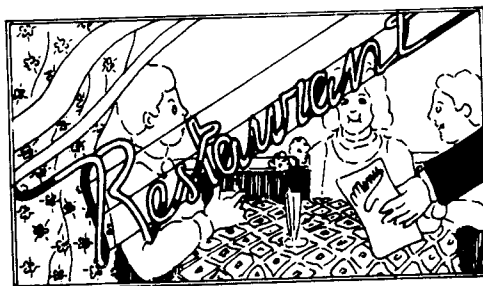
Holding Cups and Glasses

- If cup handle is large, place fingers through the handle
- If cup handle is small, pinch handle with thumb and fingers
- Hold a small stemmed glass by the stem only
- Hold a large stemmed glass on the stem and lower part of the goblet

DID YOU KNOW when in Japan never wear shoes into your host's home or a restaurant unless they insist. Wherever you take your shoes off, remember to place them neatly together facing the door you came in.

RESTAURANTS

Basic table manners apply in restaurants as well as at home. The important thing to remember about dining in "fancy" restaurants is not to let it make you nervous. Making a mistake is not as disastrous here as it might be at a private dinner party. If you use the wrong utensil, the waiter will either bring you another one or ask you to keep it when he removes the plate. It's not the first mistake he has ever seen and won't be the last.



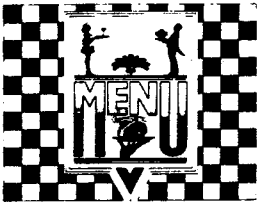
Restaurant dining does present some problems of its own. Here is what to do about them.

Reservations: - make in advance unless it's a fast food place.
- may ask for a special table.
- ask if there is a dress code.

Checkroom: - males are expected to check their coats, females may take theirs to the table
- tipping the checkroom attendant is expected unless a notice says "No Tipping".

Seating: - females follow the hostess or maitre d'hotel (headwaiter) with the male behind her.
- females are given the choice seat. She waits for the maitre d'hotel to pull out the chair and then sits. The male then sits.
- if restaurant is the type where you seat yourself, the male leads the way to an agreed upon table and pulls out a chair for the female.

Menus:



- "a la carte" means that you order and pay for each item separately
- "table d'hote" or "prix fixe" indicate a single price for a complete meal. You may still order other items and pay extra for them.
- if you aren't sure of the pricing or what is included, ask the waiter or waitress.

Ordering:

- if the male is paying, the female should ask him what he is ordering to give her a hint about how much he is spending. She should not order anything that costs more than her date's selection unless he has said she could order anything. Now it is common practice for the waiter to ask the female for her order first, then take her date's order.
- if the roles are reversed, the same rules would apply. The male should not order something that costs more than his date's meal.
- if everyone is paying for his/her own, then your wallet is your guide.
- never be embarrassed to ask questions about the menu.

Poor service: - if the food is bad or the orders mixed up, politely inform the waiter.
- if the service is slow or the waiter is rude, politely inform the hostess or headwaiter.

Paying: //



- if you want separate checks arrange this when you order your food.
- the person paying should ask for the bill.
- check for mistakes before paying.
- if several people at the table are ordering the same thing, it is less confusing just to divide the bill evenly. However, if you are short of cash or want a lot less to eat than the others, ask for a separate check.

Tippling:

- the usual tip for good service in restaurants is 10% of the bill at lunch and 15% at dinner.
- if you are not satisfied with the service, inform the hostess during the meal, and leave a smaller (or no) tip.
- if you are unhappy with the food, but the waiter has done his best, the tip should not be reduced, as it is not his fault.
- when paying with a credit card, write the amount of the tip in the space provided.

MENU MYSTERIES

Choose a word to match the definition and put the correct number beside it.

1. Quickly and lightly fried in a small amount of fat. _____ hors d'oeuvres
2. Small relishes or finger food served as an appetizer. (tiny meat balls, small sausage rolls, smoked fish on cracker, devilled eggs) _____ à la king
_____ au jus
3. Food (usually vegetables) cut in strips the size and shape of small matchsticks. _____ petit fours
4. The main course of a dinner. _____ al dente
5. In cream sauce with mushrooms and green or red peppers. _____ au gratin
6. Baked with a topping of bread or cracker crumbs and grated cheese. _____ sautéed
7. Served with the juice of the meat. _____ julienne
8. Tiny white cakes with fancy icing, often decorated with sugar flowers or other candied items. _____ entrée
9. With ice cream. _____ à la mode
10. Referring to pasta, cooked until spaghetti still resists the teeth, or not over-cooked.

EATING IN SOMEONE ELSE'S HOME

RULES FOR A GUEST

1. Tell the host/hostess ahead of time if you have serious allergies or religious practices related to food.
2. Stand behind your chair until the host/hostess sits down, and then be seated from the left side of the chair.
3. Wait until everyone is seated and served before starting to eat, unless the host/hostess asks you to start.
4. If you break a dish or glass, replace or repair the item as soon as you can, or you could send a gift such as flowers, along with a note of apology.
5. If you spill food or beverage and damage clothing or a tablecloth offer to take it to the cleaners and pay the bill.
6. Do not put your napkin on the table after the meal until your host/hostess does.
7. Remain for at least one hour after dinner, as it is hardly considerate to the hostess or host to "eat and run".



GIFTS FOR HOST OR HOSTESS (FOR DINNER)

Acceptable gifts to bring with you would be a bouquet of flowers or a food which can be passed around at the end of the meal (candies or nuts) or saved to be eaten later. Gifts of food or wine may not fit in with the menu plans. Guests should not feel insulted if the gift is saved for another meal.

Usually, neither a gift sent later nor a note is necessary; your verbal thank you when you leave is enough. A phone call the next day to say how much you enjoyed the evening is always welcome.

DID YOU KNOW to take an odd number of flowers to your host/hostess if of Italian descent? Avoid chrysanthemums as they are used only for funerals.

BEFORE THE NEXT MEETING

1. Find two pictures, cartoons, or articles from magazines or newspapers which illustrate either good or bad table etiquette. Recognize the good or bad etiquette pictured, and apply it to your manners.

OR

Pick a rule of etiquette from meeting three which you did not know or need to improve. Practice the correct way at home.

2. Come to Meeting Four with some ideas for a game or entertainment for the party.

DIGGING DEEPER

OPTIONAL INFORMATION FOR SENIOR MEMBERS

A banquet is an important social function. It needs a lot of planning and group effort to be successful.

This meeting does not explain how to plan a banquet, but instead, you will be introduced to banquet protocol (the accepted rules of procedure) and the table manners that are considered good banquet etiquette.

Below is the usual order of program for 4-H banquets but it would be applicable to other situations with some changes. This is a guide only.

Receiving Line
Grace
National Anthem
Toast to the Queen or Canada
Guests are Seated
Dinner
Remarks by Master of Ceremonies
Introduction of Guests
Sing Song
Toasts and Replies
Entertainment
Introduction of Guest Speaker
Speech
Thanking of Guest Speaker
Closing Remarks by Master of Ceremonies



It is unlikely that you will have a sing song and entertainment and a guest speaker, especially if awards are to be given out. They would be the main activity of the evening and would probably replace the guest speaker. The program should be about one hour long, not including dinner.

The Receiving Line gives everyone a chance to meet any special guests (sponsors, Member of Provincial Parliament, Municipal Government Officials). Simply say "Hello", introduce your guest if you have one, and move on. It is helpful if everyone wears a name tag.

The Head Table usually seats eight to ten. People sit there by invitation only. They should include the Master (or Mistress) of Ceremonies (or Toastmaster/Toastmistress), the guest speaker, club officers and those who will propose toasts. The wives, husbands or dates of these people may also be invited to sit there.

People who thank the guest speaker or reply to toasts may sit at the head table or in the audience.

The Master of Ceremonies sits in the centre of the head table, with the guest speaker or guest of honor on his/her right, and the next most honored guest on his/her left. The other head table guests will fill in the remaining spaces, often with men and women seated alternately.

Other people involved in the program, such as the songleader, pianist, or the person saying grace, sit at or near the head table. Place cards should be used at the head table.

If a reporter or photographer has been invited, club members should be assigned to sit with him/her to act as hosts or hostesses.

The normal procedure is for the banquet guests to go through the receiving line and into the dining room to find a place to sit. When all guests are seated, the head table guests will line up in order of seating and walk into the dining room together, and stand behind their chairs. The audience should stand as the head table guests enter, and remain standing until after the toast to the Queen. Rise and be seated from the left side of the chair.

A toast is made to pay tribute to a person, organization, class, etc. A toast to the Queen or to Canada should be the first one made at any occasion. It is done with water. The toastmaster will say, "Ladies and Gentlemen, please drink a toast with me to Her Majesty the Queen." (If guests are not standing they would be asked to rise.) The guests raise their glasses to eye level, say "The Queen", and take a drink. Glasses are never clinked when drinking a toast to the Queen. Guests will then be seated.

The Dinner

Knowing the right way to eat can make the banquet meal a lot more fun. Instead of worrying about making mistakes, you can enjoy the meal and take part in the conversation.

As soon as the head table is seated, you may pass and begin eating the rolls and relishes which are all ready on the table. Place the napkin on your lap. Unfold it if it is small; if it is large, keep it folded in half. Use it to wipe fingers, protect your lap from spills, and when finished, you may touch it to your lips. Place it loosely to the left of your plate when the meal is over.

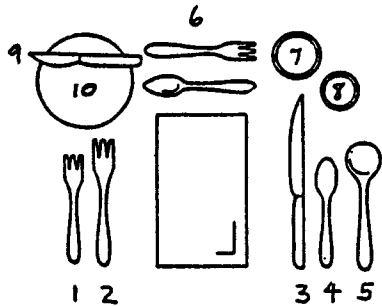
The head table is always served first, and no one else should begin to eat until the head table begins. If in doubt about what to do next, watch others who might know, especially people at the head table.

The table will be set with the dishes and cutlery needed for the particular meal being served. There will be a use for each utensil so think about what you are eating as you choose the utensil to eat it with.

The first rule to know is that forks are always on the left of the dinner plate and knives and spoons always on the right. Knives are next to the plate with cutting edge facing the plate, and spoons are on the outside edge.

Exception! Sometimes a dessert spoon and/or fork are placed above the dinner plate.

The cutlery is placed so that the first piece you come to is the first one you need. If soup is served before the main course, the soup spoon will be on the outer right edge. Use it first. If a salad follows the soup, the salad fork will be on the outer left edge. Use it next.



1. Salad fork
2. Dinner fork
3. Dinner knife
4. Beverage spoon
5. Soup spoon
6. Dessert fork and spoon
7. Water glass
8. Wine glass
9. Butter knife
10. Bread and butter plate

When you have finished eating your main course, signal that you are through by placing the knife and fork across your plate diagonally. The servers will then remove your plate. If dessert is served on a plate, place the fork or spoon on the plate when you are finished. If dessert was served in a sherbet or fruit dish, with a small plate underneath, place the dirty utensil on the plate, not in the dish.

MEETING FOUR

'GETTING AROUND'

DATE: _____

NEXT MEETING:

DATE: _____

TIME: _____

TIME: _____

PLACE: _____

PLACE: _____

DEAR MEMBER

What would you consider to be a good rule of courtesy when travelling. (consider bicycling, walking, or driving)

TRAVELLING COURTESY

Each and everyone of us travels. Some have been fortunate to have travelled to far and exotic places. Others have just gone to school and back or to a major city. In order to get to your destination and back, you travelled. It may have been by foot, bicycle, car, bus, train, taxi or plane. For each mode of transportation, there are certain rules of courtesy.

GENERAL RULES

1. Take as few pieces of luggage as possible. You may have to carry it at some places!
2. Dress neatly but be comfortable.
3. Keep track of your tickets and schedule. Knowing how many stops the bus or train makes before it arrives at your destination, will allow you to relax and enjoy the trip. You won't always be jumping up and asking "What is this stop?"
4. Wear a watch so you don't have to ask what time it is every few minutes. Borrow one for the trip, if you don't own one.
5. Have a list of emergency phone numbers in a small notebook. e.g. your mother's or father's workplace, the people or place you are visiting.
6. If you have any questions, ask the stewardess, steward, bus driver, or train ticket collectors. They are there to assist you in any way.
7. Do not take a lot of cash. Traveller's cheques can be replaced if lost or stolen and are accepted everywhere as readily as cash. Treat credit cards and traveller's cheques like cash.



WALKING

"Pedestrian" manners are meant to prevent people from being injured and to be an aid to people who want to avoid injuring them. Remember all the pedestrian rules!

- Don't cross until the signal says "walk".
- Don't cross streets in the middle of a block.
- Don't dart from behind or in front of parked cars.



If the light turns red when you are in the middle of an intersection, continue to walk across the street. Drivers will wait and give you time to pass.

Walk on the left-hand side of the road if there are no sidewalks. If you walk on the right-hand side you cannot see a car approach you. Sometimes you cannot hear a car coming from behind you. Walk so you can see all traffic at all times.

CYCLING

Cyclists should know the rules of the road and follow them at all times. It is very important to learn about traffic now, when you are a cyclist. Soon you will be a motorist. Remember a good bike driver usually becomes a good car driver.



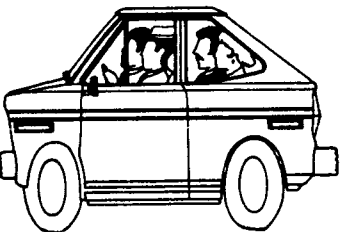
- a bicycle that "fits" is easy to control, comfortable to ride and doesn't hurt your knees.
- make sure your bicycle is in safe operating condition.
- practice with your bicycle before you take it out on a busy street. If you're used to a standard bicycle, you'll find a high-speed, geared bicycle harder to handle.
- ride as close as possible to the right-hand side of the road and in single file.
- if you're out after dark or in poor visibility, make sure motorists can see you. Use a light, reflector and reflective tape required by law. Wear something light-coloured.
- ride "defensively". Remember, you're one of the smallest units on the road. It's not always easy for motorists to see you.

CAR

Be sensitive to the presence of other people in the car. You are sitting very close to other people and have limited space. Talking, playing your radio or tape player loudly, and frequent moving in your seat may annoy your travelling mates.

Any of the above may also distract the driver. Remember, your safety is in the driver's hands, so be considerate of his/her concentration.

Remember to buckle up.



COMMUTER TRAINS AND SUBWAYS

Because this mode of travel is used everyday by a number of people, a different set of rules have developed. There is little communication or even consideration on commuter trains and subways. It is "every person for him/herself", in a rush to get a seat.

There are some unwritten rules though.

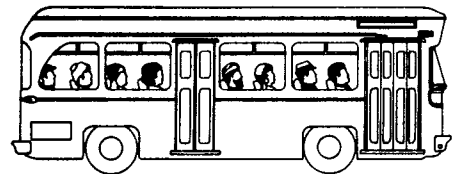
- you should offer your seat to an elderly person, an obviously pregnant lady, or a physically challenged person.
- with regard to the rush for seats, "first come, first served" is the rule. Late arrivals get the less comfortable middle seats.
- conversation is not expected or welcomed on commuter trains or subways. If you do meet a friend, keep your voices low so you don't disturb those nearby.
- allow those who are getting off the vehicle to do so first, then you may board.

PLANE

- arrive in plenty of time before departure to check in and get your boarding pass and seat. Check either with your travel agent or airline to ensure amount of time required.
- if you have a good book, small quiet game, tape player with earphones or handiwork, take it along. It will help to pass the time.
- hand luggage has to fit under airline seats. Check with the airline on permitted sizes.
- once you are on board, stay in your seat with seat belts fastened unless you have to get up.
- stay in the washroom only the amount of time required. Remember, there may be other people waiting. Always leave the bathroom clean, whether you found it that way or not.
- most importantly, people are sitting very close together. Consider the comfort of others when talking; playing your radio or tape machine; and the frequency of turning your light on and off, moving your seat position, raising and lowering your tray and leaving your seat.

BUS

- travel on a bus is much the same as on a plane or in a car - close quarters call for consideration of others.
- changing seats while the bus is in motion is dangerous.
- when you are riding on a crowded city bus, subway or streetcar, give your seat to an elderly person, someone who is physically challenged, a mother with very young children or someone with a number of packages.
- allow those who are getting off the vehicle to do so first, then you may board.



DID YOU KNOW in India, men may shake hands with other men when meeting or leaving. If introduced to a woman, a man should not shake hands but should place his palms together and bow slightly.

PACKING A SUITCASE

Planning your travel wardrobe requires a great deal of thought.

Choose main clothing items in a basic color that will coordinate with several tops or shirts and accessories. Females might choose skirts, pants and tops that coordinate with a jacket. Males should select shirts that coordinate with different casual or dress pants and a jacket. A sweater can provide a layer of warmth as well as lend a different or a casual look under a jacket. Mixing and matching basic pieces can avoid over-packing.

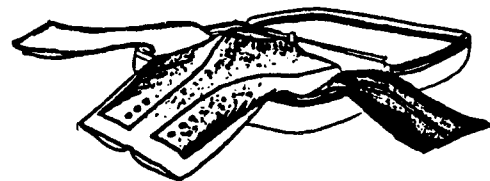
When travelling, people who are seeing you won't be aware that you are wearing the same basic pieces.

Items you choose should be easy to care for and resistant to wrinkling. Synthetic fabrics dry quickly if washed to wear the next day.

There are a variety of ways to pack a suitcase depending on the number of items to be packed and the size of the suitcase. Try this basic method.

1. Pack heavy items (eg. shoes, grooming items, hair dryer) on the bottom of the suitcase next to the hinged end. Non-crushables (underwear, sweaters) can be rolled and used to fill in spaces. Small items can go inside the toes of shoes.

Layer garments, placing the widest part into the suitcase and letting the remainder of the garment hang over the side of the suitcase. Alternate the direction of the overhang. After the final garment is in place, fold the overhanging parts on top.



NOTE:

Carry spillables such as make-up, hair spray, shaving cream in plastic lined cases or self-sealing plastic bags.

Small amounts of cosmetics can be carried in plastic containers. A bit of absorbent cotton at the top will prevent any leaks.

If your suitcase is large enough, pack garments on hangers.

STAYING IN A HOTEL

Staying away from home is a real treat, but DON'T leave your manners behind when you travel.

Running in the halls, playing on elevators, escalators or in revolving doors, playing the radio or TV too loudly, or jumping on beds is very disturbing to the other guests. Imagine your embarrassment if someone reports your behaviour to the management or to your group's leader.

BEING A HOUSEGUEST

It's exciting and a compliment to be invited to share another family's home. The following tips will help you feel more comfortable and enjoy your stay.

1. Be sure your friend's parents discuss the invitation with your parents, not just with you. This will avoid any confusion and "surprised" parents.
2. Be sure to agree on the time of arrival and how long you are expected to stay. If you are an overnight guest only, it is wise to leave by noon the following day.
3. Take your own toilet necessities so you won't have to borrow anything. eg. toothbrush, toothpaste, comb, curling iron, hairbrush, soap if you have allergies.
4. Be prepared to do what your friend's family has planned and to follow their way of doing things.
5. Be neat when you are visiting. Hang up your clothes, keep small items together (in your suitcase if no drawer space is provided), leave the bathroom clean, and make your own bed.
6. Don't raid the kitchen every fifteen minutes. You may ask for a snack at appropriate times.
7. Don't look into closets, dresser or cabinet drawers and behind bedroom doors.
8. When you are ready to leave, pack up everything you brought so your host/hostess doesn't have to mail or deliver items you forgot. Before leaving, check each room for any of your articles.
9. Thank your friend's mother and father before you leave. If you have been an overnight guest, words are enough. A guest for several days should write a thank you note within 2 or 3 days after returning home.

Write the number of the most appropriate response in the blank following each situation.

If your houseguest....

- a. doesn't pay for long distance phone calls _____
- b. likes to look through the medicine cabinet _____
- c. is pleasant, cooperative and helpful _____
- d. is looking through your dresser drawers _____
- e. offers to strip the bed when he/she is leaving _____
- f. doesn't say how long the visit will be _____
- g. has not visited you before _____
- h. complains about your hospitality _____
- i. has an unexpected guest _____
- j. doesn't offer any help with household tasks _____

As a host/hostess you might....

- 1. say "Are you looking for something? Perhaps I can help you".
- 2. discuss it with him/her so you can make plans convenient to all.
- 3. introduce him/her to your family.
- 4. expect to be included in their activities.
- 5. fill it with marbles that will fall out when the door is opened!!
- 6. send the bill with a note saying "Thought you would be expecting this."
- 7. not invite him/her again.
- 8. provide clean sheets or ask him/her to "make" the bed without sheets or decline the offer
- 9. say "Would you mind reaching those dishes for me?"
- 10. reward him/her with a return invitation

CONSIDERING PHYSICALLY CHALLENGED PEOPLE

You will probably meet physically challenged people from time to time who you wish to help. Your act of kindness, if handled in the wrong way, may cause much embarrassment. The following tips may give you the know how to avoid difficult situations.



- 1. NEVER stare or indicate that you are conscious of the person's disability.

2. Always ask politely if you can be of assistance to a physically challenged person.
3. Never make personal remarks or ask personal questions about the person's disability. If he/she wish to talk about it, let them begin the discussion.
4. Encourage physically challenged people to take part in family and social activities. People with severe handicaps may withdraw from others. They may need a little extra urging and enthusiasm but also be sensitive to their reactions.
5. PEOPLE WITH HEARING LOSS
 - always face them when speaking
 - don't exaggerate mouth movements
 - speak clearly and distinctly without slurring words together
 - don't shout
 - don't expect them to hear properly if several people are speaking at once
 - be patient
6. PEOPLE WITH LOW OR NO VISION
 - talk to him/her about the subjects that interest your other friends
 - when giving assistance, let him/her take your arm
 - when giving directions, be sure to use left and right from the direction the blind person is facing
 - when entering a room and a blind person is present, say who you are. Also announce when you are leaving.
 - remove obstacles that are in the way or warn the person
 - when going up or down stairs with a blind person, keep one step ahead so that you can warn them when you have reached the top or bottom
 - help a blind person at dinner by telling him/her the position of the food on the plate as if it were a clock-face
 - people with low vision may have trouble reading letters written with an ordinary ball-point pen. By using black felt pen, printing larger than usual, and using every other line, they can often read it.
7. PEOPLE IN WHEELCHAIRS
 - put the brake on before helping the person get out or in
 - when talking to someone in a wheel chair, it's better to sit down so that he/she doesn't have to strain to look at you

JUDGING MADE EASY

Refer to the 4-H Judging Handbook, pages 1 to 3 for judging know how. If you do not have one, please ask your leader to get you a copy.

DID YOU KNOW that in the Arab states it is an insult to sit in such a way that the soles of your shoes are shown to your host. Do not place your feet on a desk, table or chair.

BEFORE THE NEXT MEETING

1. While travelling, observe the courtesy of other travellers. e.g. walkers, bikers, etc. Watch for lack of consideration and also good etiquette on the part of any group. Note below.

2. From your role play activity in meeting 4, answer the following questions.

What handicap did you choose? _____

What problems did you encounter? _____

Were people considerate? _____

Any other comments? _____

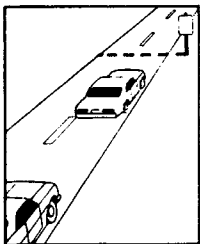
DIGGING DEEPER

OPTIONAL INFORMATION FOR SENIOR MEMBERS

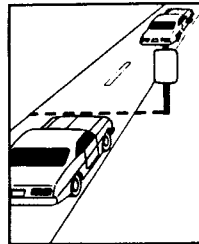
DRIVING COURTESY

Congratulations on obtaining your driver's license! You have just reached another step toward independence. BUT don't become one of those drivers who put others at risk. Driving also has rules of etiquette. Some are listed below.

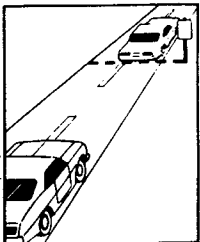
1. Driving excellence calls for constant effort. This skill requires good reflexes, good judgement and good will toward other motorists.
2. Keep your eyes open and be alert for the mistakes of others. Your total concentration on driving could avoid an accident.
3. Following another vehicle too closely is one of the most common driver errors. Following too closely does not give you enough room to react and come to a stop should you have to. At night, with reduced visisiblity, travelling too closely is even more dangerous. Your lights will also irritate the driver ahead of you. Practice the two-second rule which is illustrated below.



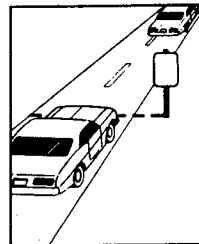
A. The car ahead is approaching a check point (a hydro pole, road sign, etc.)



C. Two seconds (one-thousand-and-one, one-thousand-and-two) is correct.



B. Begin counting as the rear of the car ahead passes the check point.

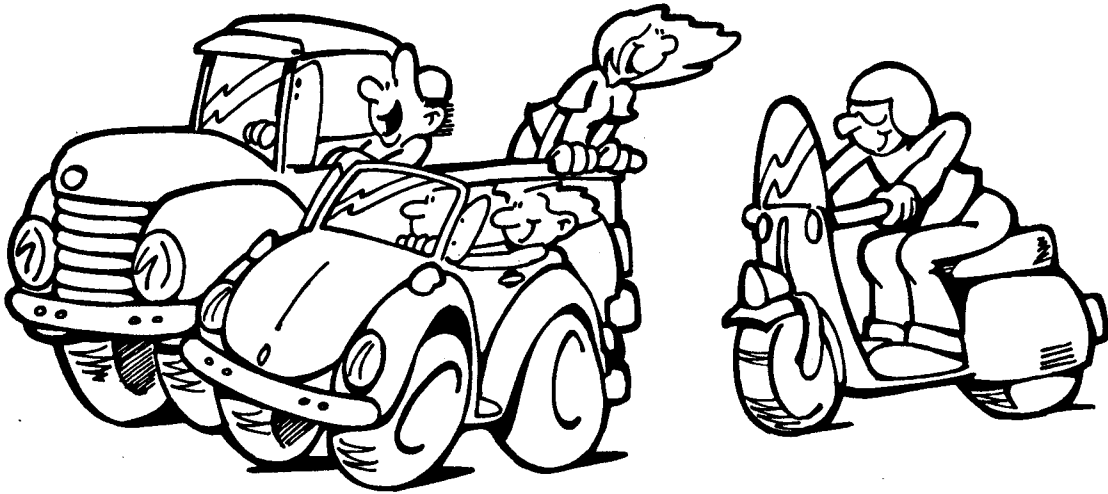


D. More than two seconds, (one-thousand-and-one, one-thousand-and-two, one-thousand...) adds up to a greater safety factor.

4. Do not become involved in a serious conversation with your passengers. Sometimes even a casual conversation can be enough of a distraction to divert your attention and result in an accident.
5. In order to see properly, your eyes must move continuously. Don't stare ahead. Look up and around.
6. Good drivers develop a routine for looking ahead, from side to side, and in the mirrors. Check every 5 to 10 seconds.
7. Be aware of "blind spots". Be sure not to drive in the blind spots of other motorists.

8. When merging, ensure there is sufficient space for your vehicle to fit into the traffic flow without causing sudden braking by those behind.
9. In slow traffic, do not lane hop. You usually do not gain any ground BUT you have made a number of motorists very angry. BE PATIENT!
10. Do not drink and drive. Your future could take a sudden turn for the worst.

REMEMBER! Your driving habits will affect your wallet. A poor driver will have very high insurance rates!



MEETING FIVE

'CLOSE ENCOUNTERS'

DATE: _____

TIME: _____

PLACE: _____

NEXT MEETING:
DATE: _____

TIME: _____

PLACE: _____

DEAR MEMBER

What question would you most like answered (or discussed) about "being considerate of the opposite sex"? (dating, refusing dates, what to do, etc.)

NOTE: The following information is given only as a general guide. Please consult with your parents to determine what their rules, expectations, and guidelines are.

GROUP DATING

In your early teen years, your dating experience will probably be what we call "group dating". The confidence you gain from handling problems you meet in group situations will give you confidence for when you are in a one to one situation. With group dates, it is very important to stress the consideration of others. Some people feel very awkward when meeting a "gang" of young people.

The following topics usually refer to a "one to one" situation, but they can be adapted to group encounters.

Can you think of some fun things to do when out for an evening, whether it be a date or with friends? (males and females)



INTERESTED ? ?

At one time a girl could not even begin a conversation with a boy. The boy always had to start it!

Luckily times have changed. Now boys and girls can develop friendships with each other - not just dating relationships. But how do you start a boy/girl friendship without being loud and assertive. Begin by treating others the way you wish to be treated.

1. Be honest but be kind. Sometimes it is difficult to say what you think without causing anger. Think before you speak!
2. Don't gossip or talk about others behind their backs.

3. Smile and speak. If you smile and say hello to familiar faces in a crowd, they will think you are friendly.
4. Be interested. Listen when others are talking to you and take an interest in what they are saying.
5. Join clubs and become involved in extra activities. The more exposure you have, the more people you will meet, the better chances for a friendship to develop.
6. Introduce yourself. After talking a minute or two, you will know whether a friendship could develop.
7. Males or females may ask each other for dates, but ask in such a way that it can be refused without being insulting. Beware of being too independent and "strong" when asking.

LOOK YOUR BEST:

Hang this list on your mirror and check it every time you dress.

- Are you neat and clean?
- Is your clothing appropriate for where you are going and your age?
- Is your outfit coordinated?
- Are your socks and shoes appropriate to your outfit?
- Is your posture becoming?

ASKING FOR A DATE

1. Call or ask in person.
2. A question such as, "Would you like to go to the movies Saturday night?" will receive a more positive answer than, "Are you busy Saturday night?"
3. Ask well in advance or it looks as if others have refused you and this person is your last choice. Two to four days for a regular date is enough time.

For special events, like a prom or formal, call 2 to 3 weeks ahead, then check a few days before the prom to make final arrangements.

ACCEPTING A DATE

Be enthusiastic and prompt when accepting a date. If you can't give an immediate answer, say why. Be sure to reply as soon as possible.

Once you've accepted a date, you must keep the date unless a real emergency arises.

REFUSING A DATE

When refusing a date, be friendly, but firm. Smile when you say no. Be polite. Statements such as the following, "I'm really sorry, but I already have plans" will allow you the option of attending the same function without causing embarrassment.

Refusing a date you'd really like to accept requires sincere regret so you will be asked again. You may explain further why you can't go. This will give the impression that you really are sorry and really do wish you could go.

Above all, be honest. If you do refuse a date, keep it to yourself.



COMMUNICATION

Give your date (or ask your date for) details about the place you are going and what clothing is appropriate. Be specific and discuss ahead of time.

- where are you going
- when, the date and time
- who are you going with (another couple)
- will food be served
- who will be paying for what
- appropriate dress
- how you will get there and who provides transportation

Don't leave any surprises for the last minute!

BE ON TIME:

Your date will breathe a sigh of relief when you and not your father or mother answer the door. Being late could also cause you to miss the beginning of the event you will be attending.

INTRODUCTIONS:

Tell your parents ahead of time your date's name and a little something about him/her so that they can start a conversation. When your date arrives, introduce him/her to your parents and allow a few minutes of getting acquainted time. This exercise makes parents feel better than simply hearing a car horn outside.

Your parents will feel more comfortable if you are picked up at home, and returned there, unless there is a good reason for doing otherwise.

KEEP YOUR PARENTS INFORMED:

Tell them where you are going and when you expect to be back. Call them if plans change. It is important for them to have this information in case of an emergency. Keeping them informed also builds trust.

CURFEWS:

It is up to you to let your group of friends or date know if you have to be home at a certain time, and to remind them later in the evening that it's time to leave. If necessary, call home for an extension and explain why. Parents will appreciate knowing what is going on and why you'll be late.

Whoever does the driving should deliver the friends to their doors.

SAYING GOODNIGHT:

Tell your date if you really had a good time. "I'm really happy you asked me out" is more personal than just, "I enjoyed the movie". If you are not comfortable kissing on the first date, thank your escort sincerely and say goodnight - don't linger at the door.

PEER PRESSURE

Every teen is subjected to a very strong but invisible force - subtle pressure from people of your age to look or behave the way that everyone else does. It is a strange world. You are supposed to be an independent person but be like everyone else.

There are different degrees of peer pressure.

- good - do well at school, look neat and attractive
- not-so-good - attend parties you don't wish to
- bad pressure - to use drugs, drink and drive, shoplift

Occasionally you give into pressure to feel accepted. As a teen you will have feelings of not being accepted by those around you. You are not the only one to have those feelings. Your Mom and Dad, Aunts and Uncles all experienced it. Ask yourself why you need to go along with the group. True, you want to be liked, but do you have to run the risk of being arrested and charged just to get someone to like you.

Remember, you DON'T have to do something that someone else wants you to do, especially if it doesn't feel right to you.



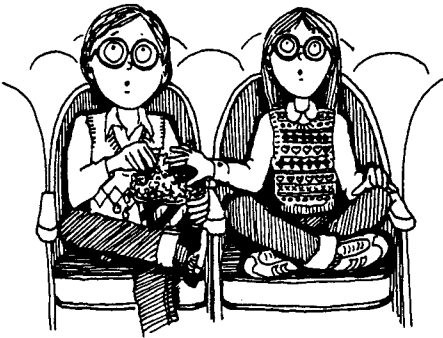
HOUSE PARTIES

What better way to learn to entertain and have fun than to have a house party. The guest list should include those who enjoy each other's company, but keep the number controllable. Consider the size of the room and how much the party will cost.

When you have a party, your parents should be at home. Your parents can make their presence known by saying "Hello" when the guests arrive and then retire to another room of the house. This way if any problem arises - alcohol, drugs - then you could ask for help. Instead of having your parents checking every so often, arrange that you will call them immediately if things get out of hand.

AT THE MOVIES (or wherever you may be)

These guidelines are set out for movies specifically but may be adapted to any activity or event you attend.



- To squeeze past someone if you have to leave your row, thank them if they stand up or move for you.
 - If someone tries to squeeze past you, males usually stand, and females turn sideways in the seat.
 - It is considered better manners to join the end of a line-up for a movie, rather than one person saving a place in line while the other one parks the car.
- Have you ever noticed how much noise can be made by crumpling paper, slurping drinks or shaking popcorn boxes?
 - Put all discarded wrappers and drinking cups in the trash cans. It is not very pleasant to step on a sticky wrapper or upset a cup that has been left by a previous person.

KEEP IT CLEAN INSIDE A THEATRE OR STADIUM, AS WELL AS OUTSIDE!

Once the movie starts do not:

- talk constantly to your friends or to the movie screen
- move your head frequently (this is very frustrating to the people sitting behind you)
- kick the chair in front of you
- put your feet on the chair in front of you, or
- wander back and forth to the snack bar or washroom in a steady stream.

BREAKING UP

When you feel that a relationship is going downhill, or things aren't going as well as they used to, try to communicate your feelings as quickly as possible. Dragging things on, just because you are afraid of hurting your steady's feelings, may hurt more than just explaining how you feel, being honest and firm.

- Return personal property belonging to your ex-steady (class rings, tapes, sweaters).
- Never put into writing anything you might later regret.
- Do not use friends as go-betweens, as things often become too complicated. It's better to do things yourself so you can control what's being said.
- Breaking up is hard to do, as the song goes, but try to let out your hurt and frustration privately, rather than trying to get back at your former steady in public or by planning revenge.

Hard as it may be to believe now, you will find someone else and life will go on!

DATING DAZE

Imagine that John and Jennifer are your age. What do you feel is the most appropriate way of dealing with these situations?

1. Jennifer really likes Scott who is in her class at school. He is very shy. Jennifer would like to go with him to the school dance. She should:

_____ wait for him to ask.

_____ ask him if he would like to take her to the dance and arrange for the tickets herself.

_____ casually mention her wishes to some of Scott's friends.

_____ ask him if he would like to "go dutch" with her to the dance.

_____ forget about going to the dance.



2. John and Jennifer go to a party and find that a lot of their friends are smoking marijuana. They should:

- _____ Ask to join in.
- _____ Pretend that they don't see it and stay at the party.
- _____ Get angry at their friends and tell them off.
- _____ Leave right away.
- _____ Call the police.

3. Jennifer has asked a boy from another school to her graduation prom. Who pays for

	Jennifer	Her Date
Tickets to the dance	_____	_____
Tuxedo rental for her date (if required)	_____	_____
Jennifer's corsage	_____	_____
Dinner before the dance	_____	_____
Transportation to the dinner and dance	_____	_____

BEFORE NEXT MEETING

1. At this time in your life it is very important that you know what your parents' expectations are and they know your view about the material just covered in this manual. Sometime this week have a discussion with your parents about the following topics. Be sure to share your view and understand your parents' view.

- Boy/girl Relationships (what age can you start dating, etc.)
- Girls asking Boys for Dates
- Curfew

2. Complete your preparations for the party.

DIGGING DEEPER

OPTIONAL INFORMATION FOR SENIOR MEMBERS

SAYING NO

Because you care for someone, you are more likely to want to do things to please them. Beware of the person who seems to make unreasonable demands of you and be aware of how those demands make you feel. Often, when we do something because someone else wants us to and not because we feel it's right for us, we end up resenting or hating the person we feel "made" us do it.

Remember no one can make you do anything - the choice is yours.



SEX

Sex is an expression of love between two people who really care for each other. Before you decide to have sex, ask yourself some of the following questions and honestly answer them.

- Is everyone else really doing it or is it all talk?
- If I have sex with this person, will I be able to look them in the eye tomorrow and talk about the experience openly?
- What if this experience results in venereal disease, AIDS, or a pregnancy?
- Do I just like or love this person?
- Is this the only way to prove my love?

When saying no, mean it. Use a firm voice. Then it would be a good idea to discuss and examine your feelings for each other. Consider your future plans.

ALCOHOL AND DRUGS

If you are attending a party where alcohol is served or drugs are being used, the following are a few pointers to consider. (Alcohol is specifically mentioned, but the same can apply to drugs.)

1. Appoint a designated driver when travelling in a group or even as a couple. If the designated driver is unable to drive after the party, make other arrangements to get home. Phone your parents, or arrange for a taxi. If a friend offers, be sure they haven't been drinking. More than half the traffic deaths in Canada involve at least one drinking driver.



2. If your friend tries to persuade you to drink and you don't wish to, refuse firmly. Sometimes a smile will make the "No" a little easier to accept.
3. If you notice someone is wanting to drive home but is in no condition to do so, discourage them from driving. Try to get the keys, and then make other safe arrangements. (Another parent, taxi).
4. Unless it has been requested by the host/hostess, do not take alcohol to a house party. It is inappropriate and is in very poor taste to smuggle alcohol into a party.
5. For those of you who do not control your alcohol consumption, you are not being a very considerate person. People will not respect or hold you in high regard.

MEETING SIX

"LET'S PRACTICE"

DATE: _____

TIME: _____

PLACE: _____

PARTY PLANNING CHART

THEME: _____

GUESTS: _____

ACTIVITY	IN CHARGE	ASSISTANTS	EQUIPMENT
Invitations			
Decorations			
Utensils and Plates			
Food			
Games Entertainment			
Clean-up			

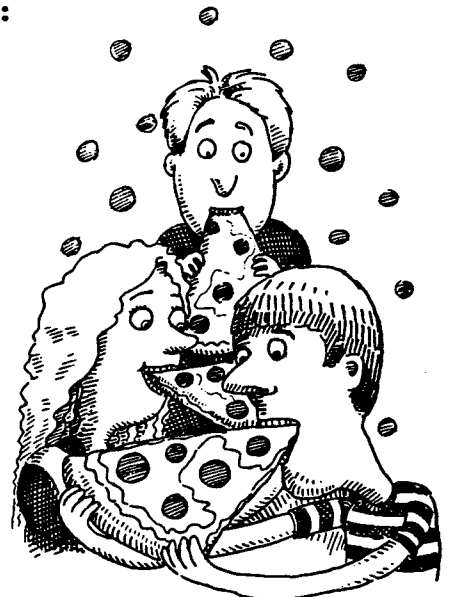
Report on your club's party.

SAMPLE OF INVITATION ISSUED (and reply card if used):



THE MENU:

What I was responsible to supply for the menu:



ENTERTAINMENT AND GAMES:

(How did you help with the entertainment and games?)



CLEANUP

(How did you help to clean up?)

EVALUATION: (How successful was the party? Where would you make improvements for the next one? What did you learn from the experience?)

JUDGING ACTIVITY

Your leader will provide you with a menu, for which 4 different table settings have been set out. Using the pointers below, judge the class.

Points to consider when judging table settings

UTENSILS

VALUE

- read the menu, making note of what is being served and what utensils are required
- are all utensils present
- are some utensils missing, if missing are they important
- are all utensils in safe condition (no chips, cracks, bent tines)

50

APPEARANCE

- is the setting neat looking
- are utensils clean
- is tablecloth, placemats clean
- is everything within "dining" space
- is there a colour scheme
- are utensils placed correctly

50

100

Use the reasons worksheet in the 4-H Judging Handbook to help you organize your reasons.

DIGGING DEEPER

OPTIONAL INFORMATION FOR SENIOR MEMBERS

You have reached that magic age group. You can go out to work and earn your own income. But how does one start to find that job? Is there such a term as business etiquette? What business etiquette should I know? To answer the second question, yes there is such a thing as "business etiquette". Following are a few pointers to help you get started in that first job and to understand business etiquette.

THE RESUMÉ

Your first step will be to prepare a resumé - a short history of yourself. A good resumé may not get you the job, but a poor resumé will not get you an interview.

A resumé includes:

1. Your name, address including postal code and phone number.
2. An employment history starting at the present and going back.
3. An education history (do not include elementary schooling). List any continuing education courses which may increase your qualifications for this position.
4. Include any awards received through education or extra curricular activities.
5. Include any languages spoken other than English.
6. Include any skills that are job related.
7. Include volunteer work and community activities.
8. State that references are available on request. Usually three references are required. Be sure to ask their permission. A good mix would be a previous employer, (if first job, use the people you babysit for, cut grass for, etc.), a teacher, and a family friend. Do not give family members as references.

Once you have composed your resumé, have a business person examine it for detail and style. Once it is complete, type it on good quality plain white paper. Accuracy is essential - no mistakes in spelling, typing or grammar.

Do not include the salary you wish on your resumé. It may be stated in your covering letter if the ad requests the expected salary level.

Ensure the original resumé has photocopied well. The printing should be clear, the rows straight, and not too many black spots.

Send a short covering letter with your resumé, indicating the position you are applying for and a few of your qualifications. Address it to the person conducting the interview, with appropriate title. This letter should not be photocopied.

THE INTERVIEW

Your resumé is impressive! You have been granted an interview! The following may help you overcome your jitters.

1. Good manners and good posture radiate confidence.
2. Dress appropriately. Ensure your hair and nails are clean and well groomed, your clothes are clean and pressed.
3. Take a copy of your resumé in a folder or attaché case. A second copy may be required.
4. Try to stay relaxed if kept waiting.
5. Greet the interviewer with a smile, make eye contact, shake hands and introduce yourself.
6. Sit when asked.
7. Do not smoke, chew gum, eat candy or fidget nervously.
8. Sit comfortably in the chair but don't slump, and look your interviewer in the eye when you speak.
9. Answer any questions honestly. Lying can cost you your job if it is discovered later. Do not criticize your previous employer.
10. At the conclusion of the interview, thank the interviewer, shake hands, and depart promptly. You can follow up the interview with a short, typed note thanking the interviewer for his or her time.

GOOD LUCK!

PROJECT SUMMARY — ETIQUETTE

A. Member Comments:

1. What did you gain from taking this project?

2. Which meeting or topic was the most/least interesting? Why?
Most: _____

Least: _____

3. Comment and/or give suggestions for improvements on the overall project (eg. activities, tours, achievement program, member presentations, senior projects, judging information).

4. What interests would you like to explore through future 4-H projects?

B. Parent/Guardian Comments: _____

C. Leader Comments: _____

This project has been completed satisfactorily.

Member _____ Leader _____

Date _____ Leader _____
