

WE LIKE IT DONE

THIS WAY

at Michigan State College

Sponsored by

The Spartan Women's League

of

Michigan State College

Foreword

Well, here you are at State to get what it can give to you. No longer are the football and class honors from the old home town recognized. You now are only a small one of 4000 others, and it's entirely up to you how well M.S.C. succeeds in cultivating you. Be a help and not a hindrance to everyone and everything around you. (This must be limited in exam hours.)

There are certain faux pas which even the best of us are certain to make. Our only hope is that this little Blue Book will leave you with a more pleasant and satisfied feeling than those completed for our dear instructors.

> We desire to fully answer your dismayed questions - "What to do?", "What to wear?", and "Why".

Thank You:

"Politeness is to do and say the kindest thing in the kindest way".

Boys, you don't know how far courtesy will get you with a girl. If you think it's funny to climb all over a girl's feet in the act of finding your place in the car, someone has given you the wrong idea.

Likewise, the doors in the college buildings are rather big and bangy, and the meek female does so appreciate the deference shown her when you hold them open.



But girls when you do receive these courtesies, be kind enough to thank your helper. (Manners can well be shown by both sexes.)

If the boys do everything to make their girl friends feel like queens, they, in turn, are admired as princes (by others).

Necessity of Mirror Exams

Your personal appearance rates as one of the most important things to your success on campus. Your popularity ranges from women's social activities to "dates" with men. "Smoothie" Smith is going

to want to show you off to the fraternity brothers instead of hiding you in a corner as an unsuccessful "blind", and all our women's organizations are going to be proud of a member who is neat and fastidious. Don't try to be a "dude" or a "Fashion plate" but keep what clothes you have clean and well-pressed.

Men with baggy trousers and a haircut resembling Tarzan's don't make any girl's heart thump. And also, beards were given to men to shave, not to enable them to join the House of David. This prickly feature is disagreeable in more ways than one moonlight never covers it up.

You'll get along if your skin, hair, and nails are clean, and if you'll have no need to increase the sales of Listerine or Lifebuoy manufacturers. A mirror exam won't hurt anyone. Sports clothes and only <u>sports clothes</u> are the proper attire for campus. These girls who come lilting into class with spike heels and earrings are almost hopeless cases unless someone tells them their mistake. Woolen dresses, skirts, and sweaters are the most sensible along with low or medium heel oxfords. Don't try to be exotic in your everyday clothes. Men should wear business suits and sweaters.



For teas, women should include hats and gloves with school or informal afternoon dresses. Don't wear long, flowing gowns girls; that is, if you would rather not be a whispered laughing stock.

Since men have taken to teas, we might say that their best bet is their Sunday-go-to-meetin' suit. They usually look their best in that.

And now for those tea dances, where everyone goes to dance and where half of them get to do it. If you don't want to be a wall-flower, pick out your perkiest dress, the one which is most flattering to you, and pray that it will do its duty and attract at least one good dancer.

Men, try to wear suits! It's indeed the proper thing and much more pleasant for the girls. Imagine five-foot-Betsy chafing her cheek on six-foot-John's sweater. It's bound to leave a bad taste and an annoying ball of wool in her mouth.

Women should dress up a little more than ordinarily for evening concerts, plays, and lectures. A street or afternoon dress will fill the bill quite completely and gives you a chance to get away from your sweaters for awhile. Men again should wear business suits.

When the XYZ's are having an Open House and the big moment of the hour has asked you, make him glad he issued the invitation. Don't go draped

> in a trailing formal. Rather, be moderate in your dress. An informal or afternoon dress is the



proper thing. Joe College is going to feel a lot more comfortable if Betty Co-ed is underdressed rather than the other extreme. This is very important to remember.

For semi-formal parties the girl is permitted to don her semiformal, dinner, or Sunday evening dress. They all mean about the same thing, so don't let the names worry you. At last the moment has come when you can wear a long dress appropriately - but be sure it does you justice. Far better; wear your own attractive gown several times rather than borrow your roommate's, for it may disclose some of your less attractive points in appearance and her's in disposition.

State Formal parties are generally held winter term, but some are scattered here and there during the fall and spring. These call for long, low-cut frocks and if the girl is lucky,



a corsage. Boys, if the money supply isn't too low at the time, you'll give her a big thrill by sending her flowers. Remember, it's your thoughtfulness, not the amount of money you spend that counts. Dandelions would be perfect - if you can get them, and - if her dress doesn't happen to be red.

Youse guys have to suffer in stiff fronts for this kind of affair, so buy, borrow, or steal that tux.



At sorority and fraternity rushing parties the girls wear simple afternoon dresses while the boys don that inevitable business suit.

Never wear your stunning lounging pajamas, negligees, or slippers to dinner in the dormitory. You should be fully dressed so that you could step onto the campus when you enter the dining room. About riding habits they can be worn to breakfast, lunch, or cafeteria dinner, but never to dinner. Although they are very good looking, avoid wearing them on campus except when necessary; then cover them with a coat. Men adore feminine clothes on a woman.

Summary:

Appropriateness and becomingness are the two most important items in selecting clothes.

Remember that it is always better taste to be under-dressed than overdressed. It is far better to wear a school dress to a party than a party dress to school. May I Present?

There are probably more errors in introductions than in any other form of courtesy. Certain set rules must be followed or the results will be most embarassing.

This collegiate stuff certainly doesn't go over big with the girl! If her escort presents her to his friend as "Bill, meet the girl friend", she should ignore him for the rest of the evening. (Excuses can be made for freshmen, but don't let it happen twice.)



The order of introduction is as follows (write this on your cuff, if necessary): Older women, married women, single women, older men, married men, single men. That is - always present a gentleman to a lady, a young man to an older man, and a young woman to an older woman.

A formal introduction is simple and direct - "Miss Young Lady may I present Mr. Gentleman?" Informal introductions may be a lot more original or follow the general patterns - "Miss GettingAlong-In-Years, this is Miss Still-In-Her-Teens", or "Mrs. Already-Caught-A-Man, Miss Hopeful".

A girl need not stand unless she is being introduced to an older woman, but a man should be on his feet immediately. A good, firm handclasp is customary among men, but it is an uncommon practice with girls. However, girls, if a hand is offered to you, don't be rude enough to refuse it.

The reply to any introduction is "How do you do" not "Pleased to meet you". If flattery is the only approach you can use to begin a conversation, keep quiet. There is nothing more distasteful than an uncalled-for compliment. If you have a witty remark, so much the better, but don't feel that popularity consists of falling all over a person the first time you meet him or her.

Try to avoid talking about yourself, even though it is a bit hard. People enjoy hearing about you more from others. And then, as you leave, it is well to say sincerely, "I'm

> glad to have met you". Remember, girls, give the man a chance to express his joy first, then you answer, "Thank you".

All of you know how easy it is to forget names. Don't be embarrassed about it for you are only one in 4000 who has that same trouble. Merely say, "I'm sorry, I don't believe that I remember your name." That won't flatter the person but there isn't much else you can do.

About that matter of speaking to the "oncemet but nearly forgotten" and the horde of faintly familiar faces, reminiscent of history classes, chemistry lab, or tea dances, remember the girl has the privilege of speaking first. However, in these campus days, don't hesitate to be friendly

> and speak to anyone who looks like an acquaintance. She may have left her glasses at home vanity does that to a girl. So if you get a blank stare from the lady, do not take it as a bad sign until she deliberately snubs you then give up or get an introduction.

Be friendly at all times, and not just when you are trying to get student council votes.

Is This Your Patron Dance?

One and all of you - chaperones and patrons aren't what they used to be. They really aren't out to spy on your courting or to bore you with their conversation - gracious, no! Their purpose is far more generous. They come to your party because somebody asked them and truly with the idea of

adding to the good times, and not merely to look on. If you'll only give them half a chance, you won't have to worry about having to go up to greet them - it will be a pleasure.

If he objects, get him into the spirit and it will be hard to drag him away from the anecdotes of an econ prof.

If she objects - but she won't if she knows you will do it correctly.

It is the duty of the person who knows the guest to introduce his or her companion. If neither is acquainted with the patron, the man should introduce himself to the gentleman,

who will introduce his wife. The first man then presents his partner.

You don't have to exchange a dance unless you so desire. When someone else comes up to greet them, thank them for being so kind as to attend your college affair, and depart with their blessing. Remember you are a potential chaperone.



You Are Invited

At M.S.C. you won't need write many formal invitations. For the few times when you do, Emily Post's <u>Etiquette</u> is at your disposal in the library. Informal invitations are more often extended by telephone than in writing.

Invitations to a dinner or for a visit should always be answered as soon as possible. An acceptance or refusal to a written invitation should always be written in the same vein, i,e.,



if the invitation is informal, answer it informally; if the invitation is formal, the answer should be in the third person also and the spacing on the card the same. When you have returned from a friend's house don't fail to write and thank his or her mother for her kindness to you.

Did you ever wonder what the letters R.S.V.P. mean? Oh, we mean, if only more would heed those four little letters, how many calamities would be avoided, such as expecting 40 people for a dinner and having 50 come. (Very politely it means, translated from the French, <u>Repondez</u> <u>s'il vous plait</u>, Answer, if you please.)

Are ya' listenin' - all you rushees?

The girls, and now the boys, too, often give and go to teas. Don't feel that you have to take a cup every time it is offered. We all know there's a limit to everything. If you stay fifteen minutes your obligation is fulfilled.



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Twenty People in a Line:

If a lot of people are standing in a long line at a tea or some similar reception, take the cue that you are about to pass along a receiving line. Give your full name, clearly and distinctly, to the person making the introduction. Do not start a conversation with a member of the reception committee, thereby delaying those behind you - they are just as anxious to get it over with as you are.



Campus Capers and Clamor

Unfortunately, at most of our parties, very few dances are exchanged. If the girl had her way (in most cases) ---But if you've a bad date you just have to make the best of it.

For a girl to refuse to dance with one man and then immediately dance with another is an open affront to the first one - excusable only if he is intoxicated or was unbearable on the blind date you had with him on the night before. It's too bad. but if she dances with one, she will have to dance with all of them. May we suggest to the fellows and girls who can't dance that they learn some place besides a crowded ballroom floor.



Happily, the stag line is in evidence at very few parties now. But when the party, such as mixers and tea dances, requires a stag line - a dancing one, please! If you get "stuck" at a stag dance, don't think you have to go on dancing indefinitely until someone else cuts in. All the gentleman has to do is to take the girl back to her seat and excuse himself, after thanking her for the dance, probably by saying, "Will you please excuse me, I have the next dance taken", (if he can get out of it that easily). More often than not it is better for the girl to handle the situation. She can suggest that you exchange dances, if he

does not think of it, or she can say that she knows he must have the next dance engaged and that she wouldn't mind if he leaves her or takes her to the hostess. Of course she can always use the time-worn excuse, that of going to the dressing room to powder her nose. But we hope you don't have to resort to such excuses.

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Do You

Do you say "How do you do?" "Good morning" "Good afternoon" or "Hello" to those whom you know?

Do you act friendly to those whom you meet on the campus?

Do you act friendly to acquaintances but not to the extent that you use up their valuable time?

Do you address people by their proper titles, i.e., Dr. Jones, Miss Jones?

Do you arrange beforehand for a conference of any length with an instructor?

Do you arrive at classes, conferences, and committee meetings at the time set instead of 5 or 10 minutes later?

Do you knock at a faculty member's office door before entering?

Do you leave the classroom after the hour is up without injuring anyone in your flight?

Do you hold open the door for the person coming immediately behind?

GIRLS! Do you thank the men for holding the door open and standing aside to let you enter first? Pleasantly?

MEN! Do you rise when a woman acquaintance enters a room of a private home or residence hall where you are sitting, and do you remain standing until she is seated?

Do you walk not more than two together on the sidewalk if there is any likelihood of crowding others off?

Do you attend the social functions of the college since they are arranged especially for your pleasure?

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Do you greet the chaperons or sponsors of a large party?

Do you thank a hostess for a pleasant time after having been entertained?

Do you attend meetings of organizations and committees to which you belong?

Do you sit quietly until lecture course programs are completed?

Do you control your tongue and your programs at all entertainments so that noise shall not detract from your neighbor's pleasure in the program being presented?

Do you chew your gum and toothpicks in the privacy of your own room?

Do you speak in an agreeable voice?

Do you listen attentively and interestedly to persons talking to you?

Do you avoid gossip and harmful criticism?

MEN! Do you remove your hat in the buildings - which includes college buildings?

Do you men rise when any conversation, however short, is being held with a woman standing?

Do you men allow the woman with you to precede you in leaving or entering a room, and to enter your car before yourself?

Do you, when consulting the card catalogue in the library, remove the drawer you need and use it on one of the tables provided for the purpose?

Do you always return the drawer you have just used to the proper place?

Do you do your part in returning reserved books as soon as possible?

Do you talk in the library so that your neighbor cannot study?

Do you introduce your friends to your house mothers? (She is as interested in them as your own mother would be.)

Do you know that perhaps by 1950 corsages will be back in "favor" again?

Do you observe the college tradition "No smoking on campus"?



Always remember to have a neat, clean appearance in the dining room.

One should be on time to his meals so far as possible. When a dinner invitation has been accepted, one should arrive at least five minutes before the stated hour.

Underclassmen should step aside to allow upperclassmen to pass into the dining room first.

Individuals are seated at the left of the chair and rise from the left. This will avoid the confusion that occurs when two people attempt to be seated from different sides.

Greet the other members on coming to the table. Let them know you recognize their presence.

Sit up straight, leaning slightly forward. When one leans back, it gives the impression that one is bored.

The hostess gives the signal to be seated at the table. In the dormitories this is the house mother. Gentlemen push the chair in for the lady at your right.

The napkin is unfolded as soon as one is seated, and laid partly unfolded across the lap.

When everyone is served, the hostess begins eating and others follow her example.

Talking or drinking is done only when the mouth is free from food. Chewing is done when the lips are closed.

When eating soup, one should not tilt the bowl to get the last drop. The spoon is dipped away from one, and sipping is done quitely from the side of the spoon. Do not crumble bread or crackers into soup.

In grasping the knife for cutting, the index finger should extend along the upper edge near the handle. Be careful to keep your elbows down when cutting.

The fork is held in the left-hand when holding food to be cut. Tines are turned down to prevent fork from slipping. Only one or two bits of food should be cut at a time. Keep your elbows down when cutting and avoid the banjo player's grip.

When the knife is not in use it should be put along the back edge of the plate - not against the plate or on the table.

When sending for a second helping, the silverware is placed on the bread and butter plates to avoid any mishaps.

The spoon is used to ascertain the temperature of a cup of beverage, and is then placed on the . saucer.

Never wave your silverware in the air or keep it in your mouth while eating.

Seeds are usually removed from the mouth by means of the spoon. In the case of grapes, however, the fingers are used because this method is less conspicuous and so is better form.

Foods that may be eaten with the fingers are: Crackers, olives, pickles, celery, radishes, corn on the cob, most raw fruits, salted nuts and bonbons.

Do not butter a whole piece of bread at once. Break off a small piece at a time.

Always cough or sneeze with the napkin before the face, and with an apology. In eating ice cream, the entire amount on the spoon should be eaten at one time. Never lick ice cream.

Always pass food to the hostess before helping oneself.

IF YOU HAPPEN NOT TO ENJOY SOME OF THE FOOD SERVED, REMAIN SILENT ABOUT IT. PERHAPS OTHERS ENJOY IT. One mark of an educated person is the variety of his tastes in food. Cultivate a liking for different kinds of food.

If it is necessary to leave the dining room before the close of a meal, it is proper to ask the hostess at your table and the house mother for permission.

Elbows were never meant for table decorations. The arms should be kept at the sides.

Singing at the table is permissable only when all the others are singing.

Each person at the table should consider it a social nicety to keep up the conversation. Bring in new ideas and topics for discussion.

Try to keep your voice low, avoiding the necessity of others having to speak a note higher than you in order to be heard. Conversation does not take place between tables.

Flipping water with a spoon or throwing food is not recommended as a form of amusement. Do not play with the silver or dishes.

When you have finished eating, place knife and fork parallel across the plate.

When in doubt observe your hostess.

Silverware is arranged in the order in which it is

to be used - from the outside in. If you are in doubt, use the piece the farthest from the plate - or better yet, observe the hostess.

Allow the house mother or hostess to leave the dining room first.

Never permit yourself to fall into habits of which you might be ashamed at some other place or on some other occasion. Be as courteous to the others as you would be to someone upon whom you wished to make a favorable impression.



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O wad some Power the giftie gie us To see oursels as ithers see us! It wad frae monie a blunder free us, An' foolish notion: What airs in dress an' gait wad lea'e us, An' ev'n devotion!

-Robert Burns

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Fountain Service - Catering - Special Parties