Here's to You, MISS TEEN
A GUIDE TO GOOD GROOMING AND POISE

BY MARY SUE MILLER
illustrated by lali

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Teenliness

TEENLINESS . . . there is a new and indispensable word for your vocabulary. You will not find it in your dictionary. It is a teen special.

If you do not know the meaning, you can surely guess. Like queenliness, cleanliness, and godliness, teenliness is a state of being devoutly to be wished. You achieve the state of teenliness when you appear and act your most attractive self.

You now possess the keys to an attractive appearance. So let us search for those that open the doors to attractive actions.

ATTRACTIVE MANNERS

Emerson wrote: “Good manners are the pleasant way of doing things.” Certainly, you would not disagree. Good manners smooth every relationship, while bad manners cause nothing but friction and hurt.

Truly attractive manners, however, go deeper than saying or doing the accepted thing. You have to put your heart into it!

To say, “thank you,” and think, “for what?” is the worst kind of rudeness. The insincerity of the thought comes through and gives more distress than a downright rude action.

Not just doing the correct thing, but the way we do it—graciously or reluctantly, with sincerity or with tongue in cheek—marks us as either mannerly or boorish.

MANNERS CODE

There is nothing mysterious about the rules that govern good
manners. They are simply a code of behavior accepted by the majority of people as a means of avoiding embarrassment to themselves and offense to others.

At times, you may think some of the rules unreasonable, but that is not so. All are based on respect for one's self, and one's respect and consideration for another. Disregard of good manners, consequently, is the act of a bankrupt character.

Many books devoted solely to manners are readily available. Here, we will discuss only those that cause the most uncertainty in everyday encounters. In the interest of clarity, we will do it in question-and-answer form.

EVERYDAY MANNERS

How do you make introductions? Present a younger woman to an older woman? A younger man to an older man? A man to a woman; a teen of either sex to grownups; a boy to a girl?

Examples:

"Mrs. Older, this is Miss Younger."
"Mr. Older, this is Mr. Younger."
"Mother, this is Mr. Man."
"Father, this is my friend, Susie Teen."
"Susie, this is Johnny Date; Johnny, Susie Teen."

(In this case, the last phrase is used to acquaint Johnny with Susie's full name.)

How do you acknowledge introductions? You look the other person squarely in the eye and, in a distinct voice, say, "How do you do." You may repeat the person's name. It is a courteous practice, especially when you are introduced to adults. Under special circumstances, such as when you are presented to a close friend of a friend, you may add a gracious, "I am glad to know you. Mary has told me so much about you."
But under no circumstances may you use any phrase like, “It is nice to have met you.” All such are sticky as glue!

Do you shake hands when being introduced? When you are introduced to a teen girl or boy, offering your hand is a warm, poised gesture. You do not offer your hand to adults. Let the gesture come from them, and then respond promptly. If it is not forthcoming, do not be disturbed. Shaking hands is a matter of personal and regional custom. You seldom shake hands when you are introduced to a group of people.

Whenever you offer your hand, be sure your clasp is firm. Limp handshakes are drippy; crushing grips are tomboyish.

Must you remove gloves when shaking hands? No! A gentleman removes his glove to shake hands, but a lady—never.

Must you rise to greet adults? If you remember that respect and consideration dictate our manners, you will rise gladly at the approach of an elder. You’ll rise and shine!

Do you trip over table manners? No person with a single thought for others would ever be found guilty of bad table manners. To put it bluntly, bad table manners are disgusting. Many people think of good table manners as knowing what fork to use at a formal dinner. Actually, the ritual of table silver is of minor importance. A girl could use the wrong fork and no one would notice or take offense. But everybody would see and be offended if she used the fork like a farmer pitching hay.

Table manners must be graceful and unobtrusive or they do offend. While there are many rules for good table manners, these are in the top ten:

1. Sit erect at a table (or counter); never lounge.
2. Bring food up to the mouth; do not bend the head down to food.
3. Cut only one piece of meat, or any other food, at a time. Never take two bites from the same forkful or two sips from a spoonful. Before buttering, break bread and rolls.


5. Do not "wash" down food with a beverage. Swallow the food and then sip the beverage.

6. To keep the rim of a glass clean wipe the mouth before drinking.

7. Used table silver should be placed on the plate, so it does not touch the table.

8. Silver and napkins must be handled with delicacy but not with affected daintiness. Crooking the little finger is an example of affectation.

9. At the table, do not start eating until your mother or your hostess gives the signal by picking up her fork. Never gulp a meal or dawdle over it. Cue your pace to that of your mother or hostess.

10. Bring your cheeriest self to a meal. People who pour out grievances and troubles at mealtimes are tiresome companions.

* How are your telephone manners? When a girl's telephone constantly gives the busy signal it does not mean she's popular. It's a sign she suffers from telephonitis, and the affliction is not calculated to increase popularity. Tying up the telephone stamps a person as thoughtless. Of course, you may not have telephonitis. But watch out, it's catching!

* Outside of reasonable brevity, there are only two rules for good telephone manners: The first is to speak in a clear, pleasant voice. The second is to identify yourself when you make the call—"Mrs. Smith, may I speak with Joan? This is Susie Teen."
What's the timetable for dating? At what age a girl begins
to date is a decision made in family conclave. Once she is per-
mitted to date, the generally accepted timetable is this:

At thirteen and fourteen a girl may go to a neighborhood movie
or for a soda with a group of boys and girls in the afternoon.
With or without a date, she must be escorted to and from private
parties in the evening by an adult. The curfew usually rings at
11:00 P.M.

At fifteen and sixteen, a Miss may be escorted in the evening to
movies and parties by a parent-approved date at parent-approved
hours.

Midnight deadlines are reserved for girls over sixteen. Only
after the seventeenth birthday is it permissible to dine in a restaurant with a boy, unaccompanied by an adult. Failure to adhere pretty closely to this schedule lowers a teen’s prestige. But by accepting it graciously, she wins respect and increasing freedom.

Must a date call for you? Absolutely yes!

What can you talk about to a boy you’ve just met? Ferret out his interests—find out if he is a sports, TV, or record fan. Then he will start talking, and think you are the interesting talker!

Of course, to keep the conversational ball rolling, you have to be hip on the subjects that interest boys. Since newspapers, magazines, and TV shower you with such information, all you need do to get with it is absorb the spray!

And do remember, being an interested listener is half of being an interesting conversationalist.

What should you expect from a date in the way of courtesy?

1. He should rise to greet you.
2. He should help you with your coat.
3. He should open doors for you and let you pass through doorways first.
4. He should walk on the curb side of the sidewalk.
5. He should stand in line for movie tickets. You may stand with him, but in bad weather he should suggest that you wait inside.
6. Unless there is an usher, he should precede you down the aisle of a theater. He should enter a crowded row first.
7. He should pull out your chair for you when you are being seated at a table, and when you are rising.
8. He must bring you home at the stipulated hour and leave you at the door.
If your date doesn't know the rules, be gracious. Give him time and he'll learn!

*What does a date expect of your manners?* For a girl to rate as a date, she must avoid these discourtesies:

1. Keeping a boy waiting over ten minutes.
2. Using his pockets as cosmetic catchalls.
3. Table and eye-hopping.
4. Clutching his arm.
5. Speaking and laughing in raucous tones.
6. Raiding his entertainment allowance.
7. Breaking a date at the last minute.

**PARTY MANNERS**

*How should party invitations be proffered and answered?* Invitations to small parties usually are given and answered by telephone. For large parties, invitations are written by hand and are answered at once, using the same form.

*Can you handle the “protocol” of a formal dance without fumbling?* Your actions will appear poised if you master these precepts:

On arrival, leave your wrap in the cloakroom and join your escort at the door of the dance floor. With him, pass through the receiving line—or in the absence of one, seek out your hostess before dancing. Reserve the first and last dance for your escort. If a supper is served, you must have it with your escort. When leaving, make your farewells to your hostess before donning your wrap.

*If your escort sends you flowers, must you wear them?* Yes—pinned to your purse, if they clash with your dress. (As an aside, always wear flowers with the heads up, the way they grow.)
If you get stuck with a dancing partner, how can you get unstuck? Finesse it! Say, “Let’s get some punch,” and join a group of friends. Then, there is sure to be a reshuffle.

Does it upset you to enter a room full of strangers? Qualms can be overcome by a simple measure—a pause at the doorway to a gathering. By pausing, you gain time to collect your poise. Moreover, you give the hostess a chance to greet and introduce you. Once acquainted, you will feel at ease.

Are you a gracious guest? You are if you arrive on time, fall in with the plans of the hostess, offer to help her as need be, and never overstay your welcome.

Are you a gracious hostess? You are if you greet your guests as they arrive, introduce them to strangers, and have a plan for their entertainment. Parties where guests are left to twiddle their thumbs turn into wakes. So do have games, records, and refreshments ready.
FAMILY MANNERS

What is the formula for manners on home grounds? No girl can be boorish at home and mannerly in public. Her duplicity is bound to betray her to outsiders. As for her family, they can only be saddened by her treatment of them. Absolutely no one can think her a person of high standing and character.

But everyone admires a girl who takes a considerate, respectful, and loving attitude toward her family. And why not? She displays so many laudable traits.

She abides by the house rules, and ungrudgingly offers her help when it is required. She also has a fine regard for the rights and possessions of every family member.

She respects the advice of her parents. She resolves differences of opinion by quiet reasoning, never by wrangling. On moral issues she seeks the counsel of her parents and bows to their decisions.

She does all these things not because she must, but because she wants to. So, once again it is shown that attractive behavior comes from the heart.

PERSONAL MANNERISMS

Are you aware that unattractive mannerisms undo in seconds the poise it takes so much effort to achieve? It always happens when a girl uses a raucous tone of voice or wears a peevish grimace, for both reflect undesirable traits.

Your speech and facial expressions are an unerring clue to your personality. They tell the whole world what you are really like.

Could be, you should make as careful an inspection of your voice and facial expression as you do your lipstick. It is just as easy, and done with the same tool—your mirror!
For this kind of inspection, though, a mirror should be placed near the telephone. Then you are able to watch your face while you chat. Its expression, as you will soon discover, reflects the attractiveness of your voice. When you frown or pout, your voice sounds disagreeable. A winning smile on your face injects a winning smile in your voice.

Thus, mirrored conversations point the way to the cultivation of an appealing voice, and facial expression, too. But what is of still greater value, they give an indication of character traits—some to nurture and some to weed out.

YOU REACH YOUR GOAL

As you overcome your problems and accentuate your good points you will become the girl you know yourself to be and want to be. Then, as promised at the beginning of this book, you will feel a surge of confidence in yourself and in your ability to make a worthy contribution to your family, friends, and community. You will find that you are able to give much happiness, and that you receive a lion's share in return. And that just about sums up a happy teenhood, a happy lifetime.

Here's to it and to you, Miss Teen!
T is for Teen and Terrific!
E is for Excellent Appearance
E is for Engaging Manners
N is for New Friends—both girls and boys
L is for Lovable Traits — thoughtfulness, helpfulness, and dependability
I is for Individuality—not being afraid to be different
N is for Never-Ending Desire to Learn—being interested makes you interesting
E is for Enjoyment—of sports, hobbies, and social occasions—life itself
S is for Self-Respect — personal standards and dignity
S is for Sense of Humor — laughing at yourself, but never at others.