



**AMBASSADOR**

*Women's Club*

**MANUAL**





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## F O R E W O R D

The Ambassador College Women's Club is a completely unique organization. Rather than seeking any of the temporal goals of the various worldly organizations of women, the club strives to recapture the true values of womanhood.

Recognizing the need to develop and mature in the social graces, domestic arts, and the many important feminine interests not specifically covered in the planned curriculum, the Women's Club was established.

The Ambassador College Women's Club is not for the purpose of further "emancipating" the females of God's college from their God-designed place in life, but to provide a warm, friendly, social atmosphere in which the serious-minded girls of Ambassador may strive to help one another recapture the true status of women. Vanity, frivolousness, felinity, caustic wit--the ingredients in the carnal female of this modern age--are openly exposed and discouraged.

Rather, a true warmth and an inspiring sisterly atmosphere in genuine Ambassador spirit prevails in each meeting.

Originally, the club was small enough for all members to meet together. With the continual growth of the college, the Women's Club had to be divided into many sections. However, the groups are carefully correlated to insure coverage of the same general topics, and pursuit of the same goals.

Properly used, Ambassador College Women's Club can be another of the vitally important tools for the women of this college to use in achieving the truly balanced, successful, abundant life!

A handwritten signature in black ink, reading "Garner Ted Armstrong". The signature is written in a cursive, flowing style with a large, decorative flourish at the end.



GOAL

To recapture the true values of womanhood  
and to prepare the whole woman to fulfil  
her God-intended role of wife, mother,  
and leader among women.

COLOURS

Turquoise and White

"She openeth her mouth with wisdom;  
and in her tongue is the law of kindness."

- Proverbs 31:26



## AMBASSADOR WOMEN'S CLUB SONG

Gaylon Beyersdorfer  
Nancy Kleier

Nancy Kleier

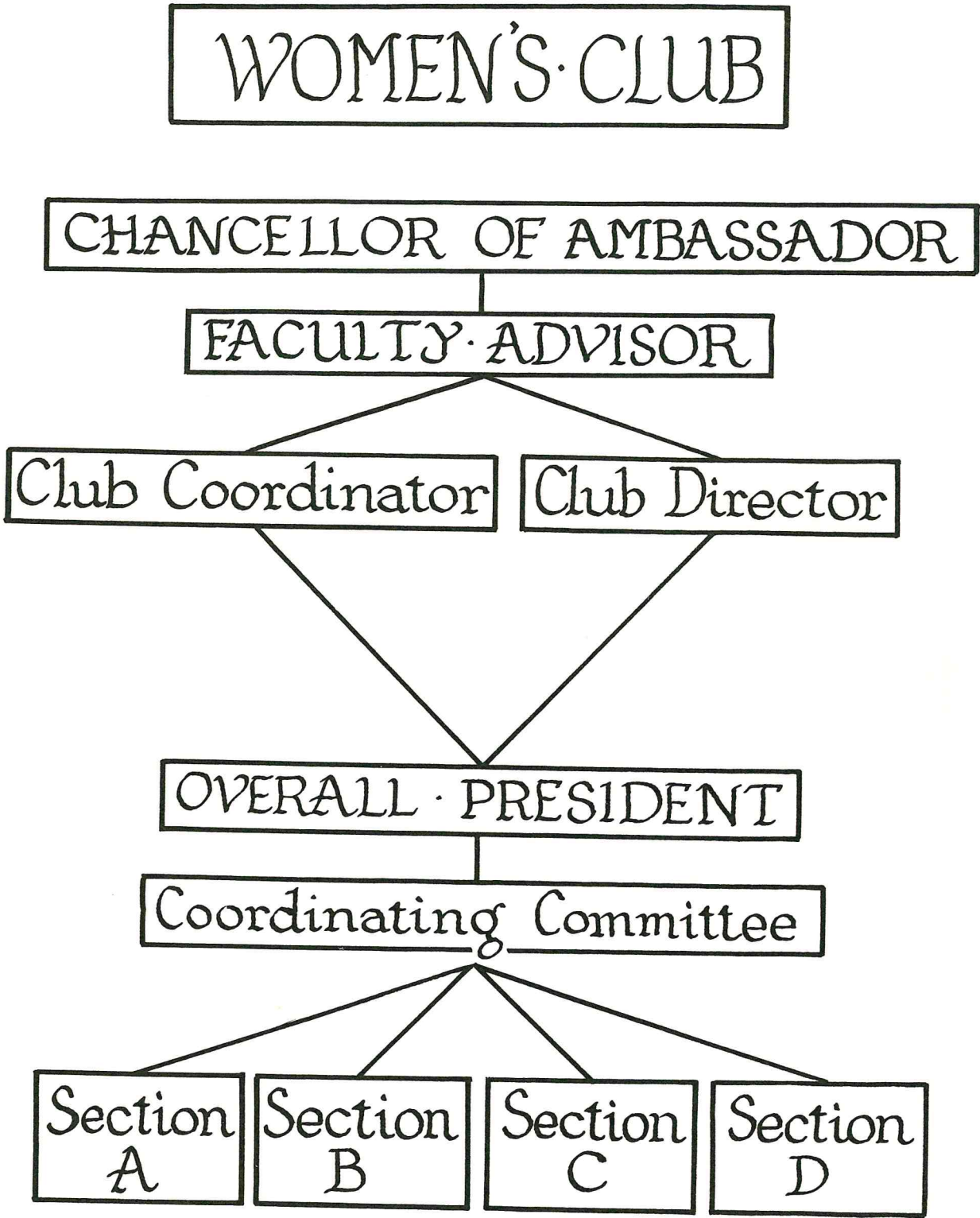
We've learned a lot, we've laughed a lot, the bond of love has grown ----- The  
We wo-men of Am-bas-sa-dor are blest be-yond com-pare ----- With

val-ues true of wo-man-hood are now much bet-ter known ----- In-di  
op - por - tun - i - ties to serve our breth-ren ev'ry - where ----- As

vi - du - al - i - ty's pro-gres'd, hospi-tal-i-ty's been shown ----- The  
wo-men of Am-bas-sa-dor our lights must bri-ghtly glow ----- So

more we grow in u - ni - ty, the more this seems like home.  
all join in, our voi-ces blend, as to-geth-er on we go.









## CO-ORDINATING COMMITTEE AND SECTION OFFICERS

FACULTY ADVISOR  
 CLUB CO-ORDINATOR

Mr. S. McMichael  
 Mrs. S. McMichael

## CO-ORDINATING COMMITTEE

PRESIDENT  
 VICE PRESIDENT  
 SECRETARY-TREASURER  
 LIBRARIAN  
 CORRESPONDENT  
 MONITOR

Sondra Schaer  
 Pat Nelson  
 Margaret Bond  
 Cheryl Tupper  
 Alexia McLean  
 Lona Walker

SECTION OFFICERSSECTION A

CLUB DIRECTOR  
 PRESIDENT  
 VICE PRESIDENT  
 SECRETARY-TREASURER

Mr. C. Hunting  
 Sondra Schaer  
 Sharon Phillips  
 Alexia McLean

## SECTION B

CLUB DIRECTOR  
 PRESIDENT  
 VICE PRESIDENT  
 SECRETARY-TREASURER

Mr. S. McMichael  
 Pat Nelson  
 Judy Foster  
 Heather White

## SECTION C

CLUB DIRECTOR  
 PRESIDENT  
 VICE PRESIDENT  
 SECRETARY-TREASURER

Dr. E. Martin  
 Margaret Bond  
 Connie Coates  
 Barbara Wilson

## SECTION D

CLUB DIRECTOR  
 PRESIDENT  
 VICE PRESIDENT  
 SECRETARY-TREASURER

Mr. L. Walker  
 Cheryl Tupper  
 Donna Shonyo  
 Zenda Shankles



## RESPONSIBILITIES OF THE CLUB OFFICERS

- I. Faculty Advisor
  - A. Appoints new officers
  - B. Advises and counsels
  - C. Roving evaluator
  
- II. Club Coordinator
  - A. Assists in appointing new officers
  - B. Gives advice and experience in planning all club activities
  - C. Visits clubs
  
- III. Club Directors
  - A. Evaluate each meeting
  - B. Approve all club business
  - C. Make recommendations for future officers
  
- IV. Co-Ordinating Committee
  - A. General Duties
    - 1. Draw up club rosters
    - 2. Prepare tentative schedule of events for the year
      - a. Prepare schedule of regular section meetings
      - b. Number of combined meetings
      - c. Faculty Reception ✓
      - d. Program for ministers' wives
      - e. Annual Brunch
    - 3. Recommend necessary changes in the manual
  - B. Specific Duties of Officers
    - 1. President
      - a. Presides at committee meetings and combined meetings
      - b. Responsible for combined activities of the club
      - c. Women's Club representative on Student Council
      - d. Aids in selection of new officers
    - 2. Secretary-Treasurer
      - a. Keeps record of all committee meetings
      - b. Coordinates the section secretaries and collects minutes of section clubs
      - c. Types and keeps record of all charts, lists and meetings
      - d. Collects fines from the dorm monitors monthly
      - e. Keeps a record of income and expenditures



3. Librarian
  - a. Takes care of Women's Club scrapbook
  - b. Responsible for the Women's Club library shelf
4. Club Correspondent
  - a. Corresponds with clubs of the other Ambassador campuses
  - b. Carries out all other club correspondence

#### V. Section Officers

##### A. General Duties

1. Work with director in planning all meetings
2. Select hostesses for the year
3. Prepare a tentative schedule of events for the year
  - a. Men's Nights (one each semester)
  - b. Combined meetings with Ambassador Clubs
4. Help guide the hostesses and their committees

##### B. Special Duties

1. President
  - a. Directly responsible to club director
  - b. Serves on Co-Ordinating Committee
  - c. Presides over each section meeting
  - d. Responsible for giving an excused absence and for bringing unexcused absences to the attention of the director
2. Vice President
  - a. Works very closely with president -- offering suggestions, help and plans
  - b. Presides in the absence of the president
  - c. Is responsible for handling one meeting per semester
  - d. Turns in material to the librarian for the scrapbook
  - e. Makes assignments for section meetings and posts list of committee heads on the bulletin board. Also should give full copy of assignments to president and hostess
3. Secretary-Treasurer
  - a. Checks roll and reports absences to president  
NOTE: Attendance at every meeting is required unless excused by the president
  - b. Keeps records, minutes and evaluations of each meeting
  - c. Takes care of all finances including special nights
  - d. Takes care of all club correspondence
  - e. Is responsible for handling one meeting per semester

#### VI. Monitor

- A. Sets up for committee meetings
- B. Checks supply drawer and works with Treasurer in purchasing supplies



The success of the planned program of each meeting is a direct result of the cooperation and enthusiastic participation of every member! The individual sections are small in membership, thus giving each member opportunity to participate in the preparation and execution of every meeting.

This check list is intended as a guide to being a good club member regardless of your part in the meeting.

#### FORMAT OF CLUB

12:00 -- Director opens with greetings and opening prayer

12:10 -- President conducts the business portion  
 A. Secretary's report -- including next club's assignments  
 B. Announcements  
 C. Business / O.B. & N.B.

12:25 -- President introduces Table Topics

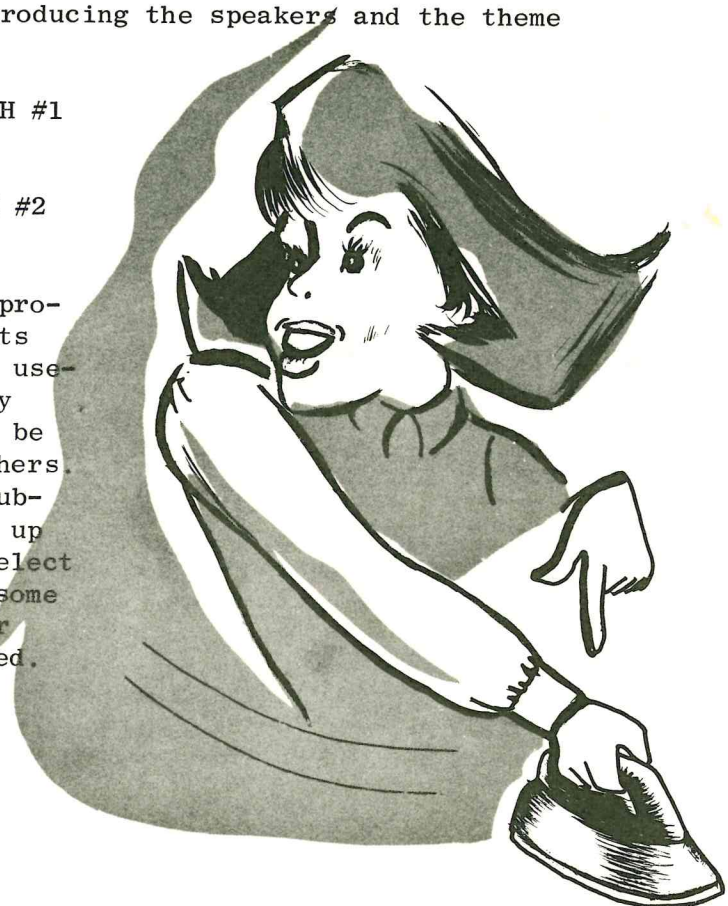
12:45 -- President dismisses club for 8-10 minutes B R E A K

12:55 -- President turns the meeting over to the hostess who is responsible for introducing the speakers and the theme

#### DEMONSTRATION SPEECH #1

1:05 -- DEMONSTRATION SPEECH #2

This feature of the program stresses subjects which are practical, useful and will directly prepare the women to be better wives and mothers. A list of selected subjects has been drawn up from which you may select your topic. Usually some kind of prop or other equipment will be used.









#### 1:15 -- HEART TO HEART SPEECH

This speech is designed to create a forthrightness, openness and honesty among women. The more you know about a person, the closer you feel to the individual. It is intended to be a forthright presentation of important spiritual lessons the girl has learned since coming to Ambassador College. While it may include a reference to certain mistakes or wrong attitudes in the past, it should be **POSITIVELY ORIENTED** by stressing the rewards of overcoming and the value of finally learning to do something the right way instead of the wrong way. It should be presented in such a way that the club will be inspired by the lessons and be encouraged not to make the same mistakes themselves.

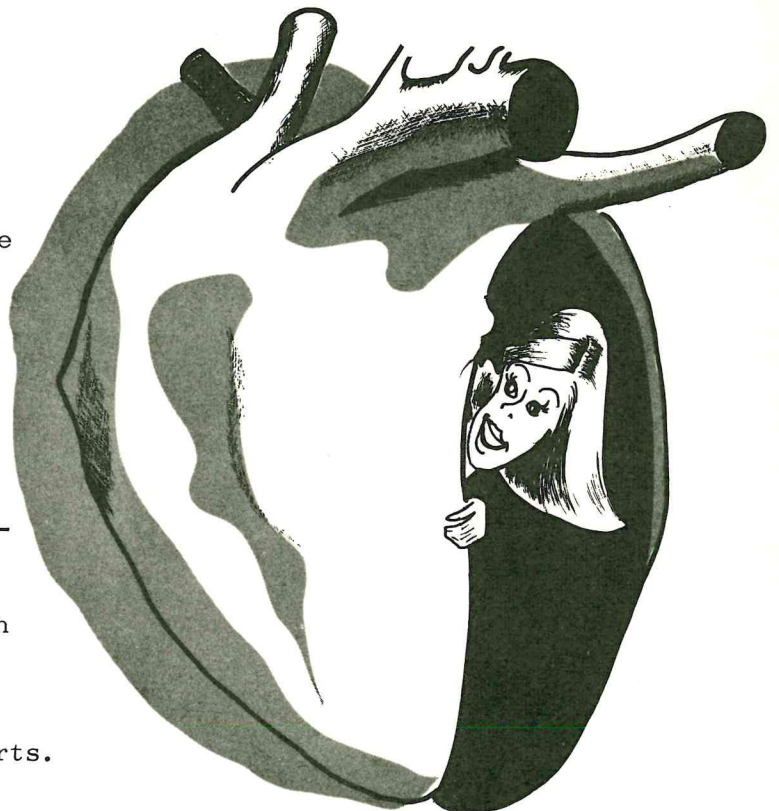
1:25 -- Hostess winds up meeting and turns club over to the director who will give the evaluation.

1:45 -- Director dismisses the club.

#### HOSTESS

The hostess is responsible for the second portion of the meeting. She makes plans with the section officers for this portion.

1. Responsible for coordinating the program.
2. Contacts committee heads and those who are giving speeches and table topics.
3. Attends all planning sessions called by the president, and continually checks progress of the committees.
4. Reports to the president any problems, etc., which may arise.
5. Encourages and helps speakers with ideas and friendly concern.
6. Checks menu and makes arrangements for special menus and desserts.





7. Makes the final check with all committees before the meeting
8. Greets members and guests at the door as they enter
9. Makes sure everything is in order at the completion of the meeting--all borrowed property then returned.



#### TABLE TOPICS

The table topics session is for the purpose of helping the women expand their mental horizons and force them to think in terms outside their own "little world." This is the time in the program when every member must participate. It is an opportunity to express any opinions or make comments which may help other members of the club, as well as to raise questions on the subject which may need answering.

1. Lasts 20 minutes
2. Two of the questions must involve some facet of national or world news. One of the questions should emphasize the role of women in the news.
3. Table topics chairman must be sure to check with the speakers to see that there is no needless duplication of information.





4. Talk over the questions with the hostess and president. Be sure to get approval on ALL subjects.
5. Meet with hostess and president before club.
6. To insure maximum participation, the individual comments should be limited to one minute

#### DECORATIONS

This aspect of the evening's atmosphere is one of the most important. Spend time and thought developing simple, elegant ideas rather than expensive or elaborate. Decorations usually consist of place cards, attractive table decorations, and displays. Candles add to style, but it is wise to keep in mind that there must be room on the table for condiments, jugs, etc. Special lighting is also the responsibility of the decorations committee.



Some subjects lend themselves to very pretty decorations. If it is possible to tell the theme of your meeting through decorations, this is desirable. Remember to keep in mind practicality and decorate the tables as you would in a home and family situation.

#### MUSIC

Pleasant background music provided before club begins and during the meal.

1. Obtain and return record player and suitable records or tape recorder
2. Operate the machine. Check in advance to be sure it's functioning properly.
3. Keep in touch with the president and hostess so as to know when she is ready to start the meeting.





### DECORATIONS COMMITTEE HEAD

1. Work out overall plan with help and ideas from committee members
2. Present ideas to hostess and president
3. Decide if you need to buy any supplies-- see your president for approval and secretary for finances.
4. See the monitor for candles and holders
5. Be responsible for returning all borrowed items



### REMINDER NOTES

Reminder notes are to inform the girls of the time and theme of the next meeting. They should spark interest in the topic to be covered and should be in the girl's boxes 4 days before club. Remember they are not a necessary part of each meeting, but should be used on occasion at appropriate times.



### SET-UP CHECK LIST

1. Check with the hostess for specific number to set up for, including guests and evaluator.
2. Arrangement of tables and chairs;
  - a. Check with hostess for plan of room.
  - b. Give set up information in the form of a diagram to janitors Friday before club.
3. Place the hot food on the tables just prior to meeting time and take a quick check to be certain everything is there.







## BREAK

5. Tables should be cleared of all dirty dishes, cutlery and paper.
6. Bring in coffee, tea or other beverage.

## CLEAN-UP CHECK LIST

- 1.. Remove all items from tables and return all usable paper goods to paper room in kitchen.
2. Place neatly in separate buspans filled with water:
  - a. Silverware
  - b. Plates
  - c. Coffee cups
3. Put all sugar and cream containers in one place in the kitchen.
4. Make sure all items and utensils are returned to the kitchen
5. Work with head of Decorations Committee so that all borrowed items are returned to their owners

## EVALUATION OF CLUB

- I. Dinner Portion
  - A. Punctuality
  - B. Decorations -- attractive and in good taste
  - C. Music
- II. Business
  - A. Originality
  - B. Appropriateness
  - C. Implimentation
- III. Table Topics
  - A. Choice of subjects and clarity of presentation





B. Participation

1. Number contributing -- strive for total participation
2. Wisdom and insight in comments
3. Enthusiasm

IV. Second Portion

A. Hostess



B. Demonstration Speeches

1. Subject
  - a. Co-ordinated
  - b. Practical
  - c. Well researched
  - d. Authoritative source
  - e. Clarity in organization
2. Presentation
  - a. Rapport with audience
  - b. Enthusiasm and interest
  - c. Posture
  - d. Vocal quality
  - e. Correct grammar
  - f. Vocabulary



3. Props
  - a. Easily visible
  - b. Appropriate
  - c. Quality

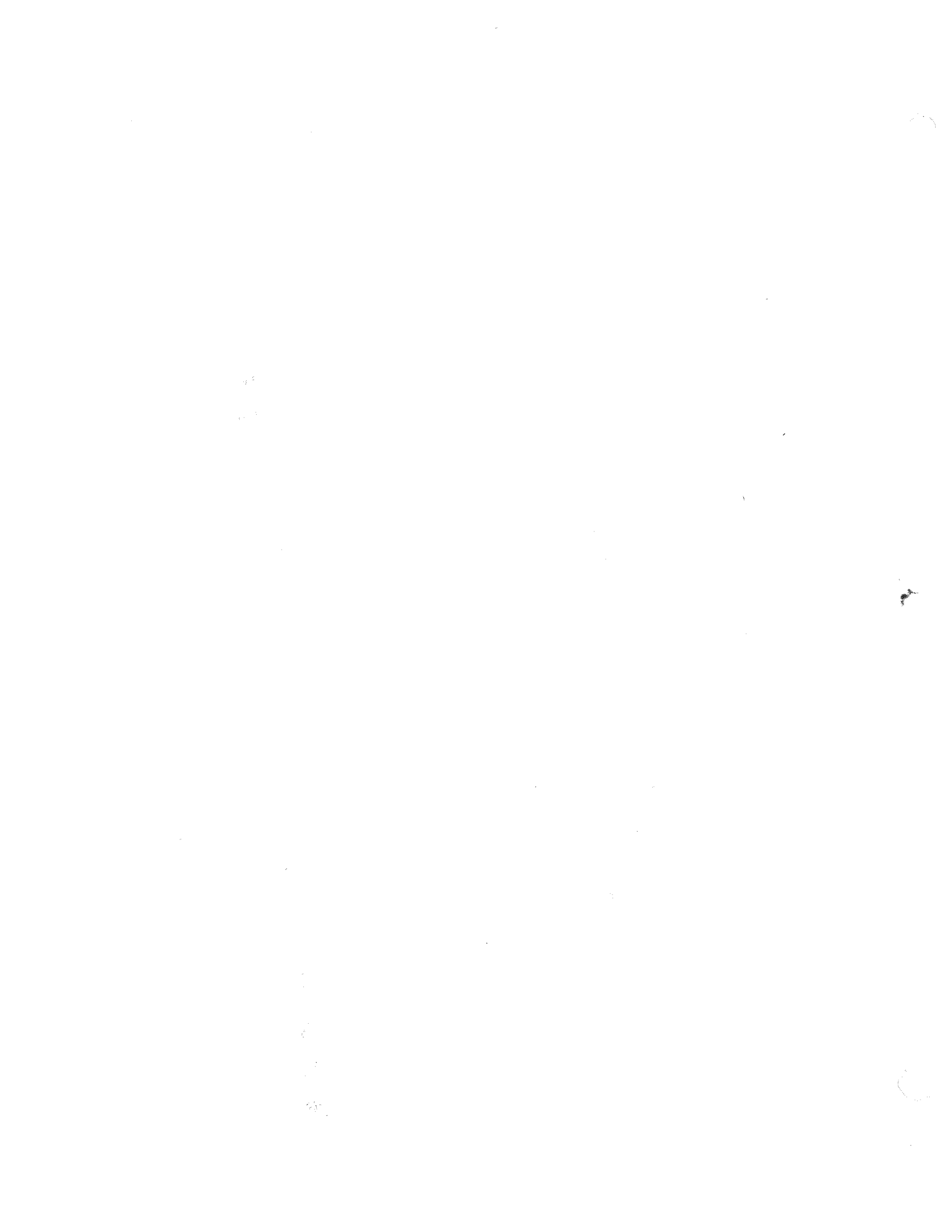
- V. Heart to Heart
  - A. Openness and honesty
  - B. Proper emotion
  - C. Sincerity
  - D. Appropriateness of material



CLUB THEMES

1. Mental Development . . . . . "Mind Alive" ✓
  - A. The Art of Conversation
  - B. Making the Most of the Library
  - C. Knowing the News
  
2. Poise and Personality . . . . . "Personality Plus" ✓
  - A. How to Express your Personality
  - B. Voice Etiquette
  - C. Walking and Sitting: Posture
  
3. Budgeting . . . . . "Financial Finesse" ✓
  - A. How to Save
  - B. Setting up a Budget
  - C. How to Make Money Stretch: Economising
  
4. Child Care . . . . . "Young Ideas" ✓
  - A. Babysitting
  - B. How to Teach your Children
  - C. Childhood Diseases
  
5. Social Occasions . . . . . "Sociability" ✓
  - A. Being a Good House Guest
  - B. Planning a Formal Occasion
  - C. Dining Out
  - D. Etiquette in the Home
  - E. Etiquette in a Public Place
  
6. How to be an Inspiring Woman . . . . . "A Woman Should Be..."
  - A. How to be an Executive's Wife
  - B. Let's get Intelligent
  - C. How to become a Responsible Woman
  
7. Weddings . . . . . "Two-getherness"
  - A. Wedding Etiquette
  - B. Planning the Wedding
  - C. Preparing Ahead
  - D. *Wedding Receptions*

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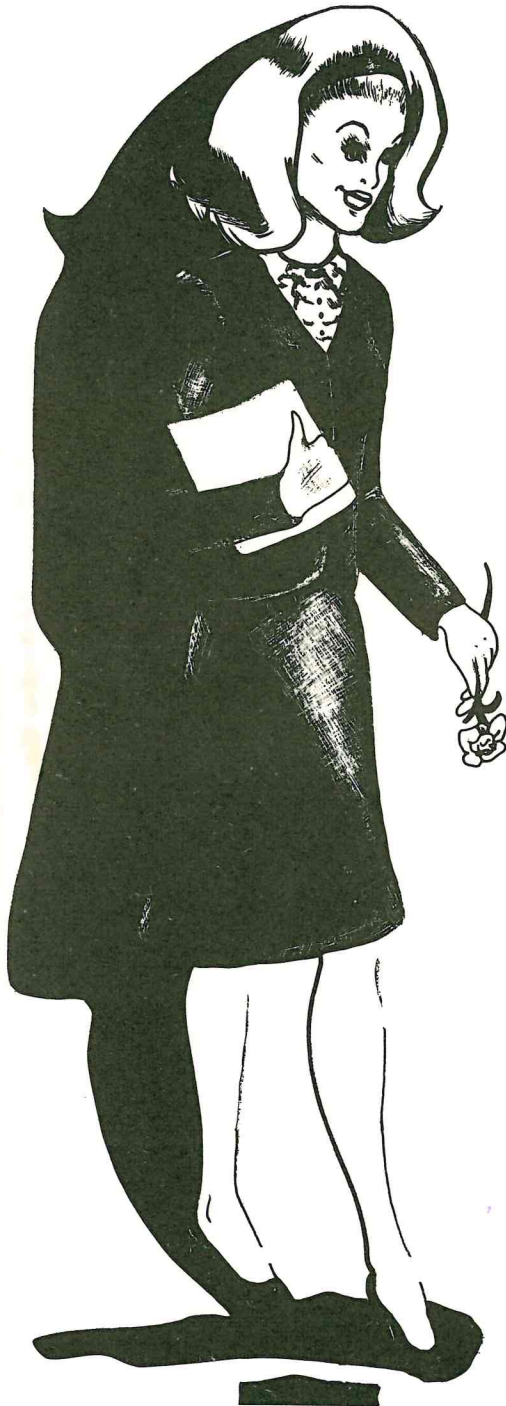


CLUB THEMES

1. Grooming. . . . . "Feminine Charm"
  - A. Weekly Grooming Routine
  - B. Daily Grooming Routine
  - C. Care of Hands
  - D. Care of Nails
  - E. Care of Feet
  - F. Care of Complexion
  - G. Personal Hygiene
  - H. Perfumes, Deodorants and Lotions
  
2. Haircare. . . . . "Crowning Glory"
  - A. Choosing a Becoming Hairstyle
  - B. Brushing, Washing, Setting and Comb-Out
  - C. Permanents
  - D. Food for Healthy Hair
  - E. Proper Length
  
3. Mental Development. . . . . "Mind Alive"
  - A. Vocabulary
  - B. Books and Magazines and Newspapers
  - C. News
  - D. Guidance on Classes
  
- ~~4~~ 6 Social Occasions. . . . . "Men's Night"
  - A. Etiquette in the Home
    1. Invitations
    2. Food Service
    3. Wine
    4. Entertainment
  - B. Etiquette as a Guest
  - C. Etiquette in a Public Place
  
5. Wardrobe. . . . . "Clothes That Count"
  - A. Co-ordination of Wardrobe ~~E~~ C
  - B. A Basic Wardrobe ~~E~~ E
  - C. Accessories ~~E~~
  - D. Maintenance of Clothing
    1. Pressing
    2. Mending
    3. Storing
    4. Laundering
    5. Stain Removal
  - E. How to Shop
  
- ~~6~~ 4 Health. . . . . "Come Alive"
  - A. Exercise Program
  - B. Posture
  - C. Sleep
  - D. Weight Control -- Sensible Slimming [Mental Outlook imp.]
  - E. Teeth
  - F. First Aid



## GUIDELINES FOR TRUE WOMANHOOD AND FEMININE LEADERSHIP



1. Depth of conversion (spirit of service--mind not on self but on helping others; receives correction well and acts on it)
2. Emotional maturity (not giddy or frivolous--able to cope with new situations and successfully performs under pressure)
3. Naturalness and openness in approach and conversation (no errors or affectation)
4. Warmth, friendliness and graciousness
5. Responsiveness and cooperativeness
6. Vivaciousness, enthusiasm and zest for life
7. Wisdom in making decisions (not jumping to conclusions or making snap judgments)
8. Tact in dealing with others and considering the feelings of others
9. Humility (not a spirit of vanity or competition)
10. Well-mannered and polite
11. Good conversationalist and outgoing personality
12. Well-informed and knowledgeable
13. Stylish in appearance (graceful in walk and stance; well-dressed, neat, clean, appropriate in style, not gaudy or overdone)
14. Feminine vocal quality (not harsh, strident and nasal)









## THE FORMAL AFTERNOON TEA

Afternoon parties range from the very dignified reception, through the more or less formal tea, dance, or lawn party, to the quite casual cocktail party. The reception today has become primarily a state affair, a public or semi-public gathering in honour of a prominent personage or an important event. Receptions most frequently take place on the diplomatic or civic levels and are handled, as in the case of official dinners, by a competent staff.

The major difference between a reception and a tea is one of atmosphere, like the difference in furnishing twin houses. A reception always takes itself seriously. A tea, no matter how formal it pretends to be, is friendly and inviting. We do not go to be impressed or instructed, but to enjoy seeing our friends and talking with them.

## THE INVITATIONS

Afternoon teas are given in honour of visiting celebrities, new neighbours, or a new daughter-in-law, to "warm" a new house, or for a house guest from another city, or, as is most often the case, for no reason other than that the hostess feels hospitably inclined.

The invitation is a visiting card of the hostess with "Jan. 10th, Tea at 2 o'clock" in the lower corner, opposite the address, and, if appropriate, "To meet Mrs. Harvy Montgomery" across the top of it. Or it may be telephoned.

## THE TEA TABLE

At a gathering of this sort, the tea and the coffee or hot chocolate are sometimes passed on trays, but more often the hostess prefers to have them prepared at a table. Many choose their dining room table as the simplest and most comfortable place from which to serve. However, the tea table may be set up in any room that has adequate space and easy access and exit so that the guests can circulate freely without becoming trapped in a corner after they have been served.

Except on a metal or glass table, a cloth must always be used. It may barely cover the table, or it may hang half a yard over the edges. A tea cloth may be coloured, but the conventional one is of white linen, with little or much needle work or lace, or both, or appliqued designs.

A large tray is set at either end of the table, one for the tea, and one for the chocolate or coffee. They may be of silver or of lacquered tole ware. Many of these lacquered trays are exquisite in design and colour, and some of the old Chinese or English ones are priceless. The Mexican bright tin tray is often used, too.



On one tray should be the most important item of the tea equipment -- the practical kettle, in which the water was boiling before being brought in and now with a flame under it. There should also be an empty teapot, a caddy of tea, a tea strainer and a slop bowl, cream pitcher and sugar bowl, and, on a glass dish, thin slices of lemon.

The coffee tray is simpler. The coffee is in a large urn or pot with a flame under it, if possible. A pitcher of cream and a bowl of sugar complete the tray. If chocolate is served instead of coffee, there is nothing needed other than the pot of steaming chocolate.

If the trays are carried by the maid, the flames under the pots are lighted as soon as the trays are set down but never, before, as a terrible accident can too easily occur. Her light uniform or gaudy apron needs only a stray spark to turn her into a flaming torch.

### THE TABLE

The cups and saucers are placed within easy reach of the ladies who are pouring, usually at the left of the tray, because they are held in the left hand while the tea (or coffee) is poured with the right. On either side of the table are stacks of little tea plates, with small napkins matching the tea cloth folded on each one. Arranged behind these, or in any way that is pretty and uncluttered, are the plates of food and whatever silver is necessary. If the table is not large enough to hold all the plates, some may be placed on a side board or a small table in a convenient location.

### MAKING GOOD TEA

The most important part of the tea service is boiling water and plenty of it. The least amount of water not actually bubbling as it is poured over tea leaves turn the flavour to hay. Nothing is easier than tea making; nothing is rarer than the hostess who knows how!

To make good tea, first, rinse the pot with a little boiling water to heat the teapot and pour out. Then put in a rounded teaspoonful of tea leaves or one teabag for each person or half this amount if the tea is superquality. Then pour on enough actually boiling water to cover the tea leaves about half an inch. It should steep at least five minutes (or for those who like it very strong, ten) before additional boiling water is poured on. Now pour half tea, half boiling water for those who like it "weak"; pour it straight for those who like it strong. The cup of good tea should be too strong without the addition of a little lively boiling water, which gives it freshness.

When tea has to stand a long time and for many guests, the ideal way to make it is in a big kettle on the kitchen stove, very strong, and let the tea actually boil three to four minutes on the range; then pour it through a sieve or filter into your hot teapot. The tea will not become bitter. Moreover, you do not need a strainer at the table. It does not matter if it gets quite cold. The boiling water poured



over no more than the tablespoonful of such tea is hotter than most of us can drink immediately.

### THE LADIES WHO POUR

The pouring is usually done by two intimate friends of the hostess. These ladies are always especially invited beforehand and are chosen because they can be counted on for their gracious manners to everyone and in all circumstances. Sometimes after about half an hour or an hour, the first two are relieved by two other intimate friends of the hostess. It does not matter that a guest going into the dining room does not know the deputy hostesses who are pouring. It is perfectly correct for a stranger to say, "May I have a cup of tea?"

The one pouring should smile and answer, "Certainly! How do you like it? Strong or weak?"

If the visitor says, "Weak," boiling water is added and, according to the guest's wishes, sugar, cream, or lemon. (Good tea calls for milk, though it seems always to be called cream, especially in America.) Or, preferring coffee or chocolate, the guest asks the hostess at the other end of the table for a cup of that. If either hostess is surrounded with people, she smiles as she hands her the cup, and that is all. But if she is unoccupied and her momentary guest-by-courtesy is alone, she makes a few pleasant remarks. After an observation or two about the beauty of the table or how delicious the little cakes look, the guest moves away with her chocolate and joins a group of friends.

### WHAT TO WEAR

Dresses for luncheons, teas, or other afternoon parties vary so widely in different sections of the country that it would be impossible to recommend any one type. One must generalise and say that during the cool months women wear wool dresses or suits (not "tweedy" country-type suits, but preferably something in a solid colour or with tiny check or stripes) to luncheons and that hats are usually worn, although they are not essential. In the summer, cottons are the most popular choice, with darker colours being chosen for the city. Clothing for afternoon parties, perhaps for bridge, is the same; but at a formal tea one would choose a somewhat more elaborate wool or silk in a solid colour or print.

Gloves are a must whenever one appears in public. A lady never takes her gloves off to shake hands, no matter when or where, and never apologises for not doing so. But she always removes them for dining.

It is considered proper to stay at an afternoon tea for between twenty minutes and half an hour.

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At a gathering of this sort, the tea and the coffee or hot chocolate are sometimes passed on trays, but more often the hostess prefers to have them poured at a table. Many choose their dining room table as the simplest and most comfortable place from which to serve. However, the tea table may be set up in any room that has adequate space and easy access and exit so that the guests can circulate freely without becoming trapped in a corner after they have been served.

Except on a metal or glass table, a cloth must always be used. It may barely cover the table, or it may hang half a yard over the edges. A tea cloth may be coloured, but the conventional one is of white linen, with little or much needle work or lace, or both, or appliqued designs.

A large tray is set at either end of the table, one for the tea, and one for the chocolate or coffee. They may be of silver or of lacquered tole ware. Many of these lacquered trays are exquisite in design and colour, and some of the old Chinese or English ones are priceless. The Mexican bright tin tray is often used, too.



On one tray should be the most important item of the tea equipment -- the practical kettle, in which the water was boiling before being brought in and now with a flame under it. There should also be an empty teapot, a caddy of tea, a tea strainer and a slop bowl, cream pitcher and sugar bowl, and, on a glass dish, thin slices of lemon.

The coffee tray is simpler. The coffee is in a large urn or pot with a flame under it, if possible. A pitcher of cream and a bowl of sugar complete the tray. If chocolate is served instead of coffee, there is nothing needed other than the pot of steaming chocolate.

If the trays are carried by the maid, the flames under the pots are lighted as soon as the trays are set down but never, before, as a terrible accident can too easily occur. Her light uniform or gaudy apron needs only a stray spark to turn her into a flaming torch.

### THE TABLE

The cups and saucers are placed within easy reach of the ladies who are pouring, usually at the left of the tray, because they are held in the left hand while the tea (or coffee) is poured with the right. On either side of the table are stacks of little tea plates, with small napkins matching the tea cloth folded on each one. Arranged behind these, or in any way that is pretty and uncluttered, are the plates of food and whatever silver is necessary. If the table is not large enough to hold all the plates, some may be placed on a side board or a small table in a convenient location.

### MAKING GOOD TEA

The most important part of the tea service is boiling water and plenty of it. The least amount of water not actually bubbling as it is poured over tea leaves turn the flavour to hay. Nothing is easier than tea making; nothing is rarer than the hostess who knows how!

To make good tea, first, rinse the pot with a little boiling water to heat the teapot and pour out. Then put in a rounded teaspoonful of tea leaves or one teabag for each person or half this amount if the tea is superquality. Then pour on enough actually boiling water to cover the tea leaves about half an inch. It should steep at least five minutes (or for those who like it very strong, ten) before additional boiling water is poured on. Now pour half tea, half boiling water for those who like it "weak"; pour it straight for those who like it strong. The cup of good tea should be too strong without the addition of a little lively boiling water, which gives it freshness.

When tea has to stand a long time and for many guests, the ideal way to make it is in a big kettle on the kitchen stove, very strong, and let the tea actually boil three to four minutes on the range; then pour it through a sieve or filter into your hot teapot. The tea will not become bitter. Moreover, you do not need a strainer at the table. It does not matter if it gets quite cold. The boiling water poured



over no more than the tablespoonful of such tea is hotter than most of us can drink immediately.

### THE LADIES WHO POUR

The pouring is usually done by two intimate friends of the hostess. These ladies are always especially invited beforehand and are chosen because they can be counted on for their gracious manners to everyone and in all circumstances. Sometimes after about half an hour or an hour, the first two are relieved by two other intimate friends of the hostess. It does not matter that a guest going into the dining room does not know the deputy hostesses who are pouring. It is perfectly correct for a stranger to say, "May I have a cup of tea?"

The one pouring should smile and answer, "Certainly! How do you like it? Strong or weak?"

If the visitor says, "Weak," boiling water is added and, according to the guest's wishes, sugar, cream, or lemon. (Good tea calls for milk, though it seems always to be called cream, especially in America.) Or, preferring coffee or chocolate, the guest asks the hostess at the other end of the table for a cup of that. If either hostess is surrounded with people, she smiles as she hands her the cup, and that is all. But if she is unoccupied and her momentary guest-by-courtesy is alone, she makes a few pleasant remarks. After an observation or two about the beauty of the table or how delicious the little cakes look, the guest moves away with her chocolate and joins a group of friends.

### WHAT TO WEAR

Dresses for luncheons, teas, or other afternoon parties vary so widely in different sections of the country that it would be impossible to recommend any one type. One must generalise and say that during the cool months women wear wool dresses or suits (not "tweedy" country-type suits, but preferably something in a solid colour or with tiny check or stripes) to luncheons and that hats are usually worn, although they are not essential. In the summer, cottons are the most popular choice, with darker colours being chosen for the city. Clothing for afternoon parties, perhaps for bridge, is the same; but at a formal tea one would choose a somewhat more elaborate wool or silk in a solid colour or print.

Gloves are a must whenever one appears in public. A lady never takes her gloves off to shake hands, no matter when or where, and never apologises for not doing so. But she always removes them for dining.

It is considered proper to stay at an afternoon tea for between twenty minutes and half an hour.

SEASONAL LIST OF FRUITS AND VEGETABLES

FRUITS

Apples	Oct-Dec
Apricots	August
Bananas	All year
Blackberries	Sept.
Bilberries	July-Sept
Cherries	July
Currants	August
Damsons	October
Figs (Green)	August
Gooseberries	Aug
Grapes	October
Grapefruit	Autumn
Greengages	August
Loganberries	July-Aug
Lemons	All year
Melon	October
Nectarines	October
Oranges	Winter
Peaches	October
Pears	October
Pineapples	June-August
Plum	September
Raspberries	July
Rhubarb	March-April
Strawberries	July

VEGETABLES

Artichokes	Oct-June
Asparagus	Late April-June
Runner Beans	July-October
Beetroots	Late June-April
Broccoli (hearting)	Mid Dec-June
Broccoli (Sprouting)	March-May
Brussel Sprouts	Sept-March
Cabbages	All year
Red Cabbage	Oct-Dec
Carrots	All year
Cauliflower	May-October
Celery	Sept-Feb
Cucumbers	All year
Curly Kale	Nov-March
Endive	Sept-Oct
Leeks	Sept-June
Lettuce	Late April-Oct
Marrow	June-Nov
Mushrooms	All year
Mustard & Cress	All year
Onions	All year
Onions (Spring)	March-Sept.
Parsnips	August-May
Peas	April-Sept.
Potatoes (New)	May-July
Radishes	April-August
Savoy	Sept.-April
Scoth Kale	Nov.-March
Seakale	Dec.-April
Spinach	All year
Spring greens	Jan.-April
Swedes	Sept.-May
Tomatoes	March-Dec.
Turnips	July-April
Turnip-tops	Jan.-April
Watercress	Feb.-June

FOOD AND HOUSEHOLD GOODS

Wholesale store in  
Buselet.

HBT

Cheese  
Butter  
Baked Beans  
Soup (Condensed)  
Baby Food (Heinz tins)  
Disinfectant  
Washing-up Liquid  
Cooking Oil  
Tomato Soup  
Hamburger Relish  
Tins Pineapple  
Fruit Juices  
Cornflour  
Bisto  
Marmite  
Baking Powder  
Salt  
Herbs  
Pickles  
Toilet Tissues of all kinds  
Kitchen Rolls  
Coffee  
Dried Fruit: Apricots,  
Prunes, Currants,  
Raisins, Sultanas  
Frozen Vegetables  
Apples (at times)

St. Albans

Oranges  
Grapefruit  
Lemons  
Tomatoes  
Potatoes  
Apples (at times)

Watford Market

Bananas  
Grapes  
Soft Fruit  
Fresh Vegetables

Boots (Reductions on 3 or more)

Petroleum Jelly

Timothy White's

Nappy Rolls  
Plastic Pants (3 for 2/9d.)

Woolworth's

Paper Napkins -- Greaseproof

Caters (Watford)

Fresh Meat  
Fresh Fish

Heath & Heather

Holgran Baby Food  
Wheat Germ Flakes  
Black Molasses  
Goat's Milk Yogurt  
(the real Yoghurt)

Express Dairy

Goat's Milk



Most of these things we can begin saving up for now.

LIST OF NEEDED HOUSEHOLD ITEMS

- ✓ 1. Iron
- ✓ 2. Recipe book
3. Small fold-up table for kitchen
4. Set of drinking glasses
5. Set of wine glasses
6. Towels (6 large bath-size and 6 face and hand towels)
7. Bread knife
8. Electric blanket
9. Curtains or drapes for windows
10. Rug at entry of door to wipe feet
11. Furniture polish
12. Shopping basket or cart (esp. if living in England)
13. Floor polish or "wax"
14. Broom
15. Mop
16. Dust pan
17. Dusting cloth
18. Soap of some kind -- liquid or powder -- for dishes
19. Tea towels
20. Dish cloths for washing dishes
21. Laundry bag
22. Rubbish disposals for kitchen, bedroom, bathroom, study
23. Sheets (6 is a good number)
24. Blankets (4 or 5)
25. Cover for toilet top and mat (toilet is lavatory)
26. Bedspread
27. Measuring spoons
28. Set of 3 mixing bowls (different sizes)
29. About 3 pots
30. 2 frying pans
31. Pyrex dishes for oven use
32. Egg beater
33. Drying rack for dishes
34. Plastic silverware holder
35. Jug for pouring liquids
36. Butter dish
37. Tongs and scuttle for coal
38. Cushions for couch or sofa and for bed
39. Scrubber for cleaning lavatory
40. Grater for cheese and green salads
41. Lamps
42. Rolling pin for rolling flour dough
43. Bread bin and flour bin -- canister set
44. Ironing board
45. Silverware
46. Set of china
47. Hot pads for pots and pans
48. Grapefruit knives
49. Table cloths (2)
50. Serviettes

## NEEDED HOUSEHOLD ITEMS (contd.)

2.

51. Chairs to go with dining table
52. Table mats for eating
53. Table mats on which to place hot dishes
54. Salad dish or "bowl"
55. Cruet
56. Adjustable study light
57. Toaster
58. Orange juicer
59. Colander
60. Sauce pans
61. Table mats or "scarves" for tables, buffet, etc. so the items placed on the tables won't scratch the wood.
62. Electric heaters
63. Soap -- bathing soap for bathroom
64. Face cloths
65. Magazine rack
66. Kettle
67. Tea strainer
68. Throw rug in front of fireplace
69. Book case
70. Bedroom suite
71. Starch for shirts, serviettes, etc.
72. Cooker
73. Refrigerator
74. Picture above fireplace
75. Dirty clothes hamper
76. Soap dishes to put soap in -- for the bathroom -- one for the bathtub and one for the wash basin
77. Pillows
78. Paring knives
79. Tin opener -- bottle and can or "tin"
80. Small plastic bowls for storing food (leftovers) in "fridge"
81. Plastic flowers to use when you don't have fresh ones
82. Air wick for bathroom
83. Some type of air refresher spray
84. Alarm clock
85. Meat fork
86. Bath mat in bathroom
87. Living room suite
88. Door stops to hold door open



## CHECK LIST

This is an ideal "Check List" for you to plan your needs by. It isn't necessary to have every single item; rather, it is an outline to help you choose the items you will need for your home.

### KITCHEN UTENSILS

- 1 - 1 qt. sauce pan
- 1 - 2 qt. sauce pan
- 1 - 6 qt. sauce pan
- 1 - double sauce pan
- 1 - cast iron skillet
- 1 - chicken fryer or fish kettle
- 1 - griddle
- 1 - 1 qt. casserole (glass or china)
- 1 - 2 qt. casserole (glass or china)
- 1 - cooling rack
- 1 - set of graduated measuring spoons
- 1 - 1 qt. measuring cup (glass)
- 1 - 1 cup measuring cup glass (liquids)
- 1 - set graduated measuring cups
- 1 - small spatula
- 1 - rotary beater
- 1 - paring knife
- 1 - French cook knife
- 1 - utility knife
- 1 - cheese slicer
- 1 - cutting board
- 1 - grater
- 1 - grinder (for spices, etc.)
- 1 - blender
- 2 - round cake tins (8 or 9 inch)
- 1 - loaf cake tin (10 x 15 inch)
- 1 - cookie (biscuit) sheet
- 1 - set of cookie cutters
- 1 - muffin tin (bun trays -- 12 holes)
- 1 - pie pan
- 1 - set mixing bowls (nest of 3 sizes)
- 1 - coffee maker
- 1 - teapot - 1 tea strainer
- 1 - set of wooden spoons
- 1 - wide spatula or pancake turner
- 1 - can opener
- 1 - bottle opener
- 1 - cork screw
- 1 - cooking fork
- 1 - grape fruit knife
- 1 - kitchen scales
- 1 - vegetable peeler
- 1 - kitchen scissors
- 1 - rubber scraper

- 1 - rolling pin
- 1 - flour sifter
- 1 - 1 canister set (flour, sugar, etc.)
- 1 - set of scoops for canister
- 1 - strainer
- 1 - colander
- 1 - lemon squeezer
- 1 - potato masher
- 1 - ladle
- 1 - pastry board
- 1 - pastry brush
- 1 - set of measuring scales
- 1 - skewers
- 1 - gelatine (jelly) mold
- 1 - bread board & bread knife
- 1 - set refrigerator dishes (tupperware)
- 1 - ice cream scoup
- 1 - vegetable rack
- 1 - wine rack or bar

ELECTRICAL APPLIANCES

- 1 - kettle
- 1 - toaster
- 1 - Blender (Osterizer for baby food)
- 1 - Mixer
- 1 - percolator (coffee)
- 1 - Frying pan
- 1 - iron
- 1 - electric blanket
- 1 - electric heating pad
- 1 - electric heaters
- 1 - vacuum cleaner

LIBRARY

- Recipe book
- Recipe file

LINEN

- set of sheets
  - pillowslips
  - tea towels
  - bath towels
  - hand towels
  - wash cloths
  - bath mats
  - blankets
  - pillows
  - table cloths & napkins
  - luncheon tray cloths
  - place mats
  - doilies & runners (dresser scarves)
  - bedspreads
  - cover for toilet top & mat
- } buy sets to match

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  - bath towels
  - hand towels
  - wash cloths
  - bath mats
  - blankets
  - pillows
  - table cloths & napkins
  - luncheon tray cloths
  - place mats
  - doilies & runners (dresser scarves)
  - bedspreads
  - cover for toilet top & mat
- } buy sets to match

HOUSEHOLD (CLEANING) SUPPLIES

- 1 - dish pan & drying rack
- 1 - garbage pail (garbage bin) - for all rooms
- 1 - furniture polish
- 1 - floor polish or "wax"
- 1 - broom
- 1 - mop
- 1 - dust pan & little brush
- 1 - dusting cloth
- 1 - soap of some kind (liquid or powder) for dishes
- 1 - dish cloths for washing dishes
- 1 - laundry bag & hamper (basket)
- 1 - plastic silverware holder
- 1 - ironing board with covers
- 1 - hot pads for pots & pans
- 1 - paper towels
- 1 - waxed paper (grease proof)
- 1 - steel wool
- 1 - aluminum foil
- 1 - starch
- 1 - detergent for clothing
- 1 - bleach
- 1 - spot remover
- 1 - upholstery shampooer
- 1 - carpet shampoo
- 1 - washing basket
- 1 - shopping basket or cart
- 1 - air freshener & air wick

DINNERWARE

- 1 - salad bowl & servers
- 1 - set of drinking glasses
- 1 - set of wine glasses
- 1 - set of juice glasses
- 1 - butter dish
- 1 - salts & peppers
- 2 - silverware (everyday & special)
- 2 - set of china (everyday & special)
- 1 - cruet set
- 1 - serving bowls
- 1 - platter
- 1 - gravy boat
- 1 - water & milk jugs
- 1 - creamer & sugar
- 1 - relish dishes
- 1 - cheese board & knife
- 1 - fruit bowl
- 1 - cake plate
- 1 - vases for center-pieces
- 1 - finger bowl
- 1 - table mats for hot dishes

BASIC FURNITURE

- Table for kitchen
- Curtains or drapes for windows
- Rug at entry of door to wipe feet (throw rugs)
- Dining room table & chairs
- Adjustable study light

Lamps  
Magazine rack  
Book case  
Bedroom suite  
Cooker  
Refrigerator  
Plastic flowers  
Living room suite



A GUIDE TO BUYING FOOD AND DIETI. REQUIREMENTS:

There are certain foods which must be included in the daily menu in to provide the body's basic requirements. These items may be summarized as follows:

- |                     |  |
|---------------------|--|
| 1. PROTEIN          | - Red meat, Eggs, Liver, Fish, Soybeans, Yeast     |
| 2. DAIRY FOODS      | - Milk, Yogurt, Butter, Cheese, etc.               |
| 3. WHOLEWHEAT       | - Cereal, Bread,                                   |
| 4. CITROUS FRUITS   | - Grapefruit, Oranges, Lemons, etc.                |
| 5. VEGETABLES       | - Potatoes, Carrots, Beetroot, Tomatoes, etc.      |
| 6. GREEN VEGETABLES | - Lettuce, Cabbage, Peas, Celery, Watercress, etc. |
| 7. LIQUIDS          | - Water, Oil, Milk                                 |

II. TYPICAL MENU AND BUDGET:1. BREAKFAST:

4ozs. Skirting with no fat. Mince it.	5/- per lb.	1	-	3
1/3 pint of milk to drink. The rest on the cereal up to 1/2 pint				6
2 Eggs. Fried or scrambled in oil				8
2ozs. Cracked or rolled wheat. Mix with water to make porridge.				1
Slice of toast with butter and honey. Honey on cereal as well				3
				<u>2 - 9</u>

Total cost of breakfast for seven days is 19/3

2. LUNCH:

Most people do not eat much at midday and many do not have time. This is an ideal time to drink liquids and eat some fruit.

2 items of citrus fruit and water

7d

Total cost for the week is about 5/-

3. DINNER:

The big meal of the day should be breakfast, not the evening meal. It is an absolute waste of food if you are on a limited budget to sleep off the energy given by a meal eaten in the evening. This is an ideal time to eat the vegetables required in your diet. Eat the high energy proteins for breakfast just before the days work.

Milk 1/2 pint remaining.				6
2ozs. Cheese	4/- per lb.			6
Tomatoe	2/- per lb.			4
Lettuce or Cabbage made into a salad				4
Potatoes or Carrots	7d per lb.			1
Fruit.				3
				<u>2 - 0</u>

Total cost for the week is 14/-

*for one person*

TOTAL COST FOR ALL MEALS FOR THE WEEK SHOULD BE UNDER TWO POUNDS

III. COOKING:

With care and planning you can avoid a lot of cooking which is generally unnecessary.

At breakfast which can be cooked and eaten in half-an-hour, you only need a frying pan to cook the eggs and meat and a small sausepan to cook the porridge. The vegetables can be cooked in the same sausepan for the evening meal. Oil can be used in the cooking of meat and eggs.

When shopping for food, buy items when they are in season and avoid impulse buying especially in supermarkets.

## HINTS ON THE USE AND CARE OF APPLIANCES

"The lady said, 'I've owned a widget ever since the first one was made. So when I got a new one, I never read the instruction book. I thought I knew all about it.' The service man sighed and presented his bill.

"The bride said, 'I've never owned a widget before. I studied every word of the instruction book and my widget works just fine.'"

The above was taken from What's New in Home Economics.

Where's that Direction Book???

1. Models change. What was right for the old one may be wrong for the new one.
2. Read the Use-and-Care book first in a leisurely fashion, just to get the general feel. Then, booklet in hand, stand in front of your new appliance and identify every part.

### Refrigerators and Freezers:

Care of the Interior: Spills should be wiped and rinsed away the minute they occur in the interest of sanitation and to prevent formation of dull spots on shelves and wall linings.

Shelves should be washed in a mild detergent solution. Do not use scouring pads and abrasives.

The lining of a refrigerator is cleaned with a solution of two tablespoons of baking soda to one quart of water; rinse and dry. Do not use abrasives or wax on lining.

### Electrical Outage:

If the power fails or repairs have to be made: Keep the door shut. A well-filled freezer will hold food for 24 to 48 hours. A scantily stocked one for a shorter time.

In such cases, food with a large frozen core can be refrozen although it will lose quality. In case of doubt, discard.

### Washers:

Additive Dispensers: Although dry bleaches can be added with the detergent, liquid chlorine bleaches work better if added after washing has begun. They must always be diluted. Thus, the automatic dispenser is a real asset.

### What's a washer load?

The real point is that the load must be small enough that the fabric will move easily and freely in the water. Overloading is hard on the



washer and prevents effective washing.

### Care of the Washer

Clean out pockets. Cleansing tissues, toothpicks, little boys' knives and other debris found in pockets can stain or create lint, clog drains, chip or dent the inside of the tub.

### Dryers:

All laundry should be removed from the dryer immediately after the revolving stops to prevent the weight of the garments from pressing in wrinkles.

Manufacturers of the new permanent-press garments definitely recommend dryer drying instead of line or drip drying.

Lint Traps: Failure to clean the lint trap is probably the most common error. Neglect of this simple care encourages deposit of lint around the drum and in exaggerated cases throws the controls out of kilter in a big way.

Ventilation: Unless the dryer has a plentiful supply of intake air it will not work properly. Thus, if laundry equipment is enclosed behind doors, leave them open while the dryer is operating.

Size of Load: An overloaded dryer will not dry its contents properly.

### Dishwashers:

Hot Water: The water must be hot. Most manufacturers call for about 150°. Lack of hot water can lead to improper cleaning, and drying and spotting.

Water Pressure: If the pressure isn't high enough, poor washing, rinsing and drying result.

Detergent: Use only a detergent that says "for dishwasher use."

Loading: Do not nest pieces nor put them where they can impede the water circulation.

### Range:

Controls: The controlled temperature unit in the center requires flat-bottomed pans so the contact is uniform.

Cleaning: Manufacturers stress prevention by not over filling pans and by using as low temperatures as possible to avoid spattering. Wiping out an oven after each use prevents soil buildup.

Aluminum Foil Slipcovers:

Aluminum foil used as a slipcover saves a lot of work because it is disposable. Used incorrectly it can lower the cooking quality or even damage your range seriously.

It is permissible to put a circle of foil on the shelf below the one on which a dripping—prone food, such as a berry pie, is baked. Foil should never touch an electric element or cover an oven rack.

Teflon Portable Appliances:

Because Teflon pans rinse apparently clean under running hot water, it is easy to scamp the washing. If this is done there may be a buildup of food stains. To remove the buildup use a commercial Teflon stain remover or prepare one cup of water, 1/2 cup liquid household bleach and 2 tablespoons baking soda. Boil this in the pan 5-10 minutes or until the stain disappears. Wash and recondition.

## HOW TO MAKE APPETIZERS AND HOW TO MAKE GARNISHES

To make radish roses: Cut off the root end, but leave part of the top, if desired. Cut down the sides close to the skin in four or five places to form petals. Chill the radish in ice water, and the petals will open like a rose.

To make radish chrysanthemums: Slice off the root end. Then make small squares by cutting into the radish first one way and then another, but do not cut clear through. Drop the radish into ice water so that it will spread out like a chrysanthemum.

To make radish accordions: Remove both ends. Cut into the radish as if you were slicing it, but do not cut clear through. Chill the radish in ice water so that it will fan out like an accordion.

To make green pepper rings: Cut into circles. Then remove the center and the seeds.

To make green pepper sticks: Remove the stem and the seeds. Then cut into lengthwise strips.

To make scalloped slices: Pull the tines of a fork down the side of a cucumber or a peeled banana. Repeat all the way around. Cut into crosswise slices.

To make carrot curls: Wash carrots and remove the skins. Cut into thin lengthwise slices with a parer. Roll up long slices, and fasten them with toothpicks. Drop the slices into ice water to make them crisp. Remove the toothpicks before serving.

To make carrot zigzags: Put the thin lengthwise slices of carrot on toothpicks in accordion style. Chill the slices in ice water 2 to 3 hours to make them hold their shape. Remove the toothpicks before serving.

To make celery curls: Cut celery stalks into 2- to 3-inch pieces. Make narrow parallel cuts in the ends of each piece. Leave about  $\frac{1}{2}$  inch in the center uncut. Put the pieces in ice water to make the ends curl.

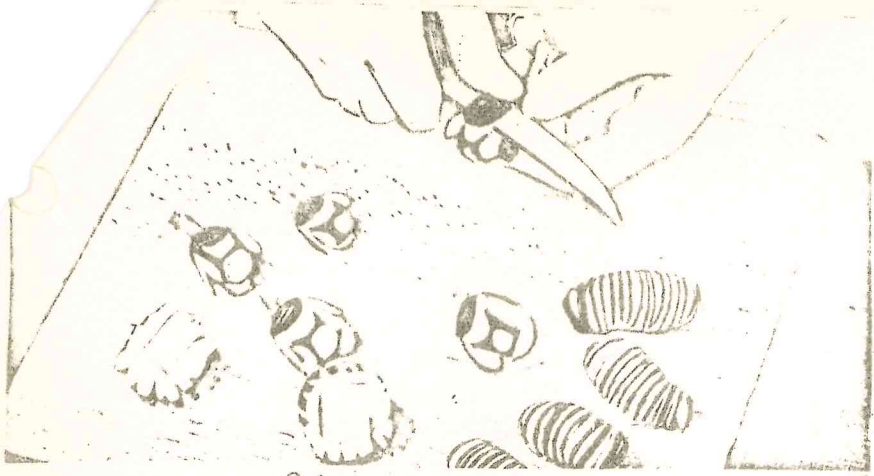
To make tomato flowers: Cut a tomato across as though you were cutting wedges but do not cut the base. Pull the tomato open partially or completely, and fill it with a meat salad such as chicken or cottage cheese.

To make lemon garnishes: Slice a lemon crosswise. Then cut into various shapes. Because of their color and sharp flavor, they may be used on many foods.

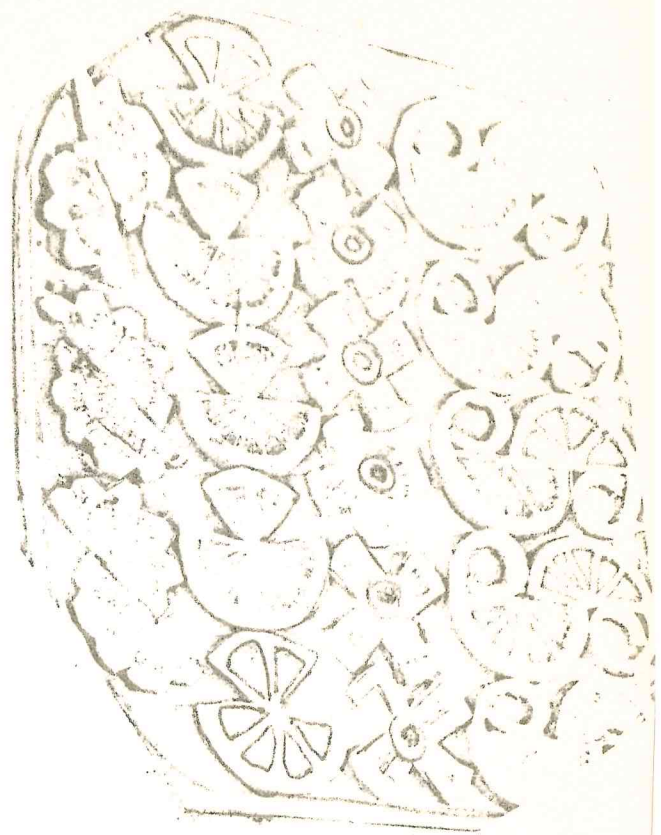
To cut melon balls: Roll a ball cutter or a measuring spoon from right to left and left to right as it cuts into a cantaloupe, a honey dew melon, or a watermelon. Turn the handle completely around to make sure that all sides have been cut. Then lift out the melon ball.

To use a cutter: Cut bright-colored vegetables, fruits, pimentos, cranberry jelly, or candied fruit into different shapes, and place the pieces on various foods to add a special touch of color.





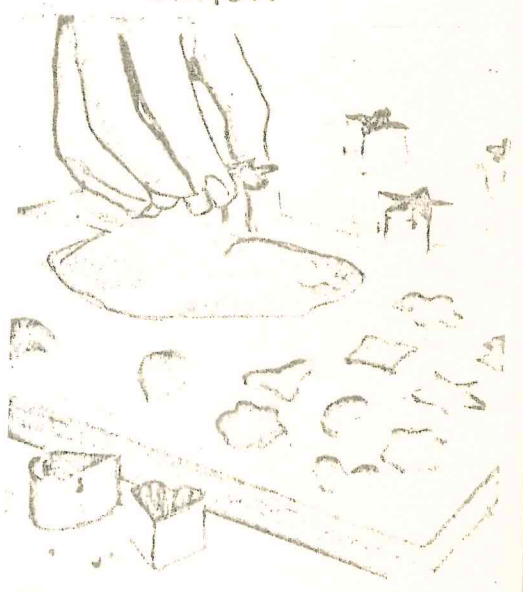
RADISHES



LEMON



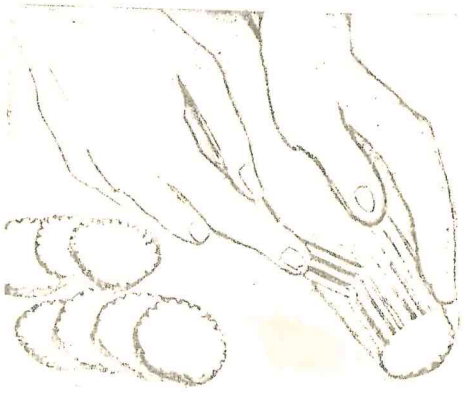
CARROTS



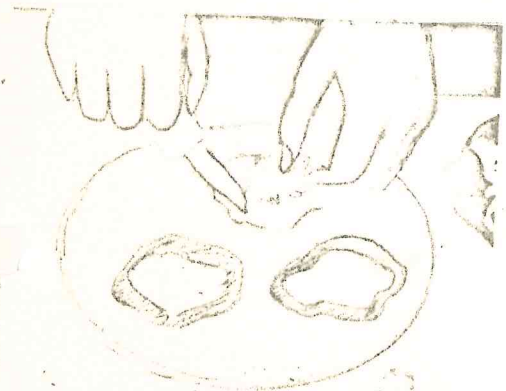
CUCUMBER



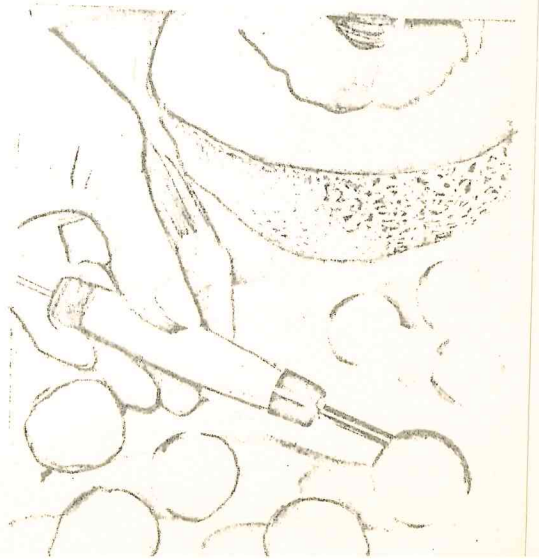
CELERY



TOMATO



PEPPER



## DAILY CLEANING

The aim in daily cleaning is to make rooms comfortable and pleasant to live in by giving them a quick tidy up and by removing any surface dust.

Much time and energy can be saved by carrying out this work in a logical order.

The following notes on daily cleaning recommend orders of work for various parts of the house. It may, however, be necessary to adapt these routines to suit individual homes.

### Daily Clean of Living Room

1. Open windows (close when cleaning if windy).
2. Attend to fireplace - clean hearth and relay fire.
3. Collect together equipment required.
4. Empty ashtrays and wastepaper basket, and attend to flowers.
5. Shake cushions and streighten covers.
6. Mop or suction clean polished floor or surround; clean carpet (if using carpet sweeper).
7. Dust ornaments, furniture, etc.

Note: If using a suction cleaner, clean the carpet last of all, after dusting the furniture, etc.

### Daily Clean of Bedroom

1. Draw curtains and open the room.
2. Strip bed and if possible leave to air until after breakfast.
3. Make bed. Lift bed cover while cleaning the floor.
4. Clean wash-basin and glasses with special cloths kept for this work. Rub up taps.
5. Clean and remove any rugs.
6. Mop or suction clean polished floor or surround; clean carpet (if using carpet sweeper).
7. Dust furniture, ornaments, etc.

### Daily Clean of Bathroom and Lavatory

Daily attention to this part of the house is very important indeed.



1. Open window.
2. Straighten towels. Rinse and dry toothmugs.
3. Clean bath and basin, using a mild paste or liquid cleaner. Rinse and dry well. Pay special attention to the plugs.
4. Flush and brush lavatory pan and flush again. Disinfect regularly.
5. Wipe the seat with a cloth kept only for this purpose.
6. Rub up tops, mirror, etc.
7. Mop the floor.

Note: Much time can be saved if each member of the household rinses the basin and cleans the bath after use. Nylon mitts are useful for removing high water marks. Keep these in the bathroom.

### Daily Clean of Staircase and Hall

The amount of cleaning to be done will depend on the type of house. Clean from the top floor down.

1. Shut all doors opening from landing and hall.
2. Attend to front porch, door-mat and bell if necessary.
3. Using a carpet sweeper, clean rugs on landing. Mop surrounds.
4. Using a duster or dust pan and brush, remove particles from stair carpet. Dust banisters and stairs.
5. Clean hall rugs and mop surrounds.
6. Dust furniture, remembering to remove fingermarks on doors, etc.
7. Rub up mirror and dust generally.

### Daily Clean of Kitchen

1. Wash up and put away all crockery and utensils.
2. Clean sink and draining board after use.
3. Empty waste bin; wash, rinse and dry. Line with paper.
4. Attend to fire or boiler as required.
5. Wipe all work surfaces.
6. Wipe over cooker after use.
7. Damp dust furniture and fittings.
8. Damp mop the floor.

Note: All food should be put away before any cleaning takes place.

## BASIC WARDROBE CHECKLIST

### Clothing

- 1 All-purpose travelling coat
- 1 Comfortable travelling suit
- 1 Tailored suit--basic colour
- 1 Afternoon dress (Wash 'n wear or Drip Dry)
- 1 Knit or jersey dress
- 1 Shirtwaist dress
- 1 Dinner dress, with jacket
- 1 Tailored blouse
- 1 Dressy blouse
- 1 Cardigan sweater
- 1 Bathing suit, cap, robe.

### Lingerie

- 4-6 pairs nylon hose
- 2 girdles or garter belts
- 4 pairs nylon panties
- 2 nylon petticoats
- 2 nylon bras
- 2 pairs nylon or dacron pajamas or nightgown
- 1 cotton robe

### Shoes

- Slippers or scuffs
- dressy
- wide-heeled pumps
- low-heeled walking shoes

### Cosmetic bag

- Clothes brush
- Tweezers
- Razor and blades
- Nail scissors
- Curlers and bobby pins
- Washcloth--in a plastic bag
- Soap and plastic soap box
- Toothbrush and tooth-paste
- Sanitary towels and belts
- Sun glasses
- Shampoo
- Hairbrush
- Hair net
- Hair spray
- Shower cap
- Cellulose tape
- "Quickies"
- Deodorant

### Basic Accessories

- 3-4 scarves
- 2 sets jewelry--one daytime, one dressy
- 2 handbags--one large travel bag, one flat envelope bag for evening.
- 3 pairs gloves, one black, two washable, white pairs.
- Belts--check each outfit.
- 6 handkerchiefs.

## POSTURE AND WALKING

Before any woman can have a graceful walk she must have good posture. You don't have to take time out to acquire good posture. You have to stand, walk, sit, turn every hour, anyway. Why not stand, sit, walk, and turn so that you are a joy to those around you?

Now for five good reasons why good posture is important:

1. You appear confident.
2. It makes you appear poised.
3. It makes you appear young.
4. Good posture helps distribute your weight, so your figure looks better proportioned.
5. Good posture helps build good health.

Fortunately, posture is simple. Stand with your feet about 2" apart. Point your toes straight ahead. Each leg and foot should carry half your weight. Your knees should be relaxed where your weight falls just in front of your ankle bones. Pull your abdomen muscles up and in as your buttocks muscles contract together and push down. If you have the feeling something is following you, that's because a large portion that should be under you is bringing up the rear. So remember--tuck the buttocks under.

You've heard the saying chest out stomach in. This increases any tendency toward a "sway back". If you are "sway backed" there are posture exercises which can be done to correct this condition. The chest should be carried high. Raise your chest until it hurts. Then slowly relax the chest muscles until you feel comfortable, but your chest is still high. So far your chest should be over your pelvis and your pelvis over the ball of your feet.

Carry your shoulders relaxed, broad and low. Never back! Your body must compensate for shoulders thrown too far backwards by pushing the abdomen forward and the buttocks to bring up the rear.

The head should be carried high. Think tall! Push your neck back and think of carrying your head balanced straight on your neck. Your head then



13. Control your arms as you walk. Your arms should naturally swing as you walk, but they should not swing more than 4 inches in front and 6 inches behind. Actually a little less is more desirable.
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## Other Items

Umbrella  
Soap for laundry  
Laundry bag  
Small travel clock  
Camera and film  
Game or reading matter  
Travel iron  
Clothesline or rod  
Address book  
Toilet paper  
Clothes hangers  
Sewing kit: pins, needles,  
buttons, thread, scissors  
Matches  
Fruit knife

## Handbag Articles

Passport and 2 extra pictures in  
case you wish to apply for a visa  
Traveller's checks or money  
Comb  
Small perfume container  
Pen and writing pad  
Official certificates:  
vaccination certificate and  
currency declaration

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is over your chest, your chest over your pelvis and your pelvis is balanced over the ball of your feet.

Let your arms fall relaxed and free. Your elbows are always slightly bent. Thumbs should touch your side seams and the fingers should fall relaxed behind the thumb.

Now that your body is lined up with good posture you're all ready to begin a graceful walk.

1. Good posture is the first rule to follow for a graceful walk.
2. The second rule to follow is to follow two straight lines with your feet about 2" apart. Draw two parallel lines two inches apart down a hallway and practice walking down these two lines. You may be surprised to find that you have been weaving from side to side.
3. Point your feet straight ahead when you walk. People who walk with their toes pointed out add ten years to their appearance. This aging problem as well as being pigeon-toed can be corrected in one week with diligent practice.
4. The heel should touch the floor first then the outer margin of the foot and then the toes. If this is done too slowly you will get a clodhopper movement.
5. Keep your knees relaxed. Knees that are too ridged give a tin soldier type walk. If the knees are too relaxed there will probably be too much bounce in your walk. Strive for a relaxed, firm, knee movement.
6. Clear your knees as you walk. You may have to allow a little more space between your feet if your knees are large or if you're knock-kneed. Others should not be able to hear your knees rubbing together as you walk.
7. Measure your stride. A girl's stride should be no longer than the length of her foot. By placing one foot immediately in front of the other foot, your stride should be no longer than the distance there is between the heel of your front foot to the toe of the front foot. If you're a short person and have a long foot your stride should be shorter than the length of your foot.
8. Discipline your hips. Wobbly hips are unsightly and should be controlled.
9. Lead with your thighs. Your nose, chest, or stomach should not be out front when you walk, but lead with your thighs.
10. Carry your chest high not forward as you walk.
11. Use your shoulders for balance while walking. Should you have a problem with one shoulder being higher than the other make it a practice of carrying your heavy objects on the side where the shoulder is higher.
12. Carry your head high with your chin parallel to the floor. The nose should not be turned up as this gives a haughty appearance. Imagine that the top of your head is reaching for the sky. A head which slowly moves from side to side is much less ridged than one which is constantly looking straight ahead.

13. Control your arms as you walk. Your arms should naturally swing as you walk, but they should not swing more than 4 inches in front and 6 inches behind. Actually a little less is more desirable.
14. Rhythm is essential for a graceful walk. Your steps should be light and even. Practice count a smooth, not staccato, one-two-three-four as you walk. Breathe in on the first one-two-three-four. Hold your breath on the next one-two-three-four and exhale on the next four counts.

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13. Control your nose as you walk. Your nose should naturally swing  
as you walk, but they should not swing more than 4 inches in front  
and 4 inches behind, as in a parade. You are now desirable  
14. Right a toe. The right toe should be straight ahead, the left  
toe should be turned out a little. A good rule is to let the  
right toe point straight ahead, and the left toe point out  
about 15 degrees. This is a good rule for a man's walk.

15. The right hand should be held at waist level, the left hand  
at chest level. The hands should be held in a relaxed, natural  
position. The right hand should be held slightly in front of the  
left hand. The hands should be held in a way that they are  
not too close together, and not too far apart. The hands  
should be held in a way that they are not too high, and not  
too low. The hands should be held in a way that they are not  
too stiff, and not too loose. The hands should be held in a  
way that they are not too tense, and not too relaxed. The  
hands should be held in a way that they are not too heavy,  
and not too light. The hands should be held in a way that  
they are not too slow, and not too fast. The hands should  
be held in a way that they are not too awkward, and not too  
smooth. The hands should be held in a way that they are not  
too clumsy, and not too graceful. The hands should be held  
in a way that they are not too stiff, and not too loose.

STOP-KIDDING YOURSELF WEIGHT TABLES

Height (in stocking feet)	Women		
	Small Frame	Medium Frame	Large Frame
4 ft. 9 in.	94-101 lbs.	96-110 lbs.	106-122 lbs.
4 10	96-104	101-113	109-124
4 11	99-107	104-116	112-126
5 0	102-110	107-119	115-130
5 1	105-113	110-122	118-133
5 2	108-116	113-126	121-138
5 3	111-119	116-130	125-140
5 4	114-123	120-135	129-145
5 5	118-137	124-139	133-147
5 6	121-131	128-139	137-149
5 7	124-135	132-142	140-153
5 8	128-138	136-146	145-158
5 9	132-142	140-150	147-162
5 10	134-145	144-155	150-165

herbs - oregano, thyme	tea, coffee
horseradish (red or white)	vinegar
lemon, lime	mustard
unflavoured gelatin	water
salt, pepper, paprika	

3. VEGETABLES may be eaten raw or cooked, without fat or salad oil dressing, either at meals or between meals if you feel hungry. Eat all you want of the following:

asparagus	escarole	pickles*
bean sprouts	fennel	radishes
beet greens	green & red pepper	rhubarb
broccoli	kale	sauerkraut*
cabbage	kohlrabi	spinach
cauliflower	lettuce	squash (summer)
chinese cabbage	mushrooms	string beans
celery	mustard greens	watercress
cucumber	parsley	zucchini
endive	pimentos	

BONUS - 12 oz. tomato juice per day, if desired.  
\* LIMIT AS DIRECTED

4. Eat the following as and when indicated on your menu plan. Vary your selection from day to day:

artichokes	green beans	pea pods
bamboo shoots	okra	pumpkin
beets	onions	scallions
brussel sprouts	oyster plant	squash (yellow)
carrots	parsnips	tomato
eggplant	peas	turnips

5. Eat 3 fruits a day - one of which should be a vitamin C fruit. For example:

$\frac{1}{2}$  medium size cantaloupe = 1 fruit  
 $\frac{1}{4}$  medium size fresh pineapple = 1 fruit  
 2 in. wedge honeydew = 1 fruit  
 $\frac{1}{2}$  c. berries = 1 fruit



## WEIGHT-WATCHERS' DIET

### Instruction for weight reduction for ladies

This program has proven to be successful for thousands of men and women. If you do not deviate (take away or add to) from the prescribed plan, you will surely reduce your weight, look better and feel better. This way of life will then become a simple procedure and just as you always reached for the wrong food, you will now think only in terms of your proper eating habits. NEVER SKIP A MEAL!!

1. Eat only food listed in your menu plan in quantities specified.

2. Use as desired the following items:

bouillon	seltzer
carbonated beverages (non-caloric)	soy sauce
herbs - oregano, thyme	spices
horseradish (red or white)	tea, coffee
lemon, lime	vinegar
unflavoured gelatin	mustard
salt, pepper, paprika	water

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2 in.	wedge honeydew = 1 fruit
$\frac{1}{2}$ c.	berries = 1 fruit

You may eat any fruit in season except bananas, cherries, watermelon, dried fruits, grapes, papayas, mangos.

CONCENTRATE ON ONE DAY AT A TIME. MAKE THIS A DAILY OCCUPATION - NOT A HOBBY.

6. Broil, pan broil, bake or roast meat, fish or poultry - DO NOT FRY. Remove all visible fat before eating - DO NOT EAT GRAVIES OR SAUCES. Eat at least 5 fish meals weekly.

chicken	pheasant
cod	salmon (canned)
haddock	trout (brook or lake)
halibut	tuna (fresh or canned)
liver	turkey (light meat)
mackerel	veal

Select any of the following 3 times a week:

beef	frankfurter	salmon
lamb	turkey (dark meat)	

7. LIVER must be eaten once a week

8. Eat enriched white or whole grain packaged bread in the amount indicated in your menu plan.

9. Cook eggs in shell or poach or scramble (without fat). Limit them to 4-7 per week.

10. Your menu includes two 8 oz. glasses of milk (powdered skim milk, buttermilk) or one 8 oz. glass of evaporated skim milk. You may use some of this in your beverages or drink it at meal-time, or in-between meals.

11. DO NOT EAT OR DRINK THE FOLLOWING:

alcoholic beverages	beer	wine
whisky	avocado	butter
cake	chocolate	cocoanut
cookies	crackers	corn
cream	doughnuts	fried foods
gravy	honey	ice cream
jam	jelly	jello
ketchup	mayonnaise	muffins
nuts	oil	olives
pancakes	peanut butter	potatoes
popcorn	puddings	rice
salad dressings	sardines	smoked fish or meat
sugar, syrups	soda	ginger ale, cokes
spaghetti	waffles	yoghurt

GOOD HEALTH IS ESSENTIAL. DO NOT DIG YOUR GRAVE WITH YOUR OWN FORK!!

SUGGESTED MENU PLAN FOR LADIES

BREAKFAST

4 oz. orange or grapefruit juice or  $\frac{1}{2}$  grapefruit or other high vitamin C fruit. (To be counted as 1 fruit)

\*1 egg or 1 oz. hard cheese or 2 oz. fish or  $\frac{1}{4}$  cup cottage, pot cheese or farmer cheese.

\*1 slice bread

Beverage if desired

LUNCH

\*4 oz. fish (canned or fresh) or lean meat or poultry or  $\frac{2}{3}$  cup cottage cheese or pot cheese or 4 oz. farmer cheese or 2 eggs

\*1 slice bread

All you want of group 3 vegetables

Beverage if desired

DINNER

\*6 oz. cooked lean meat or fish or poultry

\*1 portion of group 4 vegetables (4 oz.)

All you want of group 3 vegetables

Beverage if desired

\* MUST BE EATEN AT SPECIFIED MEALS

DAILY

2 glasses powdered skim milk, or buttermilk, or one glass skimmed evaporated milk

Quota of fruit



DAILY SUGGESTED MENUS

BREAKFAST MENUS

Monday Poached egg on toast,  $\frac{1}{2}$  grapefruit, beverage  
Tuesday 1 oz. cheese melted on toast, fresh orange juice, beverage  
Wednesday Soft boiled egg, toast, tomato juice, beverage  
Thursday French toast,  $\frac{1}{2}$  grapefruit, beverage  
Friday Cottage cheese on toast, baked apple, beverage  
Saturday 2 oz. salmon, toast,  $\frac{1}{2}$  grapefruit, beverage  
Sunday 2 oz. tuna, toast, orange juice, beverage

LUNCHEON MENUS

Monday Bouillon, 4 oz. beef, toast, low calorie soda  
Tuesday 4 oz. sliced turkey, salad, asparagus, toast coffee  
Wednesday 4 oz. sliced chicken, lettuce, cucumber, lemon toast, coffee  
Thursday 4 oz. tunafish, lettuce, french string beans, celery, toast, diet soda  
Friday 2 poached eggs on toast, salad (no tomato) tea  
Saturday  $\frac{1}{2}$  oz. skim milk, cheese melted on toast, tea  
Sunday  $\frac{2}{3}$  cup cottage cheese, fruit, toast, coffee

EASY LUNCHESES TO EAT OUT\*

2 eggs on toast, fruit and beverage  
Melted open cheese on slice of toast, fruit, beverage  
Broiled fish  
Tuna or salmon with salad and lemon wedges  
4 oz. sliced turkey or roast beef, 1 slice bread  
Cottage cheese, cantaloupe, 1 slice bread

\*Follow measurements from your menu plan



DINNER MENUS

Monday	Sweet sour VEAL balls in cabbage, tomato, baked apple, tea
Tuesday	Beansprout soup, broiled FISH, asparagus, brussel sprouts, fruit, beverage
Wednesday	LAMB, Chinese vegetable, mushrooms, lemon gelatin (made with unflavoured gelatin, beverage
Thursday	Broiled CHICKEN, cauliflower, peas, coffeewhip, beverage
Friday	LIVER broiled with sauteed onion, mushrooms, carrots, strawberries, beverage
Saturday	STEAK, spinach, salad, tomato, grapefruit, beverage
Sunday	ROAST BEEF, mushrooms, broccoli, salad with tomato, baked apple OR fresh fruit, beverage

ADDITIONAL MENUS \*

VEAL STEW made with celery and mushrooms, tomato, coffeewhip

SALMON, broiled cauliflower, salad, tomato fruit

CHICKEN broiled, spinach, squash, baked apple, beverage

LIVER made with mushrooms, pickled beets, strawberry whip, coffee

LEG OF VEAL ROAST, mushrooms, cabbage, carrots baked apple

VEAL KABOBS, mushrooms, onion, green pepper, tomato, fruit

TROUT broiled, kale, carrots, green salad,  $\frac{1}{2}$  cup stewed fruit

TURKEY (light meat), broccoli, squash, cranberry relish made with sucaryl

\* Follow measurements from your menu plan

BAKED APPLE

Core about 8 to 10 apples. Pour any flavoured low-calorie soda over them. Bake until soft.

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FRENCH TOAST

Soak 1 slice of bread in one well-beaten egg. Broil on tin foil. Sprinkle cinnamon on top.

-----

LO-CAL GELATIN

16 oz. any flavour non-caloric carbonated soda  
1 package unflavoured gelatin  
Pour all but  $\frac{1}{4}$  cup soda into pot and heat to boiling.  
Soften gelatin in the  $\frac{1}{4}$  cup soda. Add boiled soda. Stir until gelatin dissolved. Pour into dishes. Refrigerate until firm.

-----

MUSHROOM "MY CHELE"

Celery green or red peppers  
bean sprouts fresh cooked mushrooms  
Season as desired. No water. Use fresh garlic for flavouring if desired. If so desired, you may add a can of bamboo shoots or  $\frac{1}{2}$  cup tomato juice (unlimited)

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COFFEEWHIP

1 envelope unflavoured gelatin  
 $\frac{1}{2}$  cup cold water (skim milk may be substituted)  
 $1\frac{1}{2}$  tsp. liquid no-calorie sweetener  
 $1\frac{1}{2}$  cups strong black coffee  
 $\frac{1}{2}$  tsp. vanilla  
dash of salt  
Soften gelatin in cold water. Dissolve in hot coffee, add sweetener, vanilla and salt, chill until syrupy. Beat thickened gelatin with rotary beater until it almost doubles in volume. Spoon into sherbert glasses, chill until firm.

-----

"POPCORN BOWL"

Cut into small pieces - green pepper, celery, cucumber, radishes, cauliflower, mushrooms (raw or canned) - as much as desired. Add to this one or two fruits that you have left from daily supply. Nibble to your heart's content.

-----

MILK SHAKE

1 cup skim milk  
 $\frac{1}{2}$  -  $\frac{3}{4}$  tsp. powdered coffee  
Lo-calorie sweetener to taste  
3 ice cubes  
Place all ingredients in blender for about 30 secs. or until mixture froths. (Coffee can be substituted with 3 frozen unsweetened whole strawberries or other fresh fruit in season such as peaches, blueberries etc.)



EGG CREAM

1/3 cup powdered skim milk  
ice cubes  
bottle diet soda

Pour soda in glass of ice, add a little powder and mix.  
Gradually add the rest of the powder and continue mixing until all  
is mixed together.

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COFFEE MILK DRINK

Put in mixing cup 2/3 cup powdered dry skim milk, 2 tbsps.  
instant coffee. Pour into mixing shaker with two 8 oz. glasses  
of water. Add 4 1/4 grains of sweetener. Shake and refrigerate.

-----

GRILLED CHEESE

1 slice white bread, 2 oz. any hard cheese.  
Broil until melted. (Use for lunch)

-----

MEAT BALLS AND CABBAGE

use ground veal. Make tiny meat balls -- dip hands in cold  
water before rolling meat. Shred cabbage, add tomato juice, lemon  
juice, green peppers cut into small pieces, celery and onion  
powder. Cook covered until vegetables are soft.

-----

SALMON ROLL

Flounder and salmon -- have the fish man roll flounder around  
a small piece of salmon, kept in place with toothpicks. It looks  
like a bagel. Season and either bake or broil 20 minutes.

-----

TOMATO SOUP

Heat 8 ozs. tomato juice, mix in a dissolved bouillon cube,  
garlic powder, pepper and salt to taste. Mushrooms if desired.

-----

FRENCH DRESSING

1 cup tomato juice	1/2 tsp. dry mustard
2 tbsps. vinegar	garlic salt
1 tsp. Worcestershire	onion salt
sauce	sugar substitute to taste
1/2 tsp. salt	

Combine in a jar. Store in refrigerator. Improves as it  
stands. Green pepper may be added. Put in blender.

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COCKTAIL SAUCE

Mix together  
1 cup tomato juice (cooked down to half its volume)  
1 tsp. horseradish (prepared)  
1 tsp. lemon juice  
1/2 tsp. Worcestershire sauce  
1/2 tsp. salt  
Any other seasoning desired (onion salt, garlic salt,  
tabasco sauce)





# Stain Removal Chart

HOMEMAKING CENTER, LEVER BROTHERS COMPANY, 390 PARK AVENUE, NEW YORK, N. Y.



## TYPES OF STAIN

## WHITE COTTONS AND LINEN

## OTHER WASHABLE FABRICS AND COLORED COTTONS

### ADHESIVE TAPE AND CHEWING GUM

Apply ice or soak in very cold water. Scrape off as much gummy material as possible. Sponge with an accepted brand cleaning fluid, then launder in hot water and **all**.

Same as white cottons. Use water temperature to suit fabric. **Do not use a cleaning fluid containing trichloroethylene on Arnel or Kodol.**

### ALCOHOLIC BEVERAGES ALSO: CATSUP, COCOA, EGG, FOOD COLORING, FRUIT, MILK, PERFUME, SOFT DRINKS

Sponge stain promptly with cold water or soak in cold water for 30 minutes or longer, if necessary. Rub **all** into any remaining stain, then rinse. If stain persists, use chlorine or sodium perborate bleach or hydrogen peroxide. Launder with **all** and hot water, or Cold Water **all** and cold water.

Same as white cottons, but if fastness of colors is questionable or if fabric is chlorine retentive, do not use chlorine bleach. Launder with **all** and water of a temperature to suit fabric.

### BLOOD

Soak in cold running water. Rub **all** into any remaining stain. Rinse. If stain persists, put a few drops of ammonia on the stain and repeat treatment with detergent. Rinse. If stain still persists, use a chlorine or sodium perborate bleach or hydrogen peroxide. Launder with **all** and hot water, or with Cold Water **all** and cold water.

Same as white cottons, but if fastness of colors is questionable, use hydrogen peroxide instead of ammonia.

### CANDLEWAX

Rub stain with ice and gently scrape. Then place stain between clean white blotters or several layers of facial tissue and press with warm iron to remove remaining stain. Pour boiling water through the spot if safe for fabric or sponge with an accepted brand cleaning fluid.

Same as white cottons but do not use boiling water. **Do not use a cleaning fluid containing trichloroethylene on Arnel or Kodol.**

### CHOCOLATE CANDY AND SYRUP, ALSO: CREAM AND ICE CREAMS, GRAVY AND MEAT JUICES, MAYONNAISE AND SALAD DRESSINGS

Sponge stain with cold water or soak in cold water for 30 minutes or longer. Rub **all** into any remaining stain, then rinse thoroughly. Dry. If a greasy stain remains, sponge with accepted brand cleaning fluid. Dry. Repeat if necessary. If colored stain remains use chlorine or sodium perborate bleach or hydrogen peroxide. Rinse well.

Same as white cottons. If fastness of colors is questionable or fabric is chlorine retentive, do not use chlorine bleach. **Do not use cleaning fluid containing trichloroethylene on Arnel or Kodol.**

### COFFEE AND TEA BLACK

Same as Alcoholic Beverages or, if safe for fabric, pour boiling water through the spot from a height of 1 to 3 feet.

Same as Alcoholic Beverages.

### WITH CREAM

Same as Chocolate Candy and Syrup.

Same as Chocolate Candy and Syrup.

### CARBON PAPER REGULAR ALSO: PENCIL MARKS

Rub **all** into dampened stain; rinse well. If stain is not removed, put a few drops of ammonia on the stain and repeat treatment with detergent; rinse well. Repeat if necessary.

Same as white cottons, but if fastness of colors is questionable, use hydrogen peroxide instead of ammonia.

### DUPLICATING (DITTO) ALSO: INDELIBLE PENCIL MARKS

Sponge stain with alcohol. If stain remains, rub **all** into dampened stain; wash and rinse well. Repeat, if necessary. If needed, follow with a chlorine or sodium perborate bleach or hydrogen peroxide. Rinse well.

Same as white cottons except dilute alcohol with 2 parts of water for use on acetate. If fastness of colors is questionable or fabric is chlorine retentive, do not use chlorine bleach.

### COSMETICS EYE SHADOW, LIPSTICK, LIQUID MAKEUP MASCARA, POWDER, ROUGE

Apply **all** directly to dampened stain and rub in well until outline of stain is gone, then rinse well. Repeat, if necessary. It may help to dry fabric between treatments. If this treatment is not practical at the time, for an immediate method try an accepted brand cleaning fluid. Follow later by laundering with **all** and hot water.

Same as white cottons but launder with **all** and water of a temperature to suit fabric. **Do not use a cleaning fluid containing trichloroethylene on Arnel or Kodol.**

### CRAYON

Same as Cosmetics.

Same as Cosmetics.

### DYES AND COLOR RUNNING

Same as Alcoholic Beverages. If bleach is needed, use chlorine bleach or a commercial color remover such as Rit or Tintex, according to directions. A long soak in **all** solution is often effective on fresh dye stains.

Same as Alcoholic Beverages.

### FINGERNAIL POLISH

Sponge stain with acetone (nail polish remover) or amyl acetate (banana oil). Launder. If stain persists, sponge with rubbing alcohol to which a few drops of ammonia have been added. Launder in hot water and **all**.

Same as white cottons, but **do not use acetone on acetate, Arnel, Dynel and Verel**—use amyl acetate (banana oil). Launder in warm water and **all**.

### GRASS, FLOWER AND FOLIAGE

Rub **all** into dampened stain, then rinse and sponge with alcohol. If stain remains, use a chlorine or sodium perborate bleach or hydrogen peroxide. Rinse well.

Same as white cottons, but if fastness of colors is questionable or fabric is chlorine retentive do not use chlorine bleach. **Dilute alcohol with 2 parts of water for use on acetate.**



IS THE LEADING "CONTROLLED SUDS" DETERGENT PRESCRIBED FOR AUTOMATIC WASHERS



**TYPES OF STAIN**

**WHITE COTTONS AND LINEN**

**OTHER WASHABLE FABRICS AND COLORED COTTONS**

<b>GREASE &amp; CAR GREASE, BUTTER &amp; SHORTENING, OILS, OILY MEDICINES</b>	Regular washing or rubbing detergent into the stain, then rinsing with hot water removes some greasy stains. If stain persists sponge thoroughly with an accepted brand cleaning fluid. Dry and repeat, if necessary. If a yellow stain remains, use a chlorine or sodium perborate bleach or hydrogen peroxide. Rinse well.	Same as white cottons. If fastness of colors is questionable or fabric is chlorine retentive do not use chlorine bleach. <b>Do not use cleaning fluid containing trichloroethylene on Arnel or Kodel.</b>
<b>INKS BALLPOINT</b>	For fresh stains sponge repeatedly with acetone (nail polish remover) or amyl acetate (banana oil). Old stains may also require bleaching with chlorine or sodium perborate bleach or hydrogen peroxide. Rinse well.	Same as white cottons, but if fastness of colors is questionable or fabric is chlorine retentive, do not use chlorine bleach. <b>Do not use acetone on acetate, Arnel, Dynel and Verel.</b>
<b>MIMEOGRAPH AND PRINTING WRITING</b>	Fresh Stains — Same as Grease or sponge with turpentine. Stubborn Stains — Follow directions for Paint stains. Same as Alcoholic Beverages. Because writing inks vary in composition, it may be necessary to try more than one kind of bleach. Try chlorine bleach on all fabrics for which it is safe. For others use sodium perborate or hydrogen peroxide. If a yellow stain remains after bleaching, treat as a Rust stain. Certain inks may require treatment with color remover.	Fresh Stains — Same as white cottons. Stubborn Stains — Same as white cottons. Same as white cottons, but if fastness of colors is questionable or fabric is chlorine retentive, do not use chlorine bleach.
<b>IODINE MERCUROCHROME</b>	Soak overnight in a warm <b>all</b> solution that contains 4 tablespoons of ammonia to each quart of water. Rinse well.	Same as white cottons.
<b>MILDEW</b>	Wash in hot <b>all</b> solution. Moisten with lemon juice and salt and dry in sun. If stain is old, bleach with hydrogen peroxide. Rinse well.	Same as white cottons but use water temperature to suit fabric.
<b>MILK</b>	Same as Alcoholic Beverages.	Same as Alcoholic Beverages.
<b>MUSTARD</b>	Rub <b>all</b> into the dampened stain; rinse. If stain is not removed, soak in hot <b>all</b> solution for several hours, if necessary. If stain remains, use chlorine or sodium perborate bleach or hydrogen peroxide. Rinse well.	Same as white cottons except use warm water. If fastness of colors is questionable or fabric is chlorine retentive, do not use chlorine bleach.
<b>PAINT &amp; VARNISH</b>	If stain is fresh, rub <b>all</b> into dampened stain and wash. Repeat. If stain has dried or is only partially removed by washing, sponge with turpentine; for aluminum paint stains, trichloroethylene may be more effective. While stain is still wet with solvent, work <b>all</b> into it, put the article in hot water and soak overnight. Thorough washing with <b>all</b> will then remove most types of paint stains. If stain remains, repeat treatment.	Same as white cottons but <b>do not use trichloroethylene on Arnel or Kodel.</b>
<b>PERFUME</b>	Same as Alcoholic Beverages.	Same as Alcoholic Beverages.
<b>PERSPIRATION</b>	Wash with <b>all</b> and hot water. If fabric has discolored, restore by applying ammonia to fresh stains or vinegar to old stains. Rinse well. Remove any yellow discoloration with chlorine or sodium perborate bleach or hydrogen peroxide. Rinse well and launder in hot water and <b>all</b> .	Same as white cottons but use water temperature suitable to fabric. If fastness of colors is questionable or fabric is chlorine retentive, do not use chlorine bleach.
<b>RUST &amp; IRON STAINS</b>	Apply rust remover (containing oxalic acid) using manufacturer's directions. Or if safe for fabric, boil stained article in a solution containing 4 teaspoons of cream of tartar to each pint of water. Rinse thoroughly. Or use lemon juice: spread the stained portion over a pan of boiling water and squeeze lemon juice on it or sprinkle salt on stain, squeeze lemon juice on it and spread in sun to dry. Rinse well. Repeat, if necessary.	Same as white cottons but do not boil.
<b>SCORCH</b>	If fabric has not been damaged, light scorch will usually wash out. If not, follow directions for Alcoholic Beverages. On heavier scorching cover stain with cloth dampened with hydrogen peroxide. Rinse well.	If stain does not wash out, follow directions for Alcoholic Beverages. <b>Use peroxide method on wool.</b>
<b>SHOE POLISH</b>	Follow directions for Cosmetics. Then, if needed, use a chlorine or sodium perborate bleach or hydrogen peroxide. Rinse well.	Same as white cottons but use warm water. If fastness of color is questionable or fabric is chlorine retentive, do not use chlorine bleach.
<b>TYPEWRITER RIBBON</b>	Same as Regular Carbon Paper.	Same as Regular Carbon Paper.
<b>URINE</b>	Same as Alcoholic Beverages. If color of fabric has been changed, sponge with ammonia or vinegar and rinse well.	Same as Alcoholic Beverages. If color of fabric has been changed, sponge with ammonia or vinegar and rinse well.
<b>YELLOWING from CHLORINE BLEACH — FABRIC REACTION</b>	Rinse fabric thoroughly with water and use a commercial color remover according to directions.	Rinse fabric thoroughly with water. Then soak for ½ hour or longer in a solution containing 1 teaspoon of sodium thiosulfate to each quart of water as hot as is safe for fabric. Rinse thoroughly.



**IS THE LEADING "CONTROLLED SUDS" DETERGENT PRESCRIBED FOR AUTOMATIC WASHERS**



## POINT SYSTEM FASHION GUIDE

Being overdressed can be as fatal to a woman's looks and the general impression she makes, as a droopy hemline and crooked stocking seams. Adding fussy details, overlooking accessories, combining too many colors in one outfit can contribute to the unpoised, busy look that can be called "chintzy." This is not just an undesirable way to look, but it makes all the effort of dressing useless if what you want is a well-put-together and attractive effect. Here is a rule that will help you stop short of the overdressed look:

### RULE OF 12

It is called the Rule of 12. The trick is to determine points for each outfit, plus its accessories. Then you never go beyond a total of 12. Here is how the rule is worked. And it applies to any complete costume. Stand in front of the mirror when completely dressed to go out. Count one point each for hat, gloves, shoes, dress, coat, suit.

- - - Then, if the dress is patterned, count one more point. If it has obvious trimming, such as a large bow, intricate collar or pleated skirt, add one more point.

- - - If the hat is a color contrast to the basic outfit, one more point is added. If a veil, or flowers, or feathers adorn the hat, chalk up another (one point for each item).

- - - If shoe color contrasts with the basic costume, one more point goes down.

- - - If gloves are anything but plain ones, add a point.

- - - Earrings count for one more. If fancy, such as the "chandelier" type, it's another point.

- - - Add a point for every strand of a necklace.

What do you do if your total is over 12? You follow the rule and remove a few points.

### CAN PASS

The most desirable count is 10. If your count is 12, it can pass. More than 12 and you delete a scarf, a veil, a necklace, bows on your pumps, or any extraneous accessory which is easily removable.

### DON'T GUESS AT BEING DRESSED WELL

With this guide before you, being well dressed need never be guess work. The knack of taking the steps that will lead you from the minus to the plus side of the good taste ledger is a jump that everyone will be able to take in stride. The main thing is that it is within the reach of everyone who is aware of its importance.

## YOUR PERSONALIZED COLOUR GUIDE

### BRUNETTE WITH FAIR SKIN

Dark tones (to play up the  
whiteness of your skin)  
Pastels (to contrast with  
your dark hair)  
Clear reds  
Blue reds  
Violets, mauves, purples  
Clear pinks  
Blue greens  
Light greys  
Clear whites  
Caution! Watch out for beige.

### BLONDE WITH FAIR SKIN

Pale blue  
Pale pink  
Aqua  
Mauve  
Navy blue  
Light grey  
Blue greens  
Blue reds  
Pinky beige  
Clear white  
Caution! Take it easy with  
sharp colours.

### BROWNETTE WITH FAIR SKIN

Blues  
Reds  
Blue-greens  
Neutral tones with pine  
or bluish undertone  
Caution! Avoid strong yellows

### REDHEAD

Beiges  
Blues  
Greens  
Navy  
Grey, all shades  
Pastels, all tones (and don't be afraid of pink)  
Strong yellows  
Caution! Stark white can be dangerous.

### BRUNETTE WITH OLIVE SKIN

Light beiges  
Medium greys  
Yellow greens  
Orangey reds  
Coral pinks  
Golds  
Bright greens  
Off whites  
Caution! Be careful with  
pastels.

### BLONDE WITH OLIVE SKIN

Bright blues  
Turquoise  
Soft greens  
Browns  
Pale grey  
Charcoal grey  
Light yellow  
Bright red  
Orangey tones  
Off white  
Sandy beige  
Caution! Slow down on the  
bright yellows.

### BROWNETTE WITH OLIVE SKIN

Clear greens  
Greenish blues  
Orangey reds  
Hot pinks  
Neutrals with yellowish or  
sandy undertone  
Caution! Watch out for  
blue-reds.



## GLOVES

### GLOVE FASHION:

1. Very formal bare-shouldered fashion: 20-button plus -- extending from above elbow to shoulder, the most formal gloves of all.
2. Sleeveless daytime or dinner dress: you may wear very short gloves with this fashion, or opera length (16-button -- above elbow).
3. Cup sleeves: Crush glove (10-button), or elbow-length (12-button), or even longer glove crushed to shorter length.
4. Elbow sleeve: Elbow glove that meets the sleeve (12-button length).
5. Below-elbow or bracelet sleeve: 8-button or very short.
6. Full-length sleeves use very short lengths.

### DEFINITE DO'S:

- Do wear gloves when you go shopping, visiting, driving; and for outdoor festivities such as garden parties, receptions.
- Do wear gloves as a mark of respect in a place of worship.
- Do wear gloves for formal indoor occasions: receptions, balls, and on arrival at a luncheon or dinner party.
- Do keep gloves on in a receiving line.
- Do keep gloves on at a cocktail party until the drinks and hors d'oeuvres are passed. Then turn gloves back at the wrist or remove one glove.
- Do remove gloves entirely at the dining table.
- Do remove gloves after your arrival at an informal party or luncheon, leaving them with your coat.

### DEFINITE DON'TS:

- Don't ever appear in public without gloves.
- Don't eat, drink or smoke with gloves on.
- Don't play cards with gloves on.
- Don't wear jewelry over gloves, with the exception of bracelets.
- Don't make a habit of carrying your gloves -- they should be considered an integral part of your costume.
- Don't wear short gloves at the White House or in honour of a celebrity.

### CARE OF GLOVES THAT ARE WASHABLE:

1. Lukewarm water with mild soap flakes -- swish gloves back and forth, rub fingertips gently.
2. Put gloves on hands and rinse in clear lukewarm water. Squeeze excess moisture away . . . some soap will remain on purpose as a softening agent.
3. Remove gloves and blow into each finger, restoring it to approximate shape. Now place gloves flat on a turkish towel away from radiator heat, shaping them as you would shape a hand-washed sweater.
4. When gloves are almost dry, work them -- smoothing them on carefully -- restoring them to their original shape.



## WHERE TO BUY CLOTHES

### DRESSES, COATS, SUITS

John Lewis, Oxford St.	Wide selection, good quality, higher prices than Watford.
Selfridges, Oxford St.	Much the same as above.
D.H. Evans, Oxford St.	Average, wide selection
Dickins & Jones, Regent St.	Expensive, top quality
Liberty's, Regent St.	Very good quality, very expensive
Harrods, Knightsbridge	Quality--excellent, prices--high
Peter Robinson, Watford	Coats-£9 up; dresses-£5 up, quality-average
Clements, Watford	Good, inclined to be pricey
Gilda's, Watford	Sometimes "Mod", not too tasteful
Palmer's, Watford	Quality--good, prices--reasonable
Richard Shops, Watford	Good, stylish, but <u>not</u> inexpensive.
Trewin's, Watford	Good quality, wide selection.
Blundells, St. Albans	Good, prices higher.

### SEPARATES

Dorothy Perkins, Watford	Good value, cheaper.
Etams, Watford	Cheap; good for bargains
Martin Ford, Watford	Cheaper, lower quality, good selection.
Marks & Spencers	Good quality and prices. Sometimes "typed"
Scotch Wool Shop	Good quality; fairly priced.

### LINGERIE

Claridge's, Watford	Expensive, but the best quality.
Marks & Spencers	Good quality, range, prices.
Dorothy Perkins	Prices about the same as above.
Scotch Wool Shop	Cheaper; good

### SHOES

Valentine's, St. Albans	St. Albans has a large number of shoe shops of all types and price ranges.
Dolcis	Good value
Saxone	Good value and selection
Freeman, Hardy, & Willis	All good value. Cheaper in price & quality.
Manfield	Good value

### NYLONS

Marks & Spencers	Good value for money; good range
Woolworths	2/11 range is pretty good value.
Nylons Unlimited, Bath	Order by mail. Very good quality at slightly lower prices. See J. Hanway.

### ACCESSORIES

Dickens & Jones, London (Regent St.)	Best quality jewelry, wide selection.
Harrods, Knightsbridge	Wide selection, expensive
Salisbury's, Watford	Handbags, gloves & very good jewelry.
Blundells, St. Albans	Good, but more expensive.
Clements, Watford	Reasonable prices, limited selection