



LIFE·PAC®

# Family and Consumer Science

Student Book

Unit 7



Alpha Omega Publications®

# FAMILY AND CONSUMER SCIENCE LIFE PAC 7

## YOUR HOME AND YOU

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# YOUR HOME AND YOU

Learning to entertain and demonstrate proper etiquette while keeping your first priority, which is the comfort of your guest(s), will be a major part of this LIFEPAC®. Whether you are entertaining guests for a short engagement such as a party, tea, or dinner; or you are having an overnight guest, the rule remains the same: their comfort and needs must come first.

Travel is a major part of our society today. Being a polite traveler requires effort and consideration. Learning a few rules of travel etiquette will be an important lesson for you. One other area that will interest most teens will also be discussed—dating etiquette.

With every privilege and gift comes responsibility. Taking care of what God has so richly blessed us with is an obligation and honor. The last section of this LIFEPAC will address this by teaching about home and auto maintenance and repair.

## OBJECTIVES

**Read these objectives.** The objectives tell you what you will be able to do when you have successfully finished this LIFEPAC.

When you have finished this LIFEPAC, you should be able to:

1. Gain an understanding of how to plan for entertaining.
2. Describe different types of entertainment.
3. Demonstrate skill in planning your own social event.
4. Gain an understanding of how to prepare for and entertain overnight guests.
5. Gain knowledge concerning social graces such as table etiquette and conversation.
6. Learn about proper travel etiquette.
7. Gain knowledge concerning proper dating etiquette.
8. Learn techniques used in home maintenance and repairs.
9. Demonstrate skill in housecleaning.
10. Learn techniques used in auto maintenance and repairs.
11. Demonstrate skill in selected auto care projects.

**Survey the LIFEPAC.** Ask yourself some questions about the study. Write your questions here.

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**Note:** All vocabulary words in this LIFEPAC appear in **boldface** print the first time they are used. If you are unsure of the meaning when you are reading, study the definitions given in the glossary.

## I. HOSPITALITY

The dictionary defines *hospitality* as *the receiving and treating of guests and strangers in a warm, friendly, generous way*. (Random House) Hospitality is more than proper etiquette and good conversational skills, although these are important. It involves welcoming a person into the intimate circle of your home, expressing the “spirit” of your home.



**The home is the center of family life.**

A house is a shelter or a place to eat and sleep, whereas a home is the center of family life. The interior design of our house exemplifies the individuality (Principle of Individuality) and our personality as the owners. However, you do not have to have religious artifacts or a picture of *Christ in the Garden of Gethsemane* hanging on your wall to show others you are a Christian. It is the home atmosphere demonstrated by the people of the home, showing generosity of spirit and genuine concern for the welfare of others, that will be the mirror reflecting the image of Christ to the visitor or guest. This is an example of the principles of Christian character in action.

### Section Objectives

**Review these objectives.** When you have completed this section, you should be able to:

1. Gain an understanding of how to plan for entertaining.
2. Describe different types of entertainment.
3. Demonstrate skill in planning your own social event.
4. Gain an understanding of how to prepare for and entertain overnight guests.

### PLANNING TO ENTERTAIN

Everyone likes to get together with friends, whether they are spending time with their best friends or getting to know new friends better. Entertaining friends almost always requires serving some sort of food, even if it is only chips, dip, and soda. Entertaining can be done almost anywhere—in a big beautiful dining room, a small apartment, a restaurant, or a club—and it can be done on a limited budget. Warmth, enthusiasm, and overall spirit is what makes it a success.

Entertaining can be fun and takes only a little work and creativity. It does require a good deal of planning, however. The advantages of detailed planning are numerous: confidence gained, money, time, energy saved, and calamities avoided (although there may be some unexpected issues). The success of any party depends largely on the style and personality of the host/hostess.

#### Steps in planning

**Step One:** Decide on the guest list.

Decide on how many guests to invite. The final decision depends on the capacity of your home (seating, table appointments, etc.) and how many people do you think you can handle. Your guest list also depends on the purpose for giving the party. For an evening of good conversation, you should limit your guest number to ten or less. For a game party or a party to introduce newcomers to friends, ten to twelve is a comfortable number. For an open house, reception, or drop-in, you can invite more than your home can hold and stagger the invitation hours.



**“Sorry about the dessert, folks!”**

Choosing whom to invite can be as challenging as deciding on how many guests to invite. Find common bonds such as activities, interests, and occupations. Invite some guests that like to talk and some that like to listen. Invite at least a few people who already know each other to reduce the burden on the host and hostess. Don't be afraid to mix age groups unless the situation or activity would prohibit it. If you are giving a party in someone's honor, plan the guest list with that person if possible.

Going hand-in-hand with whom you invite, is the decision as to what type of party you wish to have. The number of guests will help determine this: dinner party versus a buffet party versus light snacks and appetizers. When deciding the type of party you want to have, you need to consider the ages, interests, and maybe some of your guests' favorite things. What will they be comfortable with and enjoy? Certain parties are appropriate at certain times of the day, so this must also be considered. For example, it would not be appropriate to have a tea at night. The place of the party, whether at home, outdoors, indoors, park, church social hall, or a barn, may very well dictate the type of party you have. Other important considerations when planning the type of party you want to have include your experience, capabilities, and your resources. Also consider space, entertaining equipment, budget, and the amount of help you know you can count on.

Once you have decided on what type of party to have, decide if you would like the party to have a theme. Themes provide continuity or unity to the event. Special events have built-in themes: birthday, bridal shower, baby shower, Christmas, Valentine's Day, etc. Themes should add an unusual or special touch, but they should not be forced. You can unify the event by the use of a central theme that is carried out in invitations, colors scheme, decorations, menu, activity, music, etc.

Student: as you continue through the steps for planning a party see the examples given for carrying out the Mexican theme for a "Fiesta Party."

### Step Two: Decide on an invitation.

All invitations should state the following:

- ✓ date and day
- ✓ time
- ✓ type of party
- ✓ host/hostess' name
- ✓ address of the party
- ✓ phone number if you want an RSVP
- ✓ type of dress if needed for a certain activity
- ✓ RSVP or Regards Only if desired

The type of party determines the type of invitation you send. An informal or semiformal invitation should be sent ten days before the event. You may telephone to invite guests, but be sure to give all information and be careful not to put guests on the spot. Give them a day or so to answer. You may write an invitation for an informal party on personal writing paper or notes. Preprinted invitations purchased at party or card shops are appropriate and are usually designed for a specific type of occasion. One way to make your invitations special and express your creativity is to design and make your own.

Formal invitations are always handwritten, engraved, or **thermographed** on white or cream paper. They should be written in third person. Formal invitations should be sent at least two weeks ahead of time. Invitations should never be typed unless it is a very casual party or there is no other choice.



**Step Three:** Decide on the menu.

What food you serve is based on the type of party you are giving, whom you have invited, and the number of guests you have invited. First, the type of party will influence your menu choice based on time of day, degree of formality, and any special theme to be carried out.

When considering whom you have invited, consider what will appeal to these people. What are their favorite foods and are there any special dietary needs to consider? When considering the number of guests to be served, think about what you can manage. When serving a large crowd, be sure to prepare foods that will keep their temperature, flavor, and appeal throughout the evening. Choose foods that can be prepared efficiently, yet appealingly, in large quantities.

Select foods that can be prepared beforehand and/or do not require extensive last-minute preparation. Use your freezer and refrigerator to your advantage. Do everything possible ahead of time. Prepare foods with which you feel confident. Don't experiment. If you want to try something unfamiliar or dazzling, try it ahead of time on your family.

Follow standard meal-planning guides: have a variety of foods, colors, flavors, textures, temperatures, shapes, and preparation methods. Select the main dish first, followed by the accompanying dishes.

**Step Four:** Decide on decorations.

The decorations include table decorations (centerpieces, place cards, etc.) and anything else you wish to use to decorate your home (doorways, mantels, small tables, etc.). The kind of decorations you use depends on the occasion and the tastes of your guests. They should help carry out the theme. They can remain simple by using a well-chosen centerpiece and well-placed accessories on doors and end tables. Decorations can also be elaborate, extensively changing the room(s) by creating an entire thematic atmosphere using sombreros, big paper flowers of bright colors, streamers, **maracas**, **piñatas**, etc. Remember, the most important part of decorating, whether simple or elaborate, is a sparkling clean house. Decorations are especially important for children.



**Fiesta Party  
Menu**

Appetizer:	Cheese Nachos and Tortilla Chips with Salsa
Main Course:	Taco Salad Cheese Enchiladas Bean Burritos Chalupas
Toppings:	shredded lettuce, ground beef, shredded cheese, sliced black olives, diced tomatoes, chopped onion, jalapeño peppers, sour cream, and guacamole
Beverages:	iced tea, carbonated soft drinks, water, coffee
Dessert:	Sopapillas with honey and assorted Mexican Sweetbreads



**Step Five:** Decide on the activity or entertainment.

Activities can range from calm, quiet background music for dining, to conversation, or to rowdy games. Your creativity (and space if you have a small house or apartment) is the only limit to the numerous types of activities you can have at your party. Once again consider the theme, the guest, and your resources. For our theme of “Fiesta Party” it would be fun to have a group of **mariachis** or other similarly-themed group perform. Most definitely, a piñata could be the highlight of the evening for all ages.

**Step Six:** Schedule all preparation activities.

Assign a day to each task that needs to be done in the preparation of your party. Look for things that you can do ahead, such as grocery shopping, preparing some dishes, cleaning the house, decorating, setting the table, or polishing silver. This will save you from panicking on the day of the party.



**Complete the following activities.**

- 1.1 Define hospitality in your own words. \_\_\_\_\_  
\_\_\_\_\_
- 1.2 Distinguish between a house and a home. \_\_\_\_\_
- 1.3 What is the best way to demonstrate that you are a Christian in your home? \_\_\_\_\_  
\_\_\_\_\_
- 1.4 What is the one common denominator of all entertaining occasions? \_\_\_\_\_  
\_\_\_\_\_
- 1.5 What is meant by “unexpected?” \_\_\_\_\_  
Give an example of an “unexpected.” \_\_\_\_\_
- 1.6 In order, list the six steps of planning to entertain.
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
  - f. \_\_\_\_\_
- 1.7 If you are planning an evening in which the guests will be mainly conversing, how many guests should be invited? \_\_\_\_\_

- 1.8 How can you accommodate more people at a reception than your house will hold? \_\_\_\_\_
- 1.9 Is it ever a good idea to mix age groups when selecting guests to attend a party? \_\_\_\_\_
- 1.10 \_\_\_\_\_ provide a continuity or unity to the event.
- 1.11 Give an example of a built-in theme. \_\_\_\_\_
- 1.12 \_\_\_\_\_ invitations are always handwritten, engraved, or thermographed on white or cream paper.
- 1.13 The food selection of a party is based on what three things?
- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- 1.14 Decorations should help carry out the \_\_\_\_\_ .
- 1.15 Give an example of a “do-ahead” task. \_\_\_\_\_

## TYPES OF ENTERTAINMENT

Each occasion you plan can be different from the last. You as host/hostess and your guests will certainly enjoy the variety. If you do a lot of entertaining, you might consider keeping a journal of each party you have given. You should include who was there, who sat by whom, what theme was used, what menu was served, what decorations were used, and what activity or entertainment was provided. This will eliminate the boredom of repetition.

**Dinners.** A dinner party is held in the evening between five and eight o'clock and can be formal or informal. Dinner jackets, long dresses, candlelight, and refreshing conversation are what makes a formal dinner a delight. A formal dinner of ten to twelve guests will be served by a professional staff.



The informal dinner is the most popular type of dinner party. Four to eight people is the easiest to manage, because there is no maid to serve your guests. With no professional help, the host and hostess will have to be well organized and willing to fill in as cook, server, and cleaner. Serving eight people without help is manageable. The trick is to plan dishes—a one-dish main course, a salad, and a dessert—that require little, if any, last-minute preparations. When you keep things more simple, you are free to spend less time worrying and more time enjoying your guests.

**Brunches.** The English came up with the idea of combining breakfast and lunch; thus, brunch. It is generally informal and served mid-morning—ten to twelve o'clock. It can be a sit-down or buffet style of service. It lends itself well to both family and entertaining occasions. It is especially nice for holiday entertaining. It is a good idea for bridal or baby showers and is an excellent way to entertain women with school-age children.

The menu reflects choices from breakfast and lunch. It can be simple or exotic. The meal is generally served buffet style. Food choices can include: eggs benedict, quiche, omelets, crepes, souffles, light dishes of meat, poultry or fish, waffles, pancakes, French toast, etc. Include special breads, muffins, biscuits, croissants, and brioche. Fresh fruits and pitchers of fruit juices, coffee, and hot tea should be on the buffet table as well.

**Luncheons.** A luncheon is typically a ladies' affair, but does not have to be. It is similar to the brunch and is a good way to entertain mothers with school-age children. It should be brief; no activity is needed.

It is best to have only two courses. The appetizer, if you have one, can be served in the living room as guests arrive. The luncheon should be light. You may use any meat, but keep the main dish light or serve only small portions. Suggested dishes are: crepes, quiche, souffles, salads, soups, casseroles. Special breads as for the brunch are a nice addition. Dessert can be richer if the meal was very light: ice cream, sherbet, frozen dessert, pastries, meringue shells, mousse, parfaits.



**Suggested luncheon**



**Teas.** The daily ritual of having afternoon tea is really a thing of the past. Men and women are usually at work during the traditional tea time, between four-thirty and five-thirty. A formal tea is most likely to be given for an official function or to honor a **debutante**. It is a very formal occasion and all guests should arrive on time. The hostess will either invite the guests to the table and will serve the tea individually to each guest; or the hostess will invite the guests to serve themselves at a buffet and sit at small tables scattered throughout the house or garden. The tea table will always have a cloth table covering and napkins. A china tea service is an absolute must for a formal tea. Dainty, exquisitely decorated finger foods (i.e. tarts, scones, butter cookies) should be served with the tea.



### A wedding reception line

**Receptions.** A reception usually honors someone or celebrates an occasion such as a wedding, an engagement, a visiting dignitary, a welcome, a farewell, or congratulations. It is usually in the evening, but may be during the day. It is normally a drop-in affair at which guests converse and mingle. The guests should not stay longer than the time stated on the invitation and should speak to the guest of honor.

The food served at a reception depends on whether the reception is formal or informal. If it is formal, a buffet table is covered with a floor-length white tablecloth and platters of elaborate finger food, tea sandwiches, small cookies and pastries, along with napkins and plates. Waiters should serve beverages and plates of food around to the guests.

The food at smaller, less formal receptions might consist of cheeses, crackers, and mixed nuts. At this type of affair, drinks and punches are served from one location or may be passed around by a waiter.

When a reception is given to honor a special person(s), there should be a receiving line in which the host, hostess, guest or guests of honor stand.

**Showers.** Showers may be a drop-in, full-evening affair with games and devotionals, or even a shower-by-mail. It should not be given by the family and should not have too many hostesses. You may choose among four fashions of how to serve food: reception, tea, brunch, or one large dessert with a hot beverage. A shower can be given for a number of reasons.

A baby shower is usually given about a month before the baby is due. It is also appropriate to give the shower after the baby is born, so you should ask the expectant mother which she prefers. If it is known whether the baby is a boy or girl, it is good to pass this along to the guests in the invitation so that they can buy appropriate gifts. Ask the expectant mother if there are any special items that she needs, such as crib, stroller, etc. that several guests could purchase together.



Every bride-to-be enjoys being given at least one shower—perhaps not so much for the presents it brings as for the chance to get together, often for the last time as a single woman, with her closest friends. The shower is usually given by the maid-of-honor or a close friend. Gifts are usually simple and practical items ranging in price from \$5.00 to \$20.00, saving the more elaborate and expensive gifts for the wedding.

It is often fun to have a theme for gift giving at a bridal shower: kitchen, linen, bath, or personal. The personal shower consists of close personal friends of the same sex and includes gifts of lingerie, hosiery, and travel items. Ideas to give your shower a special touch are for guests to bring one spice along with their gift for the bride, for guests to provide one recipe along with the gift, or to write a few words of advice for the bride.

Another great idea for a wedding shower is to have a couple's shower; friends of both the bride and groom attend this type of shower. Guests bring gifts that are used by both, such as linens for bath and bed, clocks, decorative accessories, plants, tools, table games, photo albums, and appliances.



**Parties.** There are too many types of parties to discuss them all, but it is enough to say that people love parties and will find all sorts of occasions to celebrate: anniversary, birthday, children's, costume, engagement, farewell, graduation, office, surprise, sweet sixteen, etc.

These are only a few you can choose from, but whatever party you plan to give, remember that a party is a celebration of an accomplishment, event, or joyful occasion in someone's life. Make it a memorable, pleasant experience for all who attend.



**Complete the following.**

- 1.16 How can you eliminate the boredom of repetition in your party giving? \_\_\_\_\_  
\_\_\_\_\_
- 1.17 What time is best for a formal dinner party? \_\_\_\_\_
- 1.18 How many guests is the appropriate number for a formal dinner party? \_\_\_\_\_
- 1.19 Why should you have fewer guests at an informal dinner than a formal dinner? \_\_\_\_\_  
\_\_\_\_\_
- 1.20 Define brunch. \_\_\_\_\_
- 1.21 Plan a menu for a brunch buffet. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Answer true or false.**

- 1.22 \_\_\_\_\_ A tea is a very formal occasion.
- 1.23 \_\_\_\_\_ The traditional tea time is between four-thirty and five-thirty.
- 1.24 \_\_\_\_\_ Beverages should be served by waiters at receptions.
- 1.25 \_\_\_\_\_ The food served at a formal reception is more elaborate than at an informal reception.
- 1.26 \_\_\_\_\_ A baby shower should always be given before the baby is born.



**Answer the following.**

- 1.27 Give an example of an appropriate gift for a baby shower that guests can purchase together.  
\_\_\_\_\_
  - 1.28 What is the price range for an average bridal shower gift? \_\_\_\_\_
  - 1.29 What can you do to give a shower a special touch? \_\_\_\_\_  
\_\_\_\_\_
  - 1.30 Is it appropriate to give a wedding shower for the couple? \_\_\_\_\_
  - 1.31 What is the general rule for a gift that is appropriate for a couple’s shower? \_\_\_\_\_  
\_\_\_\_\_
- Give an example. \_\_\_\_\_



**Complete the following activity.**

- 1.32 Using the steps for planning to entertain, select one of the types of entertainment and plan a party on paper. You do not have to give a party or purchase anything. Decide on a theme other than Mexican Fiesta Party and write out your plans in detail, including the menu. Design and make your own invitations and decorations. At least, describe your decorations.



**Adult Check**

\_\_\_\_\_ **Initial**

\_\_\_\_\_ **Date**

**OVERNIGHT GUESTS**

Overnight guests fall into two categories: formal and informal. Family and close friends are considered informal, whereas a visiting missionary would be considered a formal guest. The role of host and hostess are much different today as compared to several years ago.

**The role of the host.**<sup>1</sup> As the host, it is your responsibility to offer your house guest a clean, comfortable, warm, and well-furnished guest room. The two priorities for the guest quarters would be privacy and cleanliness. To provide privacy for your guests, be sure that there is a lock on the door and draperies and/or shades at the windows. They should have no fears of anyone walking in on them or of being seen from outside. The ideal situation is to have a guest bedroom that is kept prepared for guests at all times. The best way to see if your guest room is comfortable and will satisfy the most meticulous guest is to give it a test run by sleeping in it yourself. The guest bedroom should have twin beds with a nightstand between them. This arrangement will meet the needs of several different situations. However, one option

<sup>1</sup>The term “host” will be used throughout this section to encompass both the host and hostess.

is to let your guest use the master bedroom. This should be done only if you are able to manage the household well and not disrupt guests frequently. Another option is to let your guest use a family member's room. Of course you will have to rearrange sleeping and closet accommodations. Children will have to be reminded to keep out and not bother the guest. As a last resort you may have to put the guest in a den, family room, or living room. You will still need to arrange for privacy so that neither party suffers embarrassment. Consider setting up privacy screens.

### Formal Guest Bedroom Checklist

- ✓ Good lighting (include a bedside lamp)
- ✓ Mirror
- ✓ Clock with alarm
- ✓ Facial tissues
- ✓ Wastebasket
- ✓ Sewing kit with safety pins
- ✓ Radio/TV
- ✓ Plastic bag for dirty laundry
- ✓ Clothes brush
- ✓ Magazines, books
- ✓ Flowers/plant
- ✓ Telephone, telephone book
- ✓ Iron, ironing board (or tell the guest where these are kept)
- ✓ Desk
- ✓ Pad and pencil on bedside table
- ✓ Note paper/envelopes/stamps



### Checklist for Guest Bedroom.

Make your guest feel comfortable, and have the room prepared as best you can. Clean linens, sheets, blanket, a spread or comforter, and pillows make a good start. You may need to have extra blankets if the weather is cool. If possible, have ample closet and drawer space and hangers for your guest. If this is not feasible, at least have a space where your guest may put their suitcase or garment bag without being in the way. Refer to the checklist of other touches a considerate host may use.

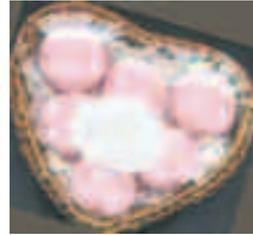
Having house guests for a night, for a cozy winter weekend, or for a leisurely summer weekend is a wonderful way to catch up with friends

or visit with family in the relaxed atmosphere of your home. With house guests such as family and friends, your main concern should be that they feel at home and feel free to help themselves to any and all things that they may want or need. The items listed in the checklist are only a suggestion and are not always available for individual guest use. Always make sure your guests know where to find items that were not available in their bedrooms. Some of these items include: telephone and telephone books, iron and ironing board, plastic bags for dirty laundry or washer and dryer, sewing kit, snacks, kitchen items, etc. Having house guests should not be stressful for either the guest or the host.

**Checklist for Guest Bathroom.** The checklist for the guest bathroom is only an indication of what should be available to your guest. Most guests will supply most of these items themselves, but just in case they have forgotten something, you could have it on hand or at least let them know where they could be purchased. The ideal situation would be for the guest to have his own bathroom attached or very close to his bedroom. If this is not possible, assign them one to use separate from the family. Once again if this is not possible, then be sure to give guests some indication of the best time to shower so they will not be waiting. When your guests arrive at your home, show them their room and bathroom. Tell them (without getting tedious) what they need to know: closet and drawer space, where and how the lights work, how to set the alarm clock, where to find extra linens and towels, how to work the shower controls, how to adjust the heating and cooling controls.

### Guest Bathroom Checklist

- ✓ Face towel, bath towel, washcloth, bath mat
- ✓ Place a towel rack for the guest's towels in their bedroom if the bathroom is not separate from the rest of the family.
- ✓ New soaps for basin and bathtub, plus liquid soap
- ✓ Bath oil and bath powder
- ✓ Shampoo and conditioner
- ✓ Hand creams
- ✓ Facial tissue
- ✓ Paper cups
- ✓ A few medicines, aspirin, adhesive bandage strips, sun block, antacid, etc.
- ✓ Toothbrushes and toothpaste
- ✓ Mouthwash
- ✓ Razors
- ✓ Blow dryer
- ✓ Heating pad
- ✓ Extra toilet tissue
- ✓ Feminine hygiene products
- ✓ Wastebasket
- ✓ Air freshener
- ✓ Night light



Respect your guests' need for privacy, time schedules, and rest, but offer fellowship. Don't expect them to sit up late talking, playing games, etc. or to spend the entire day with you. Don't make it hard for them to get away if you can tell that they are very tired. Schedule meals and other activities for them according to their needs. Be on time yourself. Keep the children and any pets from being bothersome. Ask if you can do anything for them and then mention specifics such as laundry, ironing, errands (shoe, shop, dry cleaners, drugstore, post office). Provide a shelf in the refrigerator for them to use. Be alert and sensitive to any special needs that your guest may have such as illnesses or special diet. Don't insist they eat and eat and eat.

If your guests are planning an extended stay, offer activities. Give them a tourist list and advice. Don't plan too much. Let them choose whether or not they want to go on their own or have you take them. Provide them with a city map and directions to sightseeing places, the post office, stores, malls, etc. Provide them with a house key and offer transportation. Don't forget to change the bed linens and towels as needed.



**The role of the guest.** When a friend invites you to be a house guest overnight or for a weekend, respond promptly. Be on time, above everything else. Do not arrive more than five to ten minutes early. Call ahead if something unavoidable will hinder your getting there on time. If you are going to be considerably late, make sure it is for a very good reason.

Be pleasant and agreeable in all circumstances. Be mature. Participate, contribute, and give. Converse with others. Be friendly—meet new people if there are other guests. Participate in games and activities. Be a good sport if you lose. Do not expect to be entertained constantly. Also, do not monopolize every conversation. It is give and take. Don't brag. Be genuine, but be your best self.

Observe all appropriate rules of courtesy, etiquette, and **decorum**. Eat what is set before you, even if you don't care for it. Explain privately to the hostess if you cannot eat something for medical reasons, but make it clear you expect no special attention. Observe all rules at the table and in interaction with others.

Help if appropriate. Don't offer if you notice hired help. Offer if there is no help, but do not insist if the host declines. She may not want to have to watch you and the dinner. Offer last-minute help with pouring beverages, lighting candles, etc. Many hosts will accept this kind of help when they won't accept other kinds. Offer to help clean up after dinner. However, the host may not wish to clean up immediately; so do not force her to by insisting on helping.

Let your hostess know you appreciate all she has done: her kindness in inviting you, her work in preparing the meal, her gracious hospitality. Thank her in person, but do not overdo it or embarrass her. Write a note after you get home or at least mention how much you appreciated the hospitality the next time you talk with her. Thank you notes are obligatory for overnight stays, a meal, or an occasion at which you were the guest of honor. Thank-you notes are optional for an open house or shower.

	<p><i>July 10, 20__</i></p> <p><i>Dear Sue,</i></p> <p><i>Thank you for your gracious hospitality. I had a wonderful time visiting you.</i></p> <p><i>Love,</i></p> <p><i>Mary</i></p>
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Give a gift if appropriate. You need not give a gift for social occasions. In some places, it is customary to send flowers the day of the party. You should give the gift when you arrive. You should be sure the gift suits the hostess' taste. Don't make her feel as though she must bring it out every time you visit. Refer to the table for some gift ideas.

### **GIFT IDEAS FOR THE HOST/HOESSTESS**

#### Consumable items:

- Decorative soaps
- Candy
- Flowers
- Fruit
- Cheese package
- Something from your garden
- Assortment of gift wrappings and gift cards for various occasions

#### Seasonal items:

- Christmas tree ornament
- Poinsettia plant
- Easter lily

#### Miscellaneous items:

- Candles
- Beautiful paper napkins, doilies, place cardholders, trays—anything used for entertaining
- Book
- Recording
- Padded satin hangers
- Scented drawer liners
- Games

Learning to exit gracefully takes practice. Don't eat and run; however, be considerate of the host's schedule and observe the time she planned for the occasion to end. She has cleaning up to do and needs rest. Observe these general guides for length of stay. Never stay past midnight.

Drop-in visit:	30 minutes
Lunch:	1/2 hour after meal
Dinner:	2 hours after meal

<b>MANNERS FOR HOUSEGUEST</b>
Don't come unannounced and uninvited.
Don't overstay. It is better to end a visit while everyone is still enjoying it!
Arrive on time and be on time for the activities and meals scheduled during your visit.
Let the host know exactly who will be coming. Don't bring your pets.
Be adaptable, agreeable, pleasant, and mature in all circumstances.
Keep your room and bathroom immaculate. Don't use more than your share of hot water or bathroom time.
Don't criticize the community, state, church, or friends of those with whom you are staying.
Respect the privacy of the home. Don't look into closets, drawers, etc.
Don't expect to sit back and be entertained while in someone's home as an overnight guest or a guest for a meal. Take an active part in conversation. Ask questions. Get to know your host.
Leave everything (when you leave the home) in the room and bathroom as you found it.
Leave a written note of thanks or send one back to the host as soon as you get home or as soon as possible when traveling.



**Complete the following.**

- 1.33 List two priorities of the guest quarters. a. \_\_\_\_\_ and b. \_\_\_\_\_
- 1.34 The ideal bed and bath situation for guest accommodations would be \_\_\_\_\_ .
- 1.35 How can you as the host make sure that the guest bedroom is comfortable and will satisfy your guest? \_\_\_\_\_
- 1.36 What kind of bed is ideal for a guest bedroom? \_\_\_\_\_
- 1.37 List five essentials for a guest bedroom.
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_

- 1.38 List five essentials for a guest bathroom.
- a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
- 1.39 What is the first thing you do when your guest arrives at your house? \_\_\_\_\_
- \_\_\_\_\_



**Answer true or false.**

- 1.40 \_\_\_\_\_ You should plan extensive activities for your guests so there is not a moment of boredom.
- 1.41 \_\_\_\_\_ You should expect to be with your guests at all times.
- 1.42 \_\_\_\_\_ As a guest, you should always insist upon helping the host.



**Complete these activities.**

- 1.43 As a houseguest, you should observe all appropriate rules of \_\_\_\_\_ , etiquette and \_\_\_\_\_ .
- 1.44 When is a thank-you note necessary? \_\_\_\_\_
- \_\_\_\_\_
- 1.45 When do you give a thank-you gift to the host? \_\_\_\_\_
- 1.46 Nancy was invited to dinner at Sally's house. How long is it appropriate for her to stay?
- \_\_\_\_\_
- 1.47 Is it okay to investigate your host's house so that you can get to know them better? \_\_\_\_\_



**Complete the following activity.**

- 1.48 You were invited to a weekend house party at a friend's house. Write a thank you note to the host.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Adult Check** \_\_\_\_\_  
**Initial**      **Date**



Review the material in this section in preparation for the Self Test. The Self Test will check your mastery of this particular section. The items missed on this Self Test will indicate specific areas where restudy is needed for mastery.



**Answer true or false** (each answer, 3 points).

- 1.017 \_\_\_\_\_ A formal invitation should never be typed.
- 1.018 \_\_\_\_\_ A party is a good time to make that new recipe you have been wanting to try.
- 1.019 \_\_\_\_\_ It is appropriate to mix age groups when planning the guest list.
- 1.020 \_\_\_\_\_ A formal dinner is usually served by a professional staff.
- 1.021 \_\_\_\_\_ Hot tea is best when served in china tea cups.
- 1.022 \_\_\_\_\_ A reception is usually in the afternoon.
- 1.023 \_\_\_\_\_ It is inappropriate to give a couple's shower.
- 1.024 \_\_\_\_\_ The two priorities for the guest quarters are privacy and cleanliness.
- 1.025 \_\_\_\_\_ The best way to see if your guest room is comfortable is to have the guests fill out a questionnaire before they leave.
- 1.026 \_\_\_\_\_ You should plan daily activities for extended staying guests.

**Define the following words** (each answer, 5 points).

1.027 hospitality

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1.028 decorum

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**Short Answer** (12 points).

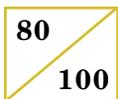
1.029 How are hospitality and Christian character related?

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Score \_\_\_\_\_  
Adult Check \_\_\_\_\_

Initial \_\_\_\_\_ Date \_\_\_\_\_