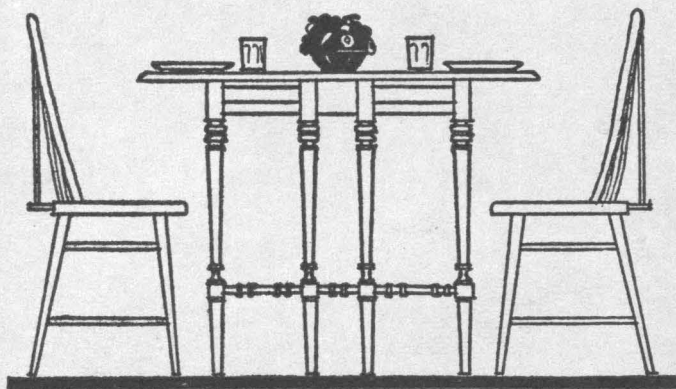


IL6c

UNIVERSITY OF ILLINOIS  
LIBRARY-CHEMISTRY

*Manual for*  
**Meal Planning and  
Preparation Clubs**

By Grace B. Armstrong  
and Nathalia Vasold



University of Illinois  
College of Agriculture and Agricultural Experiment Station  
Circular 312

## CONTENTS

	PAGE
PART I—THE PLANNING OF MEALS.....	2
Why Plan Meals.....	2
Purposes of Different Foods.....	2
How to Plan Meals.....	4
Food Selection Score Card.....	4
Weight-Height-Age Tables.....	4
Planning Breakfasts.....	10
Planning Dinners.....	10
Planning Suppers.....	12
Planning for Special Occasions.....	13
PART II—FOOD PREPARATION.....	14
Importance of Milk in the Diet.....	15
Preparation of Milk Dishes.....	16
Cheese in the Diet.....	18
Preparation of Cheese Dishes.....	18
Eggs as a Body-Building Food.....	18
Preparation of Egg Dishes.....	19
Food Value of Meat.....	22
Preparation of Meat Dishes.....	23
Vegetables and Fruits.....	27
Preparation of Vegetable Dishes.....	28
Preparation of Fruit Dishes.....	31
Value of Grain Products.....	35
Preparation of Cereal Dishes.....	35
Toast and Sandwiches.....	37
Beverages.....	38
PART III—TABLE SERVICE AND ETIQUETTE.....	40

630.7  
IL6c

UNIVERSITY OF ILLINOIS  
LIBRARY-CHEMISTRY

## MANUAL FOR MEAL PLANNING AND PREPARATION CLUBS

Prepared by GRACE B. ARMSTRONG, Assistant Professor in Foods and Nutrition Extension, and  
NATHALIE VASOLD, Extension Specialist in Junior Club Work

Just the preparation of three meals a day for three hundred and sixty-five days in the year is in itself a big task, but the home-maker who is interested in more than merely placing food before the family will add headwork to handwork and so plan the meals that they will contribute to the health and happiness of all the members. Much careful thought is required to plan meals properly, as well as a knowledge of the part different foods play in the nutrition of the body, and how much of different foods is normally required. But the mother who sees a contented family and healthy children as a result, in part, of carefully planned and prepared meals, will have much satisfaction in her work. It is knowing "how" and "why" that makes meal planning easier and more satisfying and raises it from drudgery to a high place in the profession of home-making.

Since the girls of today are the home-makers and mothers of tomorrow, they should have just as vital an interest in this part of the profession of home-making as their brothers have in raising pigs and testing corn. Thru MEAL PLANNING AND PREPARATION CLUBS, many girls of the state are learning fundamental facts about foods and they are using this information in their homes.

### How To Use This Manual

This manual is compiled especially for club members, as a source of information on subjects relating to meal planning and preparation. It is supplemented by Circular 300, The Organization and Direction of Food Club Projects, prepared for leaders of the clubs.

The manual is divided into three parts: (1) the planning of meals; (2) the preparation of dishes for meals; and (3) the service of meals. In the meal-planning section will be found rules which, so far as present information goes, state the daily food requirements of normal people. The rules are illustrated by the *Food Selection Score Card*. In the food preparation section are directions for the making of simple dishes. The meal-service section gives suggestions for table setting, for the serving of meals, and some rules of table etiquette

Each club member should have a copy of this manual to study and to refer to as she puts the principles she learns into practice.

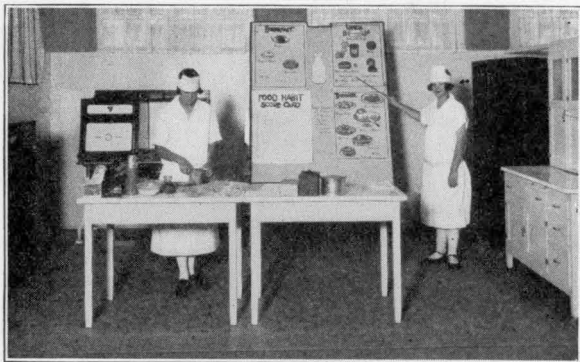
## PART I—THE PLANNING OF MEALS

### WHY PLAN MEALS

The effort spent in planning meals carefully is worth while because it results in better health and because it means a saving of time, energy, and money for other things.

*Better Health.* Good food, together with such things as rest, exercise, good posture, and fresh air, helps in building up a condition of "positive health." A person who is in a state of positive health is characterized chiefly by freedom from common ailments, such as colds, headaches, and constipation; by plenty of energy or "pep"; by good appetite, freedom from nervousness, and the ability to sleep and rest well; by a good disposition; by glossy, "alive-looking" hair; by bright, clear eyes; clear, smooth skin; firm flesh; by correct weight for height, age and type; by strong, healthy teeth, and by flat shoulder blades.

*Saving Time, Energy, and Money.* Making the menu for a day or a week takes much less time per meal than is required if one decides just before each meal what the menu is to be. Then too, when plans are made in this way, supplies may be purchased to greater advantage, and several dishes



AN ILLINOIS 4-H DEMONSTRATION TEAM SHOWING HOW TO PLAN MEALS FOR ONE DAY FOR A CHILD GOING TO A RURAL SCHOOL

may be cooked at the same time; one may bake potatoes and roast meat for the noon meal, for instance, and prepare a baked dessert for the evening meal all at the same time. Women who simplify their household tasks by thoughtful planning are the ones who enjoy their housekeeping and find opportunity for other activities as well.

### PURPOSES OF DIFFERENT FOODS

One of the most important ways to bring about a condition of "positive health" is to practice correct food habits. Since people usually eat what is placed before them, the home-maker is responsible for developing correct food habits in all members of the family by providing at all times food to meet the body requirements. We may think of all foods



as classified into three groups: *body-building*, *energy-supplying*, and *body-regulating*.

### Body-Building Foods<sup>1</sup>

The body requires constantly thruout life some food for tissue building and repair, but this need is much greater during the period of growth, which is from infancy to about the twenty-first year, and during pregnancy. The principal foods in this class are those containing protein, calcium, iron, and phosphorus:

<i>Protein</i>	<i>Calcium</i>	<i>Iron</i>	<i>Phosphorus</i>
Lean meat	Milk	Egg yolk	Milk
Fish, poultry	Cheese	Liver	Cheese
Eggs	Vegetables	Lean meat	Eggs
Milk, cheese	Egg yolk	Dried beans	Fish
Dried beans	Fruits	Whole-wheat products	Lean meat
Peas	Molasses	Leaf vegetables	Whole-grain products
Nuts	Nuts	Oysters	Vegetables
Cereals			

### Energy-Supplying Foods<sup>1</sup>

Thruout life the body needs foods to furnish energy that may be used in the form of heat and work. The starches, sugars, fats, and proteins supply this need:

<i>Starch</i>	<i>Sugar</i>	<i>Fat</i>	<i>Protein</i>
Breakfast cereals	Sugars	Butter	See list under
Flours, bread	Honey	Cream	Body-Building
Rice	Sirup	Margarines	Foods
Macaroni	Molasses	Bacon	
Crackers	Fruit	Lard	
Potatoes		Olive and other	
Tapioca		vegetable oils	

### Body-Regulating Foods<sup>1</sup>

Certain foods must be supplied for growth and health and to keep the mechanism of the body running smoothly. This group includes:

<i>Water</i>	<i>Minerals</i>	<i>Vitamins</i>	<i>Roughage</i>
Water	(For calcium, iron, and phosphorus see lists under Body-Building Foods)	Vegetables	Vegetables
Beverages		Fruits	Fruits
Juicy fruit		Milk, cream	Whole-grain products
Fresh vegetables		Butter	
Soups	Iodin: oysters clams, codfish halibut, herring sardines, salmon tuna fish	Egg yolk Whole cereals Liver Kidney Sweetbreads	

<sup>1</sup>No attempt has been made to list foods in the order of the relative richness of the constituents.

## HOW TO PLAN MEALS

The body requires certain amounts of body-building, energy-supplying, and body-regulating foods each day. A few simple rules may be helpful as a guide in satisfying these daily food needs.

### Milk

Use 1 pint to 1 quart of milk daily for each child.

Use  $\frac{1}{2}$  to 1 pint of milk daily for each adult.

### Vegetables

Use at least two servings daily in addition to potatoes. One should be a fresh, green vegetable whenever possible.

### Fruit

Use at least two servings of fruit daily. Fresh raw fruit, or tomatoes (fresh or canned), should be used frequently.

### Whole-Grain Products

Use some whole (or unrefined) grain products several times a week in breakfast cereal or in bread.

### Eggs

Use moderate amounts. For children use weekly at least 3 eggs.

### Meat

Use moderate amount, about one serving a day for persons over six years of age. Bacon need not be counted as a serving of meat (see list of fat, rich foods).

### Other Foods

Use cereal products and starchy vegetables and moderate amounts of fats and sweets if more food is needed.

## FOOD SELECTION SCORE CARD

In order to determine whether each member of the family is eating the foods needed, the *Food Selection Score Card* may be used. The first scoring, taken every day for one week, will show food habits that need to be changed. The second scoring, taken after a period of three months, will show the improvements made. (See page 5.)

Each club member should determine her average score for a week at the beginning of the *Meal Planning and Preparation Project*, and again at its close.

## WEIGHT—HEIGHT—AGE TABLES

Since weight is one way of determining whether too much or too little food is being eaten, a comparison should be made between the individual's weight and the average weight for the same height and age.

PERFECT SCORE 20		FIRST SCORING					SECOND SCORING				
	<b>Milk</b> Adults: 1 full cup, 10; 2 full cups, 20... Children under 20 years: 2 full cups, 10; 3 full cups, 15; 4 full cups, 20.....										
40	<b>Vegetables and Fruits</b> <i>Vegetables</i> 1 serving, 5; 2 servings, 10; 3 servings, 15 If leafy vegetable is included, extra credit, 5..... <i>Fruits</i> 1 serving, 10; 2 servings, 15..... If raw fruit or vegetable or canned tomato is included, extra credit, 5..										
15	<b>Whole Grain Products</b> 1 serving, 10; 2 servings, 15.....										
15	<b>Cheese, Eggs, Meat, Dried Peas, or Beans</b> 1 serving of any one of above, 10..... 1 serving of any two of above, 15.....										
10	<b>Water</b> (in addition to milk) Adults: 4 full cups, 5; 6 full cups, 10... Children: 3 full cups, 5; 4 full cups, 10...										
100	<i>Total credits</i> .....										
	<b>DEDUCTIONS</b> Use of tea or coffee by children, 10..... Use of over 2 cups of tea or coffee or both by adults, 10..... Eating sweets between meals (candy, cake, preserves, jelly, etc., 10.....										
	<i>Total deductions</i> .....										
	<i>Total score</i> .....										
	<i>Average score for week</i> .....										

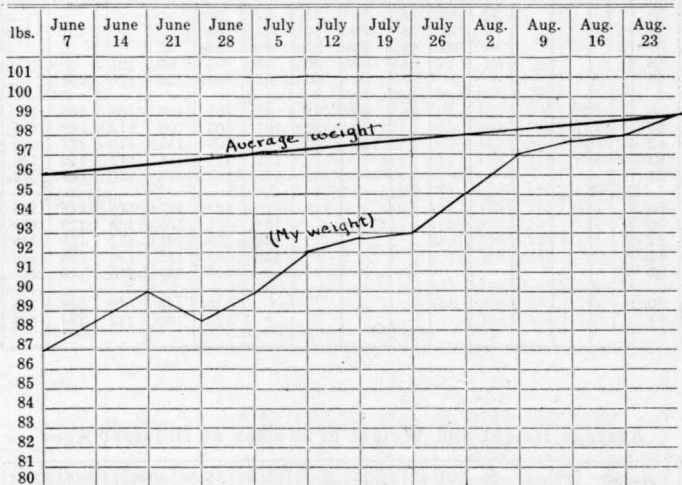
<sup>1</sup>Adapted from *Food Selection Score Card* submitted by Extension Nutrition Committee of American Home Economics Association.

If there is a great variation from the average, an analysis of both food and health habits should be made to determine the cause.

A weight curve is a means of showing gain or loss in weight and of making comparisons with the normal weight for the same age and height. To make this curve, each club member should find the average weight for her height and age (see table on page 8). Then, using a cross-ruled paper, marked as shown below, the line to indicate the average weight is drawn with a red pencil, it being assumed that an average gain

## WEIGHT CURVE

Name Mary Brown Weight at beginning of project 87 pounds  
 Age 14 years 5 months Average weight for height - 96 pounds  
 Height 59 inches ✓ Amount underweight - - 9 pounds  
 Amount overweight - - \_\_\_\_\_ pounds



of one pound a month is made. The actual weight is marked on the first date line, and the weight at the end of each week is marked by a dot on succeeding date lines. The dots are then connected, making a curve.

The best curve is one that steadily approaches the average. Some club members will find that they are about average, others that they are much over or under weight.

The weight curve kept for a longer time, for a year, for instance, is much more valuable than one for a season only, since there is often quite a variation in the gain or loss during the various seasons.

Weight-Height-Age Table for Girls

H'ght in.	5 yrs.	6 yrs.	7 yrs.	8 yrs.	9 yrs.	10 yrs.	11 yrs.	12 yrs.	13 yrs.	14 yrs.	15 yrs.	16 yrs.	17 yrs.	18 yrs.
38	33	33												
39	34	34												
40	36	36	36											
41	37	37	37											
42	39	39	39											
43	41	41	41	41										
44	42	42	42	42										
45	45	45	45	45	45									
46	47	47	47	48	48									
47	49	50	50	50	50	50								
48		52	52	52	52	53								
49		54	54	55	55	56	53	56						
50		56	56	57	58	59	61	62						
51			59	60	61	61	63	65						
52			63	64	64	64	65	67						
53			66	67	67	68	68	69	71					
54				69	70	70	71	71	73					
55				72	74	74	74	75	77	78				
56					76	78	78	79	81	83				
57					80	82	82	82	84	88				
58						84	86	86	88	93	96	101		
59						87	90	90	92	96	100	103	104	
60						91	95	95	97	101	105	108	109	111
61							99	100	101	105	108	112	113	116
62								104	105	106	109	113	115	117
63									110	110	112	116	117	119
64									114	115	117	119	120	122
65								118	120	121	122	123	125	126
66									124	124	125	128	129	130
67									128	130	131	133	133	135
68									131	133	135	136	138	138
69										135	137	138	140	142
70										136	138	140	142	144
71										138	140	142	144	145

Average Height and Weight of Women at Different Ages

Height	19 yrs.	20	21-22	23-24	25-29	30-34	35-39	40-44	45-49	50-54
5 ft.	107	110	114	118	122	126	128	131	133	134
1 in.	112	115	118	121	124	128	130	133	135	136
2 in.	117	120	122	124	126	130	132	135	137	138
3 in.	121	124	126	128	129	133	135	138	140	141
4 in.	124	127	129	131	133	136	138	141	143	144
5 in.	128	130	132	134	137	140	142	145	147	148
6 in.	132	133	136	138	141	144	146	149	151	152
7 in.	136	137	140	142	145	148	150	153	155	156
8 in.	140	141	143	146	149	152	155	158	160	161
9 in.	144	145	147	150	153	156	160	163	165	166
10 in.	148	149	151	154	157	161	165	168	170	171
11 in.	153	154	156	159	162	166	170	174	176	177
6 ft.	158	160	162	165	167	172	176	180	182	183
1 in.	163	165	167	170	173	178	182	186	188	190
2 in.	168	170	173	176	179	184	189	193	195	197

Tables for girls and boys prepared by Bird T. Baldwin and Thomas D. Wood.  
Height without shoes. Weight with moderate amount of clothing.



Weight-Height-Age Table for Boys

H'ght in.	5 yrs.	6 yrs.	7 yrs.	8 yrs.	9 yrs.	10 yrs.	11 yrs.	12 yrs.	13 yrs.	14 yrs.	15 yrs.	16 yrs.	17 yrs.	18 yrs.
38	34	34												
39	35	35												
40	36	36												
41	38	38	38											
42	39	39	39	39										
43	41	41	41	41	41									
44	44	44	44	44	44									
45	46	46	46	46	46	46								
46	47	48	48	48	48	48								
47	49	50	50	50	50	50	50							
48		52	53	53	53	53	53							
49		55	55	55	55	55	55	55						
50		57	58	58	58	58	58	58						
51			61	61	61	61	61	61						
52			63	64	64	64	64	64	64					
53			66	67	67	67	67	68	68					
54				70	70	70	70	70	71					
55				72	72	73	73	74	74	74				
56				75	76	77	77	77	78	78				
57					79	80	81	81	82	83	80			
58					83	84	84	85	85	86	87			
59						87	88	89	89	90	90	90		
60						91	92	92	93	94	95	96		
61							95	96	97	99	100	103	106	
62							100	101	102	103	104	107	111	116
63							105	106	107	108	110	113	118	123
64								109	111	113	115	117	121	126
65								114	117	118	120	122	127	131
66									119	122	125	128	132	136
67									124	128	130	134	136	139
68										134	134	137	141	143
69										137	139	143	146	149
70										143	144	145	148	151
71										148	150	151	152	154
72											153	155	156	158

Average Height and Weight of Men at Different Ages

Height	19 yrs.	20	21-22	23-24	25-29	30-34	35-39	40-44	45-49	50-54
4 ft. 10 in.	98	102	106	110	113	116	119	123	126	129
11 in.	103	107	109	112	115	118	121	125	128	131
5 ft.	109	112	113	115	117	120	123	127	130	133
1 in.	113	115	116	118	119	122	125	129	132	135
2 in.	116	118	119	120	121	124	127	132	135	138
3 in.	120	121	122	123	124	127	130	135	138	141
4 in.	123	124	125	126	128	131	134	138	141	144
5 in.	126	127	128	129	131	134	138	142	145	148
6 in.	129	130	131	133	135	138	142	146	149	152
7 in.	131	133	135	137	139	142	146	150	153	156
8 in.	135	137	139	141	143	146	150	154	157	161
9 in.	138	140	142	145	147	150	154	158	161	165
10 in.	141	143	145	148	151	154	157	161	164	169
11 in.	145	147	149	151	154	157	160	164	168	173
6 ft.	150	152	154	156	158	161	163	167	171	176

Tables for women and men prepared by Thomas D. Wood. Height without shoes. Weight with moderate amount of clothing.

### PLANNING BREAKFASTS

Breakfast should never be an elaborate meal, either in preparation or in service. It may be very light, light, medium, or heavy, depending upon the needs of the family and the arrangement of the other meals. The following breakfasts show what is meant by these terms:

#### Types of Breakfasts

<i>Very light</i>	<i>Light</i>	<i>Medium</i>	<i>Heavy</i>
Fruit	Fruit	Fruit	Fruit
Breadstuffs	Cereal	Cereal	Cereal
Beverage	Breadstuffs Beverage	Eggs or eggs and bacon Breadstuffs Beverage	Eggs or eggs and bacon Another hot dish Breadstuffs Beverage

If the adults of the family are not doing hard work and have an ample meal at noon, breakfast should be *very light* or *light*. If they take little food at mid-day, the breakfast should be *medium*. If they are actively engaged in muscular labor and the total food intake for the day must be high, the breakfast should be *medium* or *heavy*.

For the mixed family group, the *light* breakfast is the most convenient type, for it provides the essentials for a breakfast suitable for both children and adults. An egg or egg and bacon can be added without much extra labor, making it a suitable breakfast for a man doing active work.

### PLANNING DINNERS

Dinner on a farm is usually the noon meal, tho some families find it more convenient to have the heavy meal of the day in the evening. As a rule, it is much easier for the housewife to prepare the heavy meal of the day in the morning, leaving the afternoon free for other duties and for recreation.

#### Types of Dinners

<i>Light</i>	<i>Medium</i>	<i>Heavy</i>
Meat (or substitute)	Soup Meat (or substitute)	Soup or cocktail Meat (or substitute)
Potato (or similar food)	Potato (or similar food)	Potato (or similar food)
Vegetable	Vegetable	Vegetable
Bread and butter	Bread and butter	Bread and butter
Salad or dessert	Salad or dessert (If soup is omitted, both salad and dessert are served).	Salad Dessert

#### *Soup*

The soup may be the main part of the dinner, in which case it should contain meat and a large amount of several vegetables. If

meat and vegetables are to be served separately at the meal, the soup should be clear, as a consommé or bouillon.

### *Meat*

It is customary to serve meat at the dinner, but occasionally one prefers it at breakfast or supper; and if so, a meat substitute may be served at dinner, such as baked beans or cheese fondue. Meat and meat substitute should not be served at the same meal.

### *Potato or Substitute*

The white potato is commonly served at dinner. This supplies a portion of the starchy or *energy-yielding* food, necessary at each meal. However, potato is not the only form in which starch may be secured; sweet potato, rice, or macaroni may be substituted for the potato. One should avoid having more than one of these foods at the same meal.

### *Vegetables Other Than Potato*

It is desirable to serve one vegetable in addition to potato at dinner. This may be a cooked vegetable, such as creamed peas or corn, a fresh, raw vegetable, such as celery or cabbage; or a vegetable salad, such as a combination salad. Do not serve the same food in two forms (stewed tomatoes and tomato soup, for instance) at the same meal and seldom in the same day.

### *Desserts*

Sweet things tend to satisfy the appetite to such an extent that other food is not desired. For this reason sweets should follow the main part of the meal.

The food value of desserts depends upon the ingredients used. Most frequently the dessert is made up of starch, fat, and sugar in combination, in which case it is an *energy-yielding* food. If milk and eggs are added, to that extent the product becomes a *body-building* food. Fruit may well be used in the dessert. Fruit being a source of roughage, minerals, and vitamins, the dessert then is a *body-regulating* food.

If the meal has been a simple light one, a heavy dessert, such as rich puddings, pastries, or cakes may be used. If the meal has consisted of a variety of courses and dishes rich in fat or carbohydrate, it should be followed by a light dessert, such as fruit, sherbet, simple pudding, or sponge cake.

Several desserts at one meal, such as cookies, cake, pie and doughnuts, are quite unnecessary and are an indication of poor planning.

Children never should be given rich pastry, cake, or pudding but instead simple fruit or milk desserts, simple cookies, or sponge cake. Some mothers are prone to let children eat desserts between meals. They would be wiser if they substituted an apple or other fruit.

Desserts may be classified as follows:

<i>Milk Desserts</i>	<i>Fruit Desserts</i>	<i>Pastry Desserts</i>
Custards	Fresh raw fruit	Shortened cakes
Cornstarch pudding	Fruit salad	Sponge cake
Ice cream, sherbets	Cooked fruit	Short cake
Gelatin puddings	Fruit gelatin	Cobblers
with whipped cream	Fruit ices	Pies
Junket	Fruit with tapioca	Puddings
Cereal puddings		Doughnuts
		Cookies

### PLANNING SUPPERS

The noon meal on the farm is usually the heavy meal, or dinner, and the evening meal the light meal, or supper. Luncheon may be served at noon and dinner in the evening if it better suits the conditions in the home. Much the same foods are served for luncheon as for supper.

#### Types of Suppers

<i>Light</i>	<i>Medium</i>	<i>Heavy</i>
Main dish	Main dish	Main dish
Bread and butter	Vegetable	Vegetable
Beverage	Bread and butter	Bread and butter
Salad or dessert	Beverage	Beverage
	Salad or dessert	Salad and dessert

#### *Main Dish*

The main dish may be a meat, either hot or cold, provided meat was not served at dinner; meat substitutes, as cheese fondue, baked beans, eggs or an escalloped dish; dishes combining a small amount of meat with other foods, such as hash, stuffed peppers, or chowder; cream soups in cold weather and salads in hot weather. Left-overs may be combined or added to other food in making the main dish. A clever cook who gives some thought to left-over combinations is able to make attractive, appetizing dishes and avoid serving food warmed over in the same form in which it was used for dinner.

#### *Vegetable*

Since two vegetables other than potatoes are needed each day and only one is usually served at dinner, another may be served at supper. This vegetable may form either the main dish or a separate dish.

#### *Bread*

Nut or raisin bread, toast, biscuits, and muffins are appetizing for supper. These muffins or fancy breads may be made of unrefined cereals or whole-wheat or graham flour.

#### *Beverage*

A milk beverage, such as hot or iced cocoa or a fruit beverage, is a good addition to the supper. Unless a milk beverage is served, milk

should be used in some other way, as in a creamed vegetable or a cream soup, in order that sufficient milk be used during the day.

### *Salad and Dessert*

The same principles apply to the salad and dessert for supper as for dinner. Fruit sauce and cake or cookies make a good dessert.

### *Avoid Fried Left-overs*

The supper should not consist of fried left-overs from the noon meal. A moderate amount of properly fried foods may be used in the diet of adults when there is need for a large amount of energy-supplying foods, but they should be used very sparingly in the diet of children.

## PLANNING FOR SPECIAL OCCASIONS

Refreshments often are served at such special occasions as afternoon or evening parties and picnics. When an occasion is one at which the food served takes the place of a regular meal, such as a picnic, the same rules should be observed as are used for planning family meals. When the food served is an addition to the regular meals of the day, such as a tea or an afternoon or evening party, the refreshments should include few foods, simply prepared and attractively served.

### Picnics

When planning for a lunch ready to be served at a picnic, food should be included that may be easily carried and kept in good condition. A greater variety of foods may be included when much of the preparation is made after arriving at the picnic spot.

#### Suggestions for Picnic Lunch Ready To Serve

<i>Main Dish</i>	<i>Salads</i>	<i>Breads</i>	<i>Desserts</i>	<i>Beverage</i>
Baked beans	Potato salad	Sandwiches	Cookies	Lemonade
Cold meat	Cabbage salad	Buttered rolls	Small cakes	Iced tea
Deviled eggs	Fruit salad		Fruit	Milk
Cheese			Ice cream	Water
			Fruit gelatin	

#### Suggestions for Picnic Lunch To Be Prepared

<i>Main Dish</i>	<i>Vegetables or Salad</i>	<i>Bread</i>	<i>Desserts</i>	<i>Beverage</i>
Steak		Buttered rolls	Fruit	Coffee
Chops	Corn	Bread and butter	Cookies	Lemonade
Bacon	Potatoes	Toast	Cake	Milk
Eggs	Canned	Hot bacon	Baked	Tea
Wieners	vegetable	and egg	apples	Cocoa
Ham	Lettuce	sandwiches		
Chicken	Tomatoes			
Fish	Celery			
Hungarian goulash	Cucumbers			



## Parties

The refreshments for an afternoon or evening party are an extra lunch. They should be simple, not more than two courses, preferably one. The servings should be small.

Following are suitable combinations for party refreshments:

1. Cake or cookies, beverage
2. Cake or cookies, beverage, candy or nuts
3. Sandwich, beverage
4. Sandwich, small cakes, beverage
5. Sandwich, salad, beverage
6. Frozen dessert, cake, beverage
7. Frozen dessert, cake, beverage, candy or nuts

## Teas

Teas may be informal or semi-formal. Refreshments should be dainty and attractive. Few things are served and servings are small.

Following are suitable combinations for tea:

1. Sandwiches or small hot biscuit, beverage, candy
2. Sandwiches, small cakes, beverage
3. Cinnamon toast, beverage, salted nuts
4. Toasted sandwiches, wafers, beverage
5. Small hot muffins, preserves, beverage
6. Sherbet or ice cream, small cakes

## PART II—FOOD PREPARATION

Success in cooking depends on following rules carefully.

Cleanliness is one of the first requirements of good housekeeping. A clean kitchen, clean tools, clean apron, clean hands and finger nails are the first things a good housewife considers. Hands should be washed after handling hair, touching mouth, or using the handkerchief.

A different spoon should be used for tasting than for stirring.

Hot dishes are more easily handled with holders than with the dish towel. The use of holders saves laundering of towels and avoids the possibility of burning them.

### Measurements and Abbreviations

In the following recipes all measurements are level unless otherwise stated. If either  $\frac{1}{2}$  teaspoonful or  $\frac{1}{2}$  tablespoonful is being measured, divide lengthwise. Flour should be sifted once before measuring.

The following are approximate equivalents used in household measurements:

3 teaspoonfuls (t)	= 1 tablespoonful (Tb)
16 Tb	= 1 cup (c)
2 c	= 1 pint (pt)
2 pts	= 1 quart (qt)
2 c butter	= 1 pound (lb)

4 c flour	= 1 pound (lb)
2 c granulated sugar	= 1 pound (lb)
5 c coffee	= 1 pound (lb)

### Combining Ingredients

*Stirring* is used for mixing a liquid and a dry ingredient. It is done by a circular motion, in widening circles.

*Beating* is used to make mixtures smoother after stirring, or to incorporate air. It is done by a free over-and-over motion, the spoon being lifted from the mixture for the backward stroke.

*Cutting and folding* is a process used for mixing lightly beaten egg with a liquid or batter. It is done by carefully bringing the spoon into the mixture from the top (with a cutting motion), carrying it down and then across and up, thus turning (folding) the mixture over.

### Cooking Processes

Food is cooked to develop its flavor, to make it more easily digested, to destroy bacteria, or to improve its appearance. There are eight general methods of cooking food:

1. Boiling—cooking in water that is actually boiling. Water boils when large bubbles rise to the top and break.
2. Simmering—cooking in hot water below the boiling point. Water is simmering when there are small bubbles around the edge of the pan.
3. Stewing—cooking slowly in little water.
4. Steaming—cooking in the steam from boiling water.
5. Broiling—cooking in direct contact with heat.
6. Frying—cooking in deep hot fat.
7. Sautéing—(saw-tay-ing) cooking in very little fat.
8. Baking and roasting—cooking in the oven.

### IMPORTANCE OF MILK IN THE DIET

Milk contains an excellent quality of protein for building the human body. It also contains butter fat, which is very rich in vitamin A during the summer months when cows are on pasture, but is not so rich during the winter months when cows are barn-fed. Vitamin A is absolutely necessary for growth and maintenance of health. Since very young children cannot digest much fat, the small amount they get should be of good quality and rich in vitamin A. Milk will supply this fat need in young children, but as children grow older cream and butter should be added to the diet.

Milk is an excellent source of calcium and phosphorus. These are necessary for building bones and teeth and for regulating certain body processes. Some calcium and phosphorus should be included in the diet each day. Unless these are supplied during the first few months of a

baby's life, there is danger of poor development of bones and teeth. The expectant mother, particularly, should include foods containing these substances in her diet; otherwise her body supply will be diminished, the deficiency resulting in faulty teeth and bone structure. In extreme deficiency this condition may be evident in the baby.

Milk contains a fairly good supply of vitamin B (see page 3 for use of vitamin B in the body). Skim milk supplies protein, calcium, phosphorus and vitamin B, the fat and vitamin A having been removed largely when the milk was skimmed.

The daily milk allowance recommended by the best authorities in nutrition is:

For each normal child thruout the period of growth, one quart if possible, if not, at least one pint.

For the adult not less than one-half pint.

For the woman during the period of pregnancy and lactation, one quart.

Occasionally a child insists upon drinking milk to the exclusion of other needed foods. If the milk allowance is kept at one quart, the child's natural appetite will lead him to accept the other foods offered.

If a person does not like milk as a beverage, it may be served in the form of cream soups, creamed and escalloped dishes, milk deserts, etc.



GOOD FOOD HABITS PAY

These girls are twins. They were the same weight at birth and have been brought up under the same conditions except that the larger girl is a regular user of milk and now weighs 68 pounds, while the smaller one does not use milk and weighs but 58 pounds. (Courtesy National Dairy Council)

## PREPARATION OF MILK DISHES

### White Sauce

#### Table of Proportions

<i>Kinds and Uses</i>	<i>Flour</i>	<i>Fat</i>	<i>Milk</i>	<i>Salt</i>
Thin (for soups).....	1 Tb	1 Tb	1c	$\frac{1}{2}$ t
Medium (for creamed or es- calloped dishes).....	2 Tb	2 Tb	1c	$\frac{1}{2}$ t
Thick (for croquettes).....	3 to 5 Tb	3 to 5 Tb	1c	$\frac{1}{2}$ t

*How*

Melt fat in pan. Add flour and salt and stir until smooth. Add milk.

Cook in double boiler, stirring frequently until sauce is of desired consistency; or cook directly over flame, stirring constantly.

*Why*

Fat and flour are mixed so product does not become lumpy.

Double boiler will save constant stirring; also slow cooking for a long time in double boiler improves the flavor. Cooking over flame requires constant attention.

**Cream of Tomato Soup**

1 c cooked tomatoes	Bay leaf
Onion	2 c thin white sauce
Thyme	

Cook tomatoes with seasonings. Put thru a strainer. Add  $\frac{1}{8}$  t of soda, if desired, to prevent curdling. Then add this to the white sauce. Serve immediately.

**Cornstarch Pudding**

2 c milk	$\frac{1}{8}$ t salt
4 Tb cornstarch	$\frac{1}{2}$ t vanilla
$\frac{1}{4}$ c sugar	1 egg (if desired)

Mix dry ingredients. Add gradually to scalded milk in double boiler. Stir constantly until thickened. Cook 15 minutes, stirring occasionally. Add slightly beaten egg. (This pudding may be varied by the addition of 3 Tb cocoa or chocolate cooked in a little water until shiny.)

**Vanilla Ice Cream**

3 c thin cream	$\frac{1}{2}$ t vanilla
$\frac{1}{2}$ c sugar	

Mix ingredients. Freeze and serve.

**Milk Sherbet**

Juice of 2 lemons	2 to $2\frac{1}{2}$ c milk
1 c sugar	

Mix juice and sugar. Chill, add to milk stirring constantly; if added too rapidly, mixture will have a curdled appearance, which is unsightly but does not affect the quality of the sherbet. Freeze and serve. Other fruit juice, such as that of oranges, raspberries, etc., may be used.

See pages 18-22 for other recipes in which milk is used.

### CHEESE IN THE DIET

Cheese is a very concentrated food. It is a good source of protein, fat, calcium, and phosphorus. Cheese, as a substitute for meat, may be combined with other food products, such as macaroni, and so form the main dish of the meal. The common practice of serving cheese in addition to an adequate meal is unwise. Cheese, when not toughened by cooking at too high a temperature or for too long a time, is not difficult to digest.

Cheeses vary in appearance and flavor largely because of the various ripening processes used.

#### PREPARATION OF CHEESE DISHES

##### Cottage Cheese

Pour boiling water into clabbered milk and allow to stand in warm place until curd separates from whey. If a large amount of milk is being used, it may be necessary to drain off the water and pour boiling water over it a second time. Making cottage cheese by this method insures a tender product.

##### Welsh Rarebit

1 Tb butter	$\frac{1}{4}$ t mustard
$\frac{1}{2}$ lb soft mild American cheese cut in pieces	$\frac{1}{3}$ c cream or milk
$\frac{1}{4}$ t salt	1 egg

Put butter in top of double boiler. When melted, add cheese and seasonings. When cheese is melted, add milk or cream gradually, stirring constantly; then add egg slightly beaten. Cook until thick, serve hot on toast or crackers.

##### Cheese Custard

2 c milk	Salt
2 eggs	$\frac{1}{2}$ lb cheese
Bread	

Cut bread into 1-inch cubes. Grate cheese. Put a layer of bread, then a layer of cheese into a buttered baking dish. Beat eggs slightly. Add milk and seasonings to eggs. Pour mixture over bread. Place dish in pan of hot water. Bake in moderate oven until mixture is firm. Serve as main dish for supper.

#### EGGS AS A BODY-BUILDING FOOD

Eggs are a valuable body-building food because they contain much protein of an excellent quality, easily digested and assimilated. They are a good source of body-building food for the little child. They con-



tain considerable iron and phosphorus, which are used both in building the body tissue and in regulating the body processes. They contain also vitamins A and B, which are most essential for the growing child and are needed for the maintenance of health of children and adults.

The yolk of the egg is especially rich in iron, phosphorus, vitamin A, and the anti-rachitic substance (frequently called vitamin D). Rickets is extremely common among babies. Egg yolk is a preventive for this condition but should be introduced into the diet in a very small amount, only a small part of one egg yolk being given at first and the amount gradually increased to one whole yolk for a child of one and one-half years. (Cod-liver oil may be used instead of egg yolk as a preventive of rickets when egg yolk cannot be used.)

### PREPARATION OF EGG DISHES

#### "Boiled" Eggs

##### *How*

Allow approximately 1 pint of boiling water for one egg and 1 cupful for each additional egg. Put egg carefully into boiling water. Bring water again to boiling point; cover vessel and place on back of stove or in warm place where water will not boil but will be kept hot. If a soft cooked egg is desired, allow to stand for 3 to 7 minutes; if medium cooked, 5 to 10 minutes; if hard cooked, 30 minutes.

##### *Why*

This amount of water is necessary to retain the heat.

Egg-white cooked below the boiling point is tender and jelly-like in consistency. If boiled, the egg-white becomes tough before the yolk is properly cooked.

#### Poached Eggs

##### *How*

Put boiling salted water into a frying pan or other shallow utensil. Break eggs one at a time into a saucer and carefully slip into the water. See that the water remains just below the boiling point.

##### *Why*

Cooking eggs rapidly while poaching may break the egg and cause the edges to be "ragged," as well as toughen the white.

When the white begins to set, dip the hot water gently over the eggs with a spoon. Cook until the white is firm. Carefully remove cooked eggs from pan with a perforated griddle-cake turner. Place in hot dish and serve.

Dipping hot water over the egg causes the white to set over the top of the yolk and improves the appearance.

### Scrambled Eggs

#### How

Beat eggs, adding approximately 1 Tb milk for each egg and salt to taste.

Heat frying pan hot enough to melt 1 Tb fat.

Put egg mixture into pan and stir continually with broad-bladed knife.

Stop the process when the eggs are firm, and remove from pan. Finished product should be creamy.

#### Why

Addition of milk improves consistency of finished product.

This will keep the eggs from sticking to the pan.

Stirring continually makes coagulation more even.

The eggs are removed from the pan as soon as creamy so they will not continue to coagulate and become dry and tough.

### Omelet

2 eggs

1 Tb butter

2 Tb milk or water

$\frac{1}{4}$  t salt

Have small frying pan just hot enough to melt butter. Beat eggs with fork until creamy, *not* foamy. Add milk or water and salt. Put mixture into pan and place over medium heat. Cook until under part is firm, upper part set. Fold in half and serve immediately. Chopped ham, grated cheese, finely chopped sweet green pepper, jelly, or jam may be added just before folding.

### Eggs à la Golden Rod

$1\frac{1}{2}$  c medium white sauce      6 pieces of toast

3 or 4 hard-cooked eggs

Separate yolk and white of cooked egg, and chop the whites. Add whites to the white sauce (see page 16) and pour over the toast. Press yolk thru a strainer or crush with a fork, and sprinkle over the top. Garnish with parsley or lettuce, and serve hot.

### Deviled Eggs

4 Tb cooked salad dressing  
or mayonnaise

4 cold hard-cooked eggs

$\frac{3}{4}$  t salt

Remove shell, cut lengthwise or crosswise thru eggs, and remove yolks. Mix yolks, salad dressing, and salt to a paste. Fill egg whites with mixture. Instead of salad dressing, a paste made by adding 1 t vinegar,  $\frac{1}{4}$  t mustard, and melted butter to the egg yolks may be used.

**Custard**

2 c milk  
2 to 3 eggs  
 $\frac{1}{4}$  c sugar

$\frac{1}{8}$  t salt  
 $\frac{1}{2}$  t vanilla

**Baked Custard***How*

Scald milk.

Beat eggs slightly. Stir in sugar and salt. Pour scalded milk over them gradually. Add flavoring.

Pour thru strainer into baking dish.

Set baking dish in a pan of hot water.

Bake in a moderate oven until a knife thrust into the custard comes out clean.

*Why*

Scalding will hasten the baking. If saving time is no object, milk need not be scalded.

Eggs are less apt to coagulate in small lumps when mixed with sugar and hot milk is added gradually.

Straining removes cord and any coagulated bits.

This will allow cooking temperature to be low enough to prevent toughening of the protein.

Too long cooking at too high temperature will cause the custard to separate.

**Soft Custard***How*

Scald milk.

Beat eggs slightly. Stir in sugar and salt. Pour milk gradually over them.

Cook in double boiler, stirring constantly until thick enough to coat the spoon. Remove *at once*.

Flavor and strain.

*Why*

Scalding milk will hasten process of cooking.

Eggs are less likely to cook in lumps when sugar is mixed with them and hot milk is added gradually.

Double boiler keeps temperature low, avoiding too rapid coagulation of egg. Constant stirring prevents uneven cooking. Too long cooking at too high a temperature causes the custard to separate.

Loss of flavoring by evaporation is avoided if added at this time. Straining removes lumps.

**Variations of Soft Custard**

1. Beat egg whites separately and heap on top of thickened custard when ready to serve.

2. Just before serving, add to custard  $\frac{1}{2}$  cup of crushed or grated pineapple.
3. Put 1 teaspoonful of jelly or fruit preserve or jam on each serving.
4. Arrange slices of dry cake and peaches in a serving dish and pour soft custard over them. Chill thoroly before serving.
5. Soft custard may be served as a sauce on rice, prune whip, and gelatin desserts.

### Variations of Baked Custard

1. Add 3 tablespoonfuls of cocoa or of melted chocolate, mixed with egg and sugar, before scalded milk is added.
2. Add  $\frac{1}{2}$  cup of grated cocoanut to custard mixture before baking.
3. Carmelize  $\frac{1}{2}$  of the sugar and add to custard mixture before baking.

### Frozen Custard (French Ice Cream)

1 pt heavy cream	$\frac{1}{4}$ t salt
1 qt milk	1 c sugar
4 egg yolks	1 t vanilla

Make a soft custard with all ingredients except cream. Add cream, which may be whipped if desired, and freeze.

### FOOD VALUE OF MEAT

Meat, including poultry and fish, always has been included in the diet of man. A very common idea is that meat is a particular source of body strength and should appear in the diet of the working man three times a day. This is an erroneous idea. The man, working hard all day has greater need for energy-yielding foods, such as those high in sugar, starch, and fat.

A person doing manual work out-of-doors on a cold day may use more meat, as it stimulates heat production. Meat is a good source of protein. Protein is primarily a *body-building* food, but if more is eaten than is needed for building tissue, the excess furnishes energy.

Meats are an abundant and important source of iron and phosphorus. Our bodies need iron to build red corpuscles necessary for carrying oxygen from the lungs to the cells in the body, where it is used in the oxidization of food. Liver, kidneys, and blood have been found to be better sources of iron than are the muscle meats. Liver is being used to a considerable extent in diets in which a large amount of iron is desired.

Meat is high in "extractives"; these give it flavor. The flavor in soups, stews, and beef tea is mainly due to meat extractives. People are apt to eat an excess of meat because of its flavor, to the exclusion of other necessary foods, such as vegetables and cereals. Young chil-

dren should not be allowed to cultivate an excessive appetite for meat. Very fat meat, such as pork, should not be given to them because of their inability to digest large quantities of fat.

Salt-water fish, such as halibut, salmon, cod, tuna, sardines, and oysters, are valuable because of their iodine content. Iodine is necessary in the diet for proper functioning of the thyroid gland. Simple goiter, a disturbance of the thyroid gland, according to good authorities is the result of lack of iodine in the diet. The water and soil of a large part of Illinois contain almost no iodine, and for this reason attention should be given to securing foods which contain it. Some iodine-containing food such as salt-water fish should be included in the diet about once a week. The promiscuous use of iodine is not recommended. Anyone having goiter of any type should consult an authority and not attempt to prescribe for herself.

Normal children do not require meat in the diet before they are two years old. There is a difference of opinion regarding the age at which meat first should be given. Some authorities in nutrition believe that children under six years do not need meat provided they receive one quart of milk and one egg daily.

### PREPARATION OF MEAT AND MEAT DISHES

Three methods are used in cooking meat:

1. Intense heat is applied, followed by a medium temperature, as in roasting and broiling. This method is suitable for tender cuts, and results in a product retaining a maximum amount of flavor and nutritive value.
2. Meats are put into cold water and cooked at a simmering temperature, as in making soups. This method is suitable for tough portions of meat, and results in the extraction of the maximum amount of flavor and nutritive value from the meat.
3. A combination of the above methods is used, as in making stews and pot roasts. Intense heat is applied, followed by long cooking at a simmering temperature. This results in a partial retention and a partial extraction of flavor and nutritive value.

### Broiling and Roasting

<i>How</i>	<i>Why</i>
Wash meat but do not allow to stand in water.	Allowing meat to stand in water extracts flavor and nutritive value.
Have pan hot and quickly sear on all sides. Season to taste.	Searing prevents loss of flavor and nutritive value.
Cook at medium temperature until tender.	This improves flavor.



### Meat Broth and Soup

#### *How*

Wash meat but do not allow to stand in water.

Cut or chop meat into fine pieces. Place in jar; put jar in oven or vessel of hot water. Allow to stand several hours. Result will be meat broth.

For soup, put small pieces of meat into cold salted water and slowly heat. Allow to simmer for several hours.

#### *Why*

Allowing meat to stand in water extracts flavor and nutritive value.

This allows flavor and nutritive value to be extracted.

Flavor and extractives are drawn from meat by standing in cold salted water and cooking slowly.

### Stews, Braised Meats, Pot Roasts

#### *How*

After washing meat, put it into boiling water or hot fat for a few minutes.

Cook at simmering temperature until tender.

#### *Why*

Heat sears outside of meat, causing retention of flavor and nutritive value.

Simmering will soften fiber, thus making meat more tender.

### Meat Croquettes

2 c cooked meat (ground)

$\frac{1}{2}$  t salt

1 t finely chopped onion

1 c thick white sauce

1 egg

Dry bread or cracker crumbs

Mix meat, seasoning, and white sauce, and let mixture cool. Shape into croquettes. Dip in beaten egg and roll in crumbs. Fry in deep fat to a golden brown and drain on plain paper.

### Swiss Steak

2 lbs round steak ( $1\frac{1}{2}$  inches thick)

1 pt tomatoes

Flour and salt

1 Tb chopped onion

Pound into the steak all flour possible. Have fat hot, and brown meat on both sides. Have tomatoes, onion juice, salt, and hot water to cover, at boiling point; add to meat; bring to boiling point again. Lower temperature and simmer 3 hours. Thicken the gravy with flour.

### Meat Pie

Cut cold meat into small cubes. Cover with boiling water; add  $\frac{1}{2}$  onion and cook slowly 30 minutes. Remove onion if desired. Thicken

gravy with flour to consistency of medium white sauce. Add sliced potatoes which have been parboiled 5 minutes. Put into a buttered baking dish, cover with baking-powder biscuit mixture or plain paste. Bake in a hot oven. (See *Baking Club Manual* for paste recipe).

### Meat Loaf (1)

2 c chopped cooked beef, veal, or chicken	1 t salt
2 Tb butter	$\frac{1}{2}$ c fresh bread crumbs
$\frac{1}{2}$ pt milk or cream	$\frac{1}{2}$ c meat stock
2 eggs or 3 yolks	1 Tb chopped parsley

Beat eggs, mix all ingredients. Place mixture in buttered baking dish. Bake in medium oven 30 minutes. Serve with tomato sauce.

### Meat Loaf (2)

$1\frac{1}{2}$ c ground beef (raw)	$\frac{3}{4}$ c bread crumbs or—
$1\frac{1}{2}$ c ground pork (raw)	1 medium-sized raw potato
2 t salt	1 egg
$\frac{1}{2}$ onion	2 slices bacon

Grind meat, potato (if used), and onion. Mix with egg slightly beaten. Add salt. Shape into loaf. Put into greased pan; place slices of bacon over top and bake in hot oven 10 to 15 minutes. Add  $\frac{1}{2}$  to 1 c hot water, the amount depending upon size of pan. Continue baking in moderate oven about  $\frac{1}{2}$  hour.

### Codfish Balls

1 c salt codfish	1 egg
2 c potatoes	$\frac{1}{2}$ Tb butter

Wash fish in cold water, drain, and break or cut into very small pieces. Cook fish and potatoes separately in boiling water to cover. Drain thoroly. Mash potatoes and codfish, add butter, and egg well-beaten. Shape into balls. Fry in deep fat.

### Creamed Salt Fish in Pepper Cases

2 Tb butter	1 pt hot milk
2 Tb flour	$\frac{1}{4}$ lb pickled fish
Dash of cayenne pepper	

Soak fish over night. Blend the butter, flour, and pepper; add hot milk, a little at a time. Cook 2 minutes; then add the pickled fish, and cook until creamy. Select large green peppers of uniform size, cut lengthwise, remove seeds and veins; pour boiling water over them, and scald a few minutes to preserve the green color. Fill the pepper shells

with creamed fish and cover with yolk of hard-boiled egg rubbed thru a sieve or vegetable press.

### Creamed Codfish

Break salt codfish into pieces (about  $\frac{3}{4}$  cup) and soak in lukewarm water, the time depending upon hardness and saltiness of fish. Drain, and add 1 cup medium white sauce. Cook a few minutes. Add one beaten egg just before serving. Garnish with slices of hard-cooked eggs.

### Clam Chowder with Tomatoes

$\frac{1}{4}$ lb fat salt pork	$\frac{1}{2}$ t ground thyme
2 large onions	$\frac{1}{8}$ t pepper
2 c diced raw potatoes	2 t salt
1 qt canned tomatoes	3 doz clams with liquor
1 qt boiling water	6 large crackers

Cut the pork into dice, and cook until crisp and brown. Remove scrap of pork, add sliced onions to fat, and cook slowly for 5 minutes. Add potatoes, tomatoes, seasonings, and heat to boiling point. Boil for 20 minutes, add clam liquor and chopped clams, continue cooking slowly for 20 minutes longer. Then stir in crackers and serve. One-fourth teaspoon of soda and 3 cups of milk may be added just before serving.

### Shrimp à la Newberg (Farmer)

1 qt shrimps	1 t flour
2 Tb butter	$\frac{1}{2}$ c cream
$\frac{1}{2}$ t salt	Yolks of 2 eggs
Few grains cayenne	2 Tb milk
1 t lemon juice	

Clean shrimps and cook 3 minutes in 2 Tb butter. Add salt, cayenne, and lemon juice, and cook 1 minute. Remove shrimps, and put remaining butter in chafing dish, add flour and cream; when thickened, add yolks of eggs slightly beaten, shrimps, and milk. Serve with toast or puff paste points.

### Fish Ramekins

1 c canned fish	$\frac{1}{2}$ c milk
2 Tb butter or margarine	Few grains nutmeg (grated)
2 egg yolks	Few grains pepper
2 egg whites	$\frac{1}{2}$ t salt

Remove skin and bones from canned fish, and rub thru a fine strainer. Add seasonings, milk, and egg yolks. Fold in stiffly beaten egg whites, and pour into buttered ramekin dishes. Bake in a hot oven (400° F.) about 20 minutes.

### Oyster Stew

Take equal measures of clean, drained oysters and a liquid consisting of whole milk and the strained liquor from the oysters. Heat the liquid nearly to boiling, add oysters, season with salt, pepper, and butter, and continue the heating until the edges curl. Serve at once.

A very thin white sauce may be used in preparing oyster stew.

### Escaloped Oysters

1 pt oysters	1½ c cracker crumbs
¼ c oyster liquor	½ c melted fat
2 Tb milk or cream	Salt and pepper

Prepare buttered crumbs. Place thin layer in bottom of greased baking dish, cover with oysters, sprinkle with salt and pepper, add one-half of oyster liquor and cream. Repeat, and cover with remaining crumbs. Bake 30 minutes in hot oven.

### Chicken à la King (Farmer)

1½ Tb chicken fat or butter	½ t salt
1¾ Tb flour	2 Tb butter
½ c hot chicken stock	1 c cold boiled fowl, cut in strips
½ c scalded milk	¼ c canned pimentos, cut in strips
¼ c scalded cream	½ c sautéed sliced mushroom caps
	Yolk 1 egg

Melt fat, add flour, and stir until well blended; then pour on gradually the stock, milk, and cream, stirring constantly. Bring to boiling point and add salt, butter bit by bit, fowl, mushroom caps, and pimentos. Again bring to boiling point and add egg yolk, slightly beaten. Sauté the mushroom caps in butter for 5 minutes.

## VEGETABLES AND FRUITS

Vegetables, especially the leafy ones, fruits and milk are termed "protective foods." These foods tend to correct many of the shortcomings of the common American diet, which is made up so largely of meat, potatoes, white bread, sweets, and fats.

Leafy vegetables, such as spinach, lettuce, etc., and a few others, such as carrots and beets, are an abundant source of iron. Some fruits are good sources of iron. Prunes, raisins, and dates are especially rich in this mineral.

Next to milk, vegetables are our best source of calcium.

Fruits and vegetables provide a certain amount of starch and sugar, which are energy-yielding foods. The legumes (dry beans, peas, and lentils) contain some protein, but it is not so good in quality as that found in milk, cheese, eggs, meat, poultry, and fish.

Most fruits and vegetables contain the three vitamins—A, B, and C. Vitamin C is easily destroyed by drying, by cooking, and by long storage, the exception being that the vitamin C content of tomatoes is not destroyed by cooking. A continued lack of vitamin C in the diet will cause a condition known as scurvy. A few years ago this disease was very common among babies fed commercially prepared food. Since it has become common to give babies orange or tomato juice, this disease among them has practically disappeared. Anyone, however, not given food containing vitamin C will have scurvy.

Fruits and vegetables, because of the vitamin B content and flavor, are valuable in stimulating a poor appetite. They are therefore especially important in the planning of meals for children who are not naturally vigorous and hungry, for an aged member of the family, or for anyone recovering from an illness.

Most fruits and vegetables contain large amounts of cellulose, or roughage, which furnishes bulk and stimulates the action of the digestive tract, thus tending to prevent constipation. The process of cooking softens this cellulose without decreasing its bulk, thus improving it for persons who cannot take coarse, rough foods in the raw state.

## PREPARATION OF VEGETABLE DISHES

### 1. Bland-flavored Vegetables

(Peas, string beans, lima beans, carrots, etc.)

#### *How*

Carefully clean and prepare for cooking. Cover with slightly salted boiling water.

Leave utensil uncovered and allow product to cook until tender.

Serve the vegetable, adding dressing of butter, cream, or white sauce.

Water in which vegetables were cooked may be substituted for part of milk in white sauce, or may be used in making soup.

#### *Why*

Adding boiling water lessens loss of nutritive value. Cooking at boiling point softens the fiber and allows the starch granules to open.

Leaving utensil uncovered improves color.

Using the cooking water rather than discarding it will utilize valuable minerals and flavor, which are lost if the vegetable is drained.

*Note.*—It is preferable to cook potatoes in the skin, in order to retain all their nutrients. If this is not desired, they should be pared immediately before cooking and covered with boiling salted water.

## 2. Strong-flavored Vegetables

(Cauliflower, cabbage, turnips, onion, etc.)

### *How*

Clean and prepare for cooking. Cook in a large amount of slightly salted water in an uncovered utensil.

Cook until tender; cabbage does not require more than 20 to 30 minutes. Sliced turnips require 15 to 25 minutes.

Drain vegetable and serve with a dressing of butter, cream, or white sauce. Water drained from vegetables may be used in gravy, white sauce, or soup.

### *Why*

A large amount of water helps to take away the excessively strong flavor, which is objectionable to some people, and helps to retain color.

Long cooking will destroy vitamin C content of these vegetables.

Using the water in which the vegetables are cooked saves the dissolved nutritive material. If the family is getting plenty of fresh raw vegetables, the cooking water need not be saved.

## 3. Greens

(Spinach, kale, chard, beet tops, dandelions, asparagus)

### *How*

Wash these vegetables especially carefully.

Put vegetable in a steamer or a colander over steam. If they can be carefully watched, these vegetables (except asparagus) may be placed in pan and allowed to cook without the addition of water.

Serve greens with butter, vinegar, or lemon juice. Garnish with cooked bacon or hard-cooked eggs.

*Note.*—Dandelion greens have a bitter flavor. If this flavor is objectionable, it may be lessened by blanching the dandelions before they are cooked. Put greens in a wire basket or a cheesecloth bag, place in boiling water, and allow to boil 1 to 3 minutes.

### *Why*

Careful washing is necessary to remove sand and insects.

Steaming is preferable since nutritive value, flavor, and color will be fully retained.

## Creamed Peas

2 c peas

1 c medium white sauce

Cook vegetable. Use cooking water if desired and milk to make white sauce (see page 16). Serve hot.



**Creamed Carrots**

1 c medium white sauce      2 c diced carrots

Method same as for peas.

**Carrots and Peas**

Equal amounts of the two cooked vegetables may be combined. White sauce or butter may be added.

**Buttered Turnips**

6 medium-sized turnips      1 t salt  
 $\frac{1}{4}$  c butter

Cook sliced turnips in a large amount of boiling salted water in an uncovered utensil for 15 to 25 minutes. Drain. Serve hot either sliced or mashed, with melted butter.

**Spinach**

Carefully wash spinach. Steam or cook without adding water. Serve with a butter sauce, vinegar, or lemon juice. Bacon or hard-cooked eggs may be used for garnishing.

**Harvard Beets**

Thoroughly wash beets. Boil until tender, saving  $\frac{1}{2}$  cup of beet water. Remove skin, stem, and roots. Cut in small pieces. For 2 cupfuls of diced beets use following recipe for sauce:

Sauce:      2 Tb melted butter       $\frac{1}{4}$  c vinegar  
               2 Tb flour                     $\frac{1}{4}$  c milk  
                $\frac{1}{2}$  c beet water             $\frac{1}{2}$  t salt

Melt butter, add dry ingredients, then liquids in order. Boil until slightly thickened. Mix with beets and serve hot.

**Delmonica Cabbage**

3 c shredded cabbage       $1\frac{1}{2}$  c medium white sauce  
 1 t salt                         $\frac{1}{2}$  c grated cheese

Cook cabbage in a large amount of boiling salted water until tender (20 minutes) or use left-over boiled cabbage. Add cheese to white sauce (see page 16). Mix with cabbage and bake until brown.

**Baked Potatoes**

Select medium-sized potatoes. Wash thoroughly, so skin may be eaten. Put into hot oven. Cook until soft when pressed between fingers. Break as soon as done, to allow steam to escape.

### Potatoes Baked in Half Shell

Cut baked potatoes lengthwise, remove center, mash, and mix with salt and milk. Heap lightly into potato shell, sprinkle with paprika or cheese if desired. Brown in oven and serve hot.

### Creamed Potatoes

3 c cooked diced potatoes       $\frac{3}{4}$  t salt (if potatoes have  
 $1\frac{1}{2}$  c medium white sauce      not been salted)

Mix cooked potatoes and white sauce, using a fork for stirring. Any of the following ingredients may be added to give variety:  $\frac{1}{4}$  to  $\frac{1}{2}$  c grated cheese; 1 large slice onion, chopped;  $\frac{1}{2}$  c canned or fresh peas; 3 hard-cooked eggs, chopped;  $\frac{1}{4}$  c chopped parsley.

### Escalloped Potatoes

Prepare same as for creamed potatoes. Place in a greased baking dish and bake in a moderate oven until thoroly heated and browned.

### Potato Chowder

1 slice bacon or salt pork cut into bits	1 onion, chopped
3 medium-sized potatoes cut into about $\frac{1}{2}$ -inch cubes	3 c scalded milk
1 t butter	1 Tb flour
	Salt (amount depends upon kind of fat used)

Fry pork and onion until light brown. Add potatoes and salt and mix thoroly. Sprinkle with flour if desired. Cover with water and let cook slowly until potatoes are tender. Add milk and allow to come to boiling point. Add butter. A little tomato may be added. Serve with toasted crackers.

## PREPARATION OF FRUIT DISHES

### Dried Fruit

#### *How*

Wash, and soak dried fruit several hours in just enough water to cover.

Cook fruit slowly in water in which it was soaked.

Add sugar when fruits are about half cooked.

#### *Why*

Soaking allows water lost by drying to be replaced.

Cooking in water in which it was soaked preserves nutritive value and flavor. Long, slow cooking softens fiber and develops flavor.

Allowing fruit to cook without sugar until this time permits it to take up water and softens fiber.



**Prune Whip**

$\frac{1}{3}$ lb prunes	$\frac{1}{2}$ c sugar
Whites 5 eggs	$\frac{1}{2}$ Tb lemon juice

Cook prunes. Remove stones and rub prunes thru a sieve, add sugar and cook 5 minutes; the mixture should be of the consistency of marmalade. Beat whites of eggs until stiff; add gradually cold prune mixture and lemon juice. Pile lightly into a buttered baking dish; bake about 30 minutes in a slow oven. This may be served with whipped cream or a soft custard.

**Pineapple Bavarian Cream (Farmer)**

1 Tb granulated gelatin	$\frac{1}{4}$ c sugar
$\frac{1}{4}$ c cold water	$\frac{1}{2}$ Tb lemon juice
1 c grated pineapple	1 c cream

Soak gelatin in cold water. Heat pineapple; add sugar, lemon juice and gelatin. Chill in pan of ice water, stirring frequently. Beat cream until stiff. When pineapple mixture begins to thicken, fold in whipped cream. Chill and serve.

**Salads**

Salads are made of raw or cooked vegetables, fruit, meat, eggs, or fish, separately or in combination. Salads are valuable not only from the standpoint of nutrition but of economy, since many left-overs make good salad combinations. Salads are more attractive if served on crisp lettuce leaves or other greens. This also furnishes an important addition to the food value.

*Essentials of salad making:*

1. Salads should be cold; all greens should be crisp.
2. Ingredients in dressing should be thoroly blended, and not taste too strong of either acid or oil.
3. Materials should be nicely cut and arranged.

*Salad dressings:*

1. *French dressing* is usually used with crisp greens and vegetable salads; it is used also to marinate salad ingredients on which other salad dressings are to be used.
2. *Cooked dressing* is used with any kind of salad.
3. *Mayonnaise dressing* is used with almost any kind of salad. It is best with egg, meat, or fish.

*A few salad combinations:*

1. Asparagus tips in rings of pimento.
2. 2 c chopped raw cabbage,  $\frac{1}{2}$  c chopped celery,  $\frac{1}{2}$  c diced pineapple.

3. 2 c chopped raw cabbage, 1 chopped green sweet pepper, 2 t celery seed.
4. 2 c chopped raw cabbage,  $\frac{1}{4}$  c grated raw carrot, 2 Tb shredded onion.
5. 2 c chopped raw cabbage, 1 c diced red apple (skin on),  $\frac{1}{4}$  c chopped nuts.
6. Sliced tomato with sliced cucumbers arranged on lettuce.
7. Tomatoes stuffed with 1 c pineapple,  $\frac{1}{2}$  c chopped nuts.
8. Tomatoes stuffed with 6 Tb chopped pepper, 4 Tb chopped nuts, 6 Tb chopped cucumber, 6 Tb chopped celery.
9. Tomato, with 1 c chopped chicken,  $\frac{1}{4}$  c chopped celery,  $\frac{1}{4}$  c mayonnaise dressing.
10. 2 c cooked potato cut in cubes, 1 or 2 Tb chopped onion,  $\frac{1}{4}$  c chopped celery (if desired),  $\frac{1}{4}$  sliced stuffed olives, 1 hard-cooked egg.
11. 1 c cooked string beans, 1 c cooked peas,  $\frac{1}{2}$  c cooked beets, diced.
12. 2 c diced apple,  $\frac{1}{2}$  to 1 c chopped celery,  $\frac{1}{4}$  to  $\frac{1}{2}$  c chopped nuts.
13. 2 c diced apple,  $\frac{1}{2}$  to 1 c chopped celery,  $\frac{1}{2}$  pineapple, 1 c white grapes or orange, 6 or 8 marshmallows cut in bits.
14. Prunes, cooked and seeded; stuffed with cottage cheese and nuts.

### Mayonnaise Dressing

1 egg yolk	$\frac{1}{2}$ t salt
1 Tb vinegar	1 c salad oil
1 t lemon juice	$\frac{1}{8}$ t paprika

Have all ingredients cold. Add dry ingredients to the egg yolk, and beat well. Add oil drop by drop, beating briskly; when too stiff, add vinegar alternately with oil. Use a Dover egg beater. When done, the dressing should be stiff enough to hold its shape. It may be thinned when used by the addition of vinegar or lemon juice.

### French Dressing

1 t salt	2 Tb vinegar or
$\frac{1}{8}$ t paprika	lemon juice
4 Tb oil	

Mix well. Pour over salad as served.

### Cooked Salad Dressing

4 Tb sugar	1 t mustard
$1\frac{1}{2}$ Tb flour	1 or 2 eggs well beaten
1 t salt	$\frac{2}{3}$ c milk

Mix dry ingredients; add beaten eggs and milk. Cook in double boiler. When it begins to thicken, add vinegar. Adding vinegar at this time prevents curdling. When thick, remove from fire. Before using, add cream to thin it.

### VALUE OF GRAIN PRODUCTS

The cereals most commonly used as human food are wheat, rice, Indian corn, oats, rye, and barley. From these are prepared various breakfast foods, flours, meals, macaroni, and spaghetti.

Most grains are covered with an outer husk of hard, coarse fiber which is removed in threshing. When this husk is removed, the grain is found to have several bran coats, a large central part (or heart of the grain), and the germ from which the new plant grows. In the modern processes of milling some and often all of the bran coats and the germ are removed, leaving only the central part of the grain. In some methods of making flour and breakfast foods, the bran coats are used, as in Graham flour and rolled oats. The germ is rarely retained, as it contains so much fat that it causes the flour or breakfast food to become rancid or spoil quickly.

Refined grain products (that is, products made from grain from which the bran coats have been removed) consist mainly of the heart of the grain, which is rich in starch. They therefore are excellent *energy-supplying* foods.

Unrefined, or whole-grain, products retain the bran coats, in addition to the heart of the grain. The retention of these coats makes the grain product a valuable source of roughage, minerals, and vitamin B. Roughage furnishes bulk to the diet, thus helping to prevent constipation. While the minerals (calcium, iron, phosphorus) are not present in sufficient quantities to meet the body requirements, it is nevertheless worth while to conserve them. Vitamin B is needed for growth and maintenance of health at all ages.

All grain products, refined and unrefined, contain some protein, and so are fairly good sources of *body-building* food.

Grain products in the diet of children may be a means of increasing the use of milk since they are usually served with milk or cream.

### THE PREPARATION OF CEREAL DISHES

#### *How*

Measure cereal and water. See table on page 36. Put water into inner part of double boiler with salt. Bring to the boiling point.

#### *Why*

Cereals have so little water they absorb a great deal in cooking. If cooked cereal is very stiff, too little water has been used; if so thin that it runs, too much water has been allowed. Water should just soften the cereal.



When water is boiling rapidly, shake the cereal into it gradually so the water will not stop boiling.

If the grain begins to settle, shake the utensil gently; do not stir. Allow cereal to boil about 5 minutes directly over flame.

Place inner part of boiler in outer part containing boiling water or in a fireless cooker, and cook according to the following table.

The rapidly boiling water keeps the grains of cereal in motion, so they do not stick to the utensil nor to each other. The heat then reaches the starch equally in all the grains.

Stirring will break the grains and produce a sticky mass.

This hastens the cooking of the starch by forcing the complete opening of the starch granules.

Long-continued cooking at low temperature will soften fiber and develop the flavor.

#### *Proportions and Time of Cooking for Cereals*

Type of grain product	Proportions			Time of cooking	
	Cereal	Water	Salt	Double boiler	Fireless cooker
Flaked.....	1 c	3 c	1 t	1 to 3 hours	3 hours or longer
Granular.....	1 c	5 c	1 t	1 to 3 hours	2 hours or longer
Cracked.....	1 c	6 c	1 t	1 to 3 hours	3 hours or longer

#### **Macaroni and Cheese**

$\frac{3}{4}$  c macaroni broken  
in inch pieces  
1 Tb salt

2 qts boiling water  
 $\frac{1}{4}$  to  $\frac{1}{3}$  c cheese  
 $1\frac{1}{2}$  c medium white sauce

Cook macaroni in boiling salted water 20 minutes or until soft. Drain off water and rinse; add white sauce in which cheese has been melted. Buttered bread crumbs may be put on top. Bake until browned.

#### **Rice and Cheese**

1 qt boiling water  
 $\frac{1}{2}$  c rice  
 $\frac{1}{4}$  Tb salt

$\frac{1}{4}$  to  $\frac{1}{3}$  c cheese  
1 c medium white sauce

Add rice slowly to boiling salted water. Cook until a grain pressed between the fingers is found to be soft. Stir with a fork when necessary. Drain off water, rinse, add white sauce in which cheese has been melted. Bake in a slow oven until thoroly heated and top browned.

**Spanish Rice**

2 c cooked tomatoes	2 Tb butter
1 c boiling water	$\frac{1}{2}$ to $\frac{3}{4}$ c grated cheese
6 Tb raw rice	3 Tb chopped onions
1 t salt	

Mix ingredients thoroly. Bake in moderate oven until rice is tender (about 1 hour). Stir often enough to keep rice from settling to bottom of dish. One-half chopped green sweet pepper or chopped meat may be added to vary flavor.

**Rice Pudding**

2 c cooked rice	$\frac{1}{2}$ t vanilla
$\frac{3}{4}$ to 1 c milk	$\frac{1}{8}$ t nutmeg
$\frac{1}{2}$ c raisins	$\frac{1}{3}$ c sugar

Mix ingredients. Place in buttered dish, and bake till milk is absorbed and top browned.

**Indian Soufflé**

1 c milk	1 Tb flour
6 Tb cornmeal	$\frac{1}{8}$ t salt
2 Tb sugar	2 eggs
$\frac{1}{2}$ c cocoanut	

Scald milk in double boiler. Mix cornmeal, flour, sugar, and salt. Add to hot milk, stirring constantly. Cook until thickened and smooth. Remove from fire; add well-beaten yolks and cocoanut. Fold in stiffly beaten whites. Turn into buttered dish. Place in hot water and bake in moderate oven  $\frac{1}{2}$  hour.

**TOAST AND SANDWICHES****Cream or Milk Toast**

2 c thin white sauce	6 to 8 slices toast
----------------------	---------------------

Pour white sauce (see page 16) over dry toast. Serve hot.

**French Toast**

2 or 3 eggs	1 c milk
$\frac{1}{4}$ t salt	6 or 8 slices stale bread

Beat eggs slightly, add salt and milk, and dip bread in the mixture. Heat a griddle or frying pan, add a little fat to pan. Brown bread on one side; turn and brown on other. Serve hot with butter or sirup.

**Sandwiches**

Sandwiches may be made of white, whole-wheat, or fancy breads, such as nut or raisin. The bread for sandwiches is more easily cut if

it is a day old. It should be cut in thin, even slices. The butter is more easily spread if creamed. The filling will depend upon the place of the sandwich in the meal. Lettuce may be used with almost any kind of filling. Many sandwiches may be toasted and served hot.

#### *Sandwich fillings:*

1. Chopped cooked meat, salad dressing.
2. Ground fried ham, chopped pickle, salad dressing.
3. Sardines and salad dressing mixed to form paste.
4. Cottage cheese, pimento, salad dressing.
5. Cottage cheese, chopped nuts, cream or salad dressing.
6. Chopped hard-cooked eggs, salad dressing.
7. Peanut butter and currant jelly beaten together.
8. Lettuce and salad dressing.
9. Raisins, dates, nuts, ground and seasoned with lemon juice.

#### BEVERAGES

The most commonly used beverages are milk, cocoa, coffee, tea, and fruit drinks. Children should never have tea or coffee and the desirability of such beverages for adults is questionable. If a hot beverage is desired for children, cocoa should be used. It should be made weak for small children, that is, 1 teaspoonful of cocoa to 1 cup of liquid.

#### Cocoa

(For Children)

1 t cocoa	$\frac{1}{4}$ c boiling water
1 t sugar	$\frac{3}{4}$ c milk

#### Breakfast Cocoa

$1\frac{1}{2}$ Tb cocoa	2 c milk
2 Tb sugar	2 c boiling water
Few grains salt	

#### *How*

Mix cocoa with sugar.

Add boiling water. Allow to boil until dark and "shiny."

Add milk. Stir until thoroly mixed, and bring quickly to the boiling point.

Beat with Dover beater or fork just before serving.

#### *Why*

This prevents cocoa from lumping when water is added.

Cocoa contains starch. It must be thoroly boiled to bring out the flavor.

Quick heating of milk is preferable to a long, slow process, since when heated quickly there is less danger of loss of vitamin and mineral content.

Beating will prevent formation of scum.

**Tea**

1 t tea

1 c boiling water

*How*

Put desired amount of fresh water in kettle to boil.

Scald tea pot.

Measure tea and put into tea ball or cheesecloth bag. Suspend near top of pot. Pour boiling water over it.

Allow to stand 5 or 6 minutes.

*Why*

Water not freshly boiled is insipid because oxygen is lost.

Scalding pot prevents cooling of water for tea making.

The use of a tea ball or bag is desirable because it permits removal of tea leaves as soon as beverage is of sufficient strength. Also, tea leaves are held near surface of water, allowing flavor to be more evenly distributed.

This brings out the flavor. Allowing to stand longer than this causes an undesirable flavor to develop.

**Coffee**

1 c coffee

1 egg shell or half egg

8 c water

white, if desired

**Method 1—Cold Water***How*

Measure coffee and water. Mix coffee, egg white or egg shell, and a little cold water.

Put into pot, add remaining water, cold. Bring to boiling point and allow to boil 2 minutes.

Remove from fire. Add a little cold water and let stand 3 minutes.

*Why*

Egg is added to make coffee clear.

Boiling for this length of time develops flavor without drawing out much caffeine.

Cold water added after coffee boils settles grounds.

**Method 2—Hot Water***How*

Measure coffee and water. Mix egg shell and a little cold water.

Put into pot; add boiling water and allow to boil 5 minutes.

*Why*

The egg is added to make the coffee clear.

A longer boiling period is necessary with this method than with the cold water method because there is no preliminary cooking, as there is when the cold water is being brought to the boiling point.

Remove from fire. Add a little cold water and let stand 3 minutes.

Cold water added after coffee boils settles grounds.

#### Method 3—Drip

##### *How*

Measure finely ground coffee and boiling water. Put coffee into strainer, cheesecloth, or special coffee pot. Pour *boiling* water thru the coffee. Repeat until beverage is of desired strength.

##### *Why*

Water is below boiling point when it mixes with the coffee, thus extracting and retaining maximum flavor and aroma and minimum amount of tannin.

### PART III—TABLE SERVICE AND ETIQUETTE

Mealtime should mean a pleasant gathering about a table attractively and simply arranged, where order, cleanliness, and good spirit prevail. No matter how frugal or simple the diet, it may be made attractive by having a spotless table cover and a properly set table.



A DINING ROOM ATTRACTIVELY ARRANGED AND A TABLE CORRECTLY SET  
ADD PLEASURE TO THE DAY'S MEALS

#### TABLE COVERINGS

The best covering for the table is a cloth of good linen damask of a plain or small design. It should be carefully laundered, preferably with only one lengthwise fold thru the middle.

When such a cloth is to be used, the table should first be carefully dusted and then covered with a silence cloth. This silence cloth may be

a piece of heavy canton flannel, a thin blanket, or a piece of regular table padding. It should be a few inches longer and wider than the table. It serves to protect the table top from hot dishes, to prevent noise, to improve the appearance of the cloth, and to save wear of the table linen. The tablecloth should cover the silence cloth smoothly and fall six to nine inches below the table edge.

During the past few years table linens have been so high priced that substitutes for the linen tablecloth have come into use. Doilies, small cloths of Japanese cotton, decorated, washable oilcloth or sanitas are some of the common substitutes. Such coverings are especially appropriate for breakfasts and lunches. When of good, plain design and suitable material, they make an acceptable covering if the table is kept clean and well polished; and they save time and energy for the housewife. The table should be protected by a pad placed under each hot dish. Doilies placed on a tablecloth are not considered to be in good taste.

### TABLE DECORATIONS

The appearance of the table is always improved by the addition of a centerpiece of fresh fruit or flowers. Simplicity of arrangement here, as elsewhere, is an indication of good taste. The flowers should be loosely arranged in a low bowl so as not to obstruct the view or interfere with the conversation of any of the persons seated around the table. A small growing plant may be used. For special occasions or when artificial light is needed, candles may be used effectively.

### LAYING THE COVER

The space for each person, together with the necessary silver, glass, napkin, and china, is called the "cover." Twenty or more inches should be allowed for each cover. All things pertaining to one cover should be an equal distance from the edge of the table.

Silver should be placed one inch from the edge of the table and at right angles to it. Knives, forks, and spoons are placed in the order of their use from the outside toward the plate. Knives and spoons are placed at the right of the plate, forks at the left. The exception to this is the oyster fork; if it is to be used, it is placed at the extreme right. If no knife is used, the fork is placed at the right of the plate.

The cutting edge of the knife is turned toward the plate. Forks are placed with tines up, and spoons with bowls up.

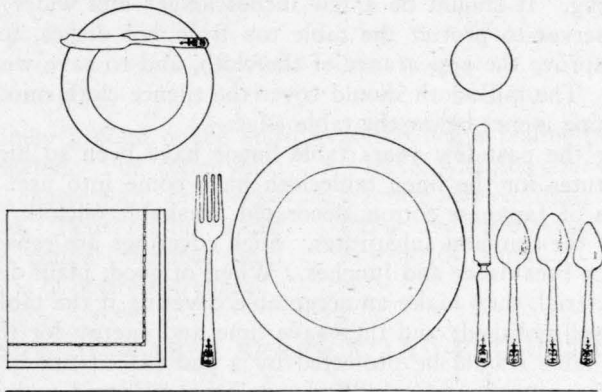
The glass is placed at the tip of the knife.

The bread-and-butter plate is placed at the tip of the fork and a little to the left. The butter spreader is laid across the edge of the bread-and-butter plate parallel to table edge, with handle toward the right.

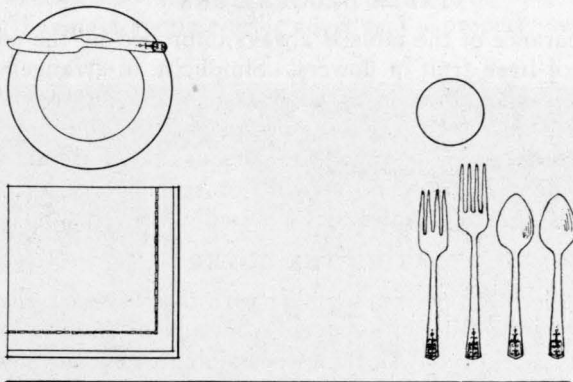
The napkin is placed at the left of the fork, one inch from the edge of the table, with the open corner next to the handle of the fork.



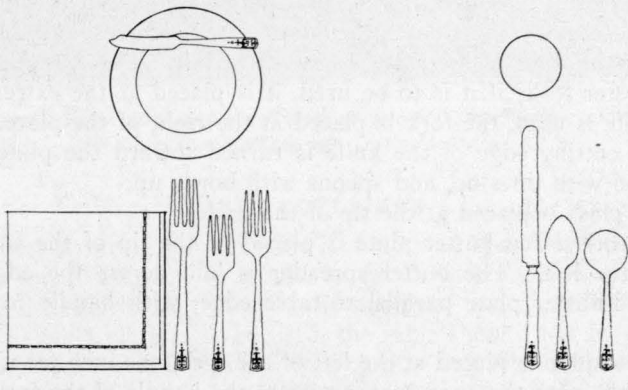
◦ A COVER FOR BREAKFAST ◦



◦ A COVER FOR LUNCHEON ◦



◦ A COVER FOR DINNER ◦



Serving silver is arranged on the table ready for use. It is *not* placed in the dish of food before it is brought to the table. All pieces should be at right angles to the edge of the table and parallel to the silver at the cover. When the dish is to be passed to individuals, serving silver is placed beside the dish.

All plates and serving dishes should be ready before serving the meal. Plates and serving dishes for cold food should be kept in a cool place. Those for hot food should be kept in a hot place, as in the warming oven or on a radiator or rinsed in hot water and wiped.

Place cards are not used at informal or small dinners. When used they are placed on the napkin or above the cover.

Chairs are placed so that the front edge of each chair touches or is just below the edge of the tablecloth.

### GENERAL RULES FOR SERVING

The table should be set with all necessary linen, china, and silver. Glasses should be filled three-quarters full just before the meal is announced. Bread, butter, and relishes may be on the table when the guests are seated.

The hostess should be served first, then the person at the right, and so on, in any convenient manner.

Dishes should be placed and removed and food passed or offered from the left, the server using the left hand. The only exception is with beverages, which are served from the right with the right hand.

Dishes should be handled carefully—knives, forks, and spoons by the handles and plates by the outer edge, never placing the thumb over the rim of a dish.

In refilling glasses, the waitress may move them to the outer edge of the table, if necessary. They should always be handled by the lower part, *never* the top.

In placing cups, always have the handles to the right. The spoon, if on the saucer, should be placed at the right of the handle and parallel to it. Serving dishes should be held low for the convenience of those seated. A folded napkin or small tray should be used under the dish in serving.

Food should be removed first, then soiled dishes, then clean dishes. Everything relating to a course should be removed before the next course is served. To remove crumbs from the table, a folded napkin, with a plate or tray, may be used.

For family dinners when there is no maid, the young daughter may be taught the simple rules of service. She will take pleasure in the experience if there is interest in having things done correctly.

The person serving should be neat and careful in personal appearance. She should move quietly and quickly and handle dishes and silver with as little confusion as possible.

## Types of Service

*Russian:* This method is used for formal occasions. No food appears upon the table except nuts, candy, or relishes. Plates on which have been placed the portions of food for that course are placed before the guests; or empty plates are placed before the guests and the food is passed from a serving table.

*English:* All the food belonging to one course is placed on the table. The serving dishes are placed before the host, hostess, or other member of the family. As each plate or dish receives its portion, it is placed before the guest.

*Compromise:* Some articles or courses are served at the table in the English way, while others are served from the side in the Russian way.

## TABLE ETIQUETTE

Underlying all rules of good manners is consideration for others, for the essence of good form is thoughtfulness and courtesy to those about us. Mere convention is not enough to establish any worthwhile rule. The person who is guided by kindness and courtesy is more apt to do the right thing than one who learns a few set rules of conduct.

The first rule of good table manners is to be prompt at meals.

Do not appear at the table with unwashed hands.

Boys and men remain standing until the women and girls are seated.

Serve the hostess (the mother at the family dinner) first.

Sit naturally, but do not lounge at the table. When not eating, keep the hands in lap. Keep the elbows at the side; do not rest them on the table. Keep the napkin in the lap when not using it. Ask for what you desire; do not reach across the table nor in front of anyone.

Do *not* eat with a knife; it should be used only for cutting or spreading butter on bread. After using, it should be kept on the plate; it should never be left leaning on the side of the plate nor allowed to lie on the table cover. Avoid loading the fork with food. When not in use, the fork should be placed on the plate beside the knife.

Hold knife and fork when cutting so that handle of each rests in the palm, with hand over the handle and the index finger used as a guide.

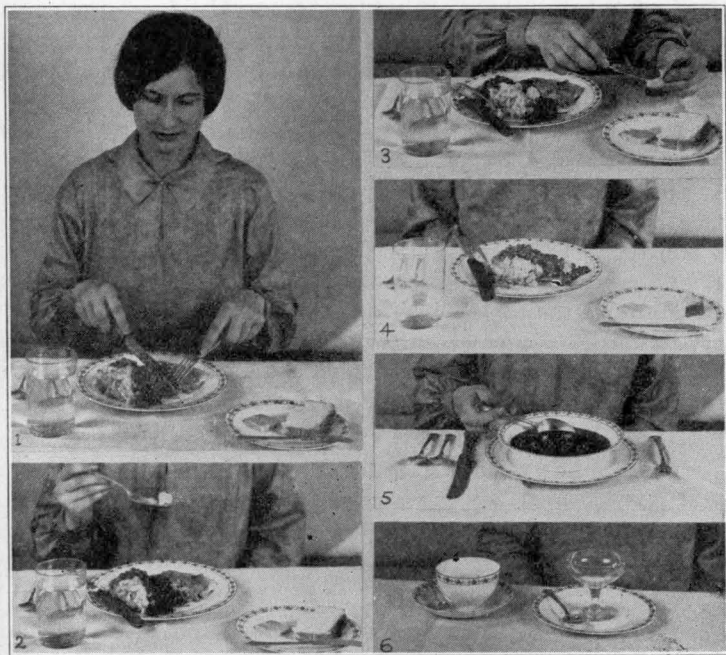
When eating soup, dip the spoon toward the back of the dish, and sip from the side of the spoon. Never tip the soup plate to get the last drop or break bread or crackers into the soup.

If a spoon is used to stir a hot drink, the stirring should be done quietly, and the spoon then removed from the cup and placed on the saucer. *Never* drink from a cup with a spoon in it.

Bread or cakes of any kind should be broken in small pieces before eating. In buttering bread, break off a small piece of the bread and hold it in the hand while spreading it with butter. Do not butter a

whole or half slice at one time. Do not lay a piece of bread on the table to spread it with butter.

If food is too hot to eat, let it stand until it is cooler; do not blow it. Never take a drink while there is food in the mouth.



#### EASE AND GRACE AT THE TABLE BECOME A HABIT WHEN PRACTICED AT HOME

(1) Hold the fork in the left hand when cutting. (2) It may be taken in either hand when carrying food to the mouth. (3) In buttering bread, break off a small piece and hold it in the hand while spreading. (4) When the course is finished, the knife and fork should be laid close together across the plate near the center. (5) When eating soup, dip the spoon toward the back of the dish, and sip from the side. (6) When not eating, keep the hands in the lap.

Keep the mouth closed while chewing, and masticate the food thoroly. Do not talk while there is food in the mouth. Do not eat while passing food or serving others.

Never put salt on the tablecloth but on the side of the dish—preferably the bread-and-butter plate.

Wait until all at the table are served with a course before beginning to eat.

When helping yourself to bread, celery, whole pickles, cheese, or olives, use your fingers. For frosted layer cakes, use a fork.

If asked to partake of food, reply quietly either, "Yes, if you please," or "No, thank you." Do not fail to say "Thank you" when served.

Eat slowly and quietly. Never appear greedy. Always try to see that others are served first. Eat food in order, dessert last.

Never use toothpicks at the table or in the presence of others.

If compelled to sneeze at the table, cover the mouth and nose with the handkerchief, not the napkin, and turn the face away from the table.

Do not handle the hair during mealtime.

Never leave the table without being excused, except when you are acting as a waitress.

At the close of a single meal at the home of a friend or public eating place, do not fold the napkin, but place it loosely beside your plate. If you are to be a guest in a home for more than one meal, observe the hostess and note what disposition she makes of her napkin. Never lift the napkin above the table while folding it.

Try to finish a course about the same time as others at the table.

The host or hostess does not comment on the food being served, either to apologize for it or to praise it.

## SERVING ON SPECIAL OCCASIONS

### Parties

All girls should know the essentials of correct service for parties and other social occasions.

The buffet method of serving is especially adapted for large groups. The food, dishes, silver, and linen are arranged on the dining table or buffet in the order in which they will be used. The table should have an attractive centerpiece. Small pieces of linen under each dish or a large luncheon cloth sufficient to cover the entire table may be used. The menu should be simple and adapted to this kind of service. Small tables at which the guests may be seated to eat may be provided, or the plates may be held on the lap.

If there are to be two courses, the food, china, silver, and linen for the first course are placed on the large table, while that for the second course is arranged on the service table. The hostess usually asks one guest to start serving herself and invites the others to follow. When it is time to serve the second course, the hostess asks the guests to leave the soiled dishes on the service table and to help themselves to the second course. This is known as informal buffet service.

In semi-formal buffet service friends of the hostess sit at the table to serve the main dish and pour the beverage. In a formal service, waiters pass the filled plates from a large table to the guests, who have been seated. This type is used in large gatherings.



Should the party be planned for some special occasion, such as a holiday, a more elaborate menu may be used, and the guests seated at the table and served. The places would be set appropriately for the menu, and the table decorations and food may be so planned as to carry out some special idea or color scheme.

The hostess should see that guests are provided with food, and that the conversation is so directed that all may participate in it. General rules of etiquette apply on all occasions when food is served.

### Teas

Invitations for a tea may be verbal or written. In case they are written, the hostess uses a small card with her name across the center, and the date, place, and time of the tea in the lower corner.

A tea table or small dining table may be used from which to serve. The table should have an attractively arranged centerpiece, appropriate for the time of year. The tea service, including the tea urn, the tea-kettle with hot water in it, and cups and saucers, should be grouped at one side of the table. The other food, which usually includes sandwiches, dainty cakes, nuts, and small candies, is placed around the table. The beverage may be tea, coffee, chocolate, grape juice, or other fruit drink.

Friends of the hostess are invited to assist with the tea. One may pour while two or more may serve the guests.

As the guests arrive and are introduced to the whole group, they are served. The guests usually wear their hats and remain standing. If the tea is small and very informal, they remove their hats and are seated.

The success of a tea depends on the daintiness of the food, the thoughtfulness in serving, and the atmosphere of friendliness and graciousness that pervades the group.

### Picnics

The picnic is always a very informal occasion. Fine linen, silver, and china are entirely out of place. Equipment that may be easily disposed of, such as paper tablecloth, napkins, plates, and cups, should be used. Only second-best knives, forks, spoons, and cooking and serving dishes should be taken to a picnic, so that if any are lost the result will not detract from the spirit of the picnic. All necessary equipment for serving should be in the picnic kit.

The chief pleasure in the picnic is the opportunity to help prepare and serve the food; this is especially true when practically all the preparation is done on the picnic site. The hostess should therefore see that every guest has a part.

With picnic spirit, the usual formalities of table service are abandoned, tho the simple rules of etiquette should always be observed.