Practical Work for Rural Schools

SUGGESTIONS FOR LESSONS IN HOUSEKEEPING, HOME NURSING, COOKING, SEWING, AND HANDWORK.

Preliminary Announcement of Summer Quarter

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Copies of any number of the Bulletin will be mailed without charge to any address upon application to the President of the school.
INTRODUCTION

This bulletin has been prepared by Miss Rhea C. Scott, Supervisor of Rural School Work, and Miss S. Frances Sale, B. S., Head of the Department of Household Arts, in this institution. Grateful acknowledgment is made of valuable help received from Miss Louise Brigham’s book entitled “Box Furniture” and from the bulletins of Hampton Institute. The receipts for making vegetable dyes were worked out by Miss M. A. Speck, Instructor in Manual Arts.

The school has published from time to time bulletins intended to give suggestions to those interested in the work of boys and girls in the rural schools. The first of these, issued in November, 1911, contained “Suggestions for Girls of the School Leagues.” So many requests were made for copies that the edition was soon exhausted. This was followed with other bulletins, namely: January, 1912, “Suggestions for Rural Schools”; November, 1912, “Suggestions for Rural Schools”; January, 1913, “Leisure for Farm Women”; and November, 1913, “Best Things from Best Communities.” The present bulletin contains some of the matter of the others, together with much new material. It is sent out in the hope that it may be of some service to those who are seeking to make the work of the country school function in the lives of the country boy and girl.

This Normal School has always considered the problem of the rural school as the chief part of its work, and a large share of the energies of its faculty has been in this direction. Thru its special spring and summer terms it has trained more than a thousand rural school teachers in the four years of its existence. Other results have been accomplished by means of teachers’ institutes, demonstrations, exhibits, and printed pamphlets.

At the back of the bulletin is a Preliminary Announcement of the Summer Quarter beginning June 17, 1914.

JULIAN A. BURRUSS, President.
FURNISHING A HOUSE

Select furnishings that have form and colors that will be simple and quiet rather than elaborate and striking.

Every article in the house should have a reason for being there. Useless articles and pieces of furniture add to the duties of the housekeeper by being only dust catchers.

It is poor economy not to have a well furnished kitchen. Select each utensil with thought and care. See that it is durable, easy to clean, and of the right size. Much time and energy is lost in a poorly equipped kitchen. Study the arrangement of the dining room, pantries, and kitchens. Have doors changed or cut, if necessary, build in cupboards, shelves, etc., in order to give the conveniences that are needed. It is much better to spend a little time and money for these things than to wear oneself out and have to pay doctor’s bills.

Plan the day’s work so that time may be saved. A general studies his field and his forces, plans his marches and battles, just so should the home maker plan her movements, her days, or even weeks work. Brain work counts in home keeping just as much as in any other business. “Let your brains save your heels.”

Systematize the house work just as much as possible. Learn to “do the right thing at the right time.” Try some of the labor saving devices that are recommended by the Good Housekeeping Magazine.

STAINS

Fruit stains—May be removed by stretching the garment across a bowl and pouring boiling water on the stain. Continue until stain disappears.

Iron-rust—Wet the spot with lemon juice and salt. Place in hot sunshine. Repeat process if necessary.

Mildew—Soak garment in sour milk or use lemon juice and salt. Place in sun.

Green stains from grass—Soak for a few minutes in alcohol or kerosene. Wash with soap and water.

Ink—May be removed from even colored goods by means of a weak solution of oxalic acid. After removing the stain apply weak ammonia to neutralize the acid. Rinse in clear water thoroughly.
fresh ink stain that has not dried in the cloth may be removed by washing in sweet milk immediately.

*Paint or Varnish*—Soak in turpentine or if delicate fabrics use alcohol. If article can be washed, use soap and warm water after turpentine.

The preparation “Presto” prepared by the Martell Co., Chicago, is splendid for cleaning white and brown kid gloves, silks and woolen garments, ribbons, and ties. It costs 25 cts. per bottle.

*To remove white stains from painted wood*—Moisten one cloth in boiled linseed oil (sweet oil will do) and another in alcohol. Apply the alcohol to the spot, touching it gently. Immediately apply the oil. Repeat if necessary. Turpentine is often used.

*To clean silver*—Whiting and ammonia mixed to a thin paste. Apply to the silver. Leave a few minutes. Rub off with soft cloth. Wash with soap and hot water. Wipe dry. If carved silver, use an old nail or tooth brush.

*To clean brass*—Putz pomade, which may be bought in ten or twenty-five cent boxes, is excellent. Apply with soft cloth. Wash with hot soap suds.

*To clean comb and brush*—To a quart of warm water, put one teaspoon ammonia or 1-4 teaspoon borax. Wet the bristles of the brush in this. Sop up and down until they are clean. Be careful not to wet the painted surface of the brush. Rinse in clear water. Turn sidewise on a piece of paper to dry in a breeze but not in the sun or near the fire. The comb should be soaked in the same water. Soften a corn shuck by putting it in the water. Hold the shuck in fingers, gently press the teeth of the comb into it, then slide comb up and down on the shuck until it is clean. Rinse and dry.

*To clean coat collars or hat bands*—Wet the soiled part with turpentine. Soak for ten minutes. Scrape off any loose dirt. Wet again and let soak. Scrape the dirt off. Scrape very gently always. Sponge with clean cloth and turpentine until dry. The final sponging may be done with alcohol.

*To remove the shine from clothing*—Sponge with ammonia water or with alcohol. When the “shine” does not improve by this treatment, use very fine sand paper gently. Sponge and press with damp cloth over the material.

*Frames for dress-waists and men’s clothing*—Cut the hoops of a small barrel (one-half barrel) in two parts. Wind folds of tissue paper or cotton materials on these, fasten smoothly and firmly at the ends. Tie a cord in the middle of each frame. Make a generous loop by which the frame can be hung on the hooks.
HOME NURSING

Room—Sunshine, pure fresh air, and freedom from noise and odors are the principal things to be considered in choosing a sick room. Only necessary articles of furniture should be retained; all heavy hangings, draperies and upholstered furniture must be removed. Take care, however, not to make the room too bare. Short washable curtains; clean, white covers for the tables; a few fresh flowers will help to make the sick room bright and cheerful. Remove flowers from room at night. Change water daily. Never leave flowers in sick room after they begin to fade.

Bed—The ideal bed is iron or brass; single or three-quarter width. The double bed is apt to sag in middle and is harder to get around while caring for the patient. The bed should be at least twenty-five inches in height. If it is not, make it so by placing heavy blocks of wood under each leg. Hollows about two inches in depth should be made in the blocks to fit the ends of the legs. If the patient is ill long, this trouble will be well repaid by the added convenience in lifting and working over the patient.

The mattress—A hair mattress is by far the best kind to have; the feather one the worst. Strong, woven wire springs are desirable. A white, light-weight counterpane or a sheet should be spread on top of the covers. Never allow the bright colored quilts or blankets on top.

The bed should be placed far enough from the walls to give access on all sides, care being taken to avoid having the light in the patient's eyes. The best plan is to have the window behind the bed; then more sun and light can be admitted without disturbing the patient. Medicine bottles and all necessary utensils should be kept out of patient's sight. It is best to keep them out of the room when possible.

Sweep the floor with a soft broom covered with slightly dampened cheese cloth, or other soft material, which is free from lint. Carpets are very objectionable, small rugs, which can be removed and cleaned daily, being preferable. If carpet must remain, see that it is kept well dusted. Best way to do this is to sweep with a damp broom and go over it afterwards with a damp cloth pinned over the broom.

For dusting, use only soft cloths that may be washed out every day.

Ventilation—The air in the sick-room must be as pure as the air outside. The open fireplace is one of the best methods of ven-
tilation. In summer, a lighted candle placed in the fireplace will cause a current.

Ventilation by means of windows can be had without a draught by tacking a piece of thin cloth across the top of the sash and across the top of the window facing, then lower the sash as far as the cloth will allow, or a board six or eight inches wide may be inserted in the bottom of the window. A screen placed between the bed and the window will prevent a draught striking the patient.

In addition to this continuous ventilation, the room should be aired thoroughly at least twice a day. Put extra coverings over the patient and see that there is no draught. Often a large umbrella will protect the patient's head from a direct current of air.

In removing ashes from the room, sprinkle them with water first to prevent flying, then quietly shovel them up.

Never whisper in or near the sick-room.

Never discuss the patient's condition with her, or with any one else in her hearing.

Never lean or sit on the patient's bed, and be careful not to knock against it in passing.

When speaking to a patient, always stand in front of her where she can see you.

Keep door and window hinges oiled.

When windows rattle, wedge them apart between sashes with pieces of wood or newspaper.

_Diet_—The diet is a very important factor in the treatment of disease. Follow the doctor's orders minutely. Have, so far as you can, things you know the patient likes. As a rule, do not ask a patient what she will have. Surprises are good. Always serve meals as daintily as possible; leave the tray covered with a spotless table napkin or cover; use the prettiest china available, even one bright flower with a little green is a great attraction. But above all, see that the food is properly cooked and properly served; that all hot things are very hot, and cold ones really cold. Highly seasoned or fried foods are not advisable. It is better to set before the patient too little than too much food. More can be obtained if desired, while too much often takes away the appetite.

_Liquid Diet_—Milk, beef tea, broths, grape juice, orange or lemon albumen, coffee albumen, frozen milk, orange ice.

_Soft Diet_—Broths, strained vegetable soups, soft cooked eggs, milk toast, junkets, custard, jellies, and raw beef sandwiches, gruels, mushes.

**EMERGENCIES—FIRST AID TO THE INJURED**

In all emergencies one of the chief requisites is coolness.

Do not get excited or you will be perfectly useless. When
a doctor is needed, a written statement of the case will enable him to come prepared with the proper appliances. Severe injury of any kind may cause complete prostration known as "shock." Put patient in warm bed, and hot water bags to feet and over heart.

Scalds and Burns—If slight, not a blister, apply Household Ammonia or kerosene oil. If as much as 1-3 of the body is burned, it is safest to have a physician. Any deep burn should be seen by a physician.

When a person catches fire, roll a woolen blanket, coat, or rug around him, beginning always at the head and rubbing downward. Throw a wet towel over a person's face when removing him from a burning, smoky building. Keep as near the floor as possible. Fire caused by burning oil can be put out with milk but not with water, or it may be smothered out.

Frost Bites—Rub with snow, or cloths wrung out of ice-water. Rub lightly at first and keep patient away from heat.

Fainting—Straighten patient out with head slightly lower than feet; give plenty of fresh air. Aromatic Spirits of Ammonia, one-half teaspoon in one-half tumbler of water may be given as soon as there is a sign of consciousness.

Sprains—Soak the affected part in hot water or in ice cold water. Have a doctor bind it.

Fractures—Straighten the limb gently, handling as little as possible. Bind to a padded board until the doctor comes. Apply either hot or cold cloths to keep down the pain and swelling. Keep patient as quiet as possible.

Dislocations should receive the attention of a surgeon as soon as possible.

When a child gets choked, turn his head down. Hold up by his heels and slap between the shoulder blades.

To bandage a finger—Cut the strip of soft muslin or gauze 3-4 in. wide and a yard long. Roll as tightly as possible. Begin by holding one end of the bandage on the side of finger near the base. Let the strip come up over the end of the finger and down the other side. Go back over this, then begin going around the finger, lapping well each time. Go to the end of the finger being careful to catch the edges of the side bandage under. Go back towards the base of the finger. Cut bandage allowing eight or more inches for tying. Split bandages, wrap around base of finger and tie in a hard knot. Then tie another hard knot on the bandage a few inches from the finger. This allows the bandage to be taken around the wrist and tied in a hard knot. A finger or toe tied in this way should stay tied all day.

To bandage the knee—A four tailed bandage for the knee is made by splitting a strip of muslin at each end, to within two or
three inches of the center. Place the body of the bandage over the
knee, carry the tails under the knee, cross them so that the lower
ones will come above the joints, and the upper ones below; bring
them around and tie in front.

For slight cuts or pin scratches apply Carpenter's Liquid Court
Plaster—a tube may be purchased for ten cents.

A small well selected medicine cabinet, or emergency box,
should be in every school room. Keep it well up out of reach of
the children and lock it. Even a tube of Liquid Court Plaster, a
roll of adhesive, a few rolls of bandages, a little turpentine, a tube
of vaseline, and a few small safety pins will be found of use many
times.
COOKING

Ruskin expresses the aims of cooking in:

"Good cooking means the knowledge of all herbs, and fruit, and balms, and spices, and all that is healing and sweet in fields and groves, and savory in meats. It means carefulness, and inventiveness, and watchfulness, and willingness, and readiness of appliance; it means the economy of your great grandmothers, and the science of modern chemists; it means much tasting and no wasting; it means English thoroughness and French art and Arabian hospitality; it means, in fine, that you are to be perfectly and always ladies (loaf givers)."

However, it is not possible to accomplish the full meaning of this definition in the rural schools.

Food is cooked (1) to make it more attractive; (2) to make it more palatable; (3) to develop flavor; (4) to make it more easily digested; (5) to kill germs.

METHODS OF COOKING

The main methods of cooking are boiling, stewing, steaming, broiling, roasting, baking and frying.

MEASURING

Exact measuring is necessary to get the best results in cooking.

ABBREVIATIONS

<table>
<thead>
<tr>
<th>tbsp, stands for tablespoon</th>
<th>oz. stands for ounce</th>
</tr>
</thead>
<tbody>
<tr>
<td>tsp. stands for teaspoon</td>
<td>lb. stands for pound</td>
</tr>
<tr>
<td>c. stands for cup</td>
<td>spk. stands for speck</td>
</tr>
<tr>
<td>g. stands for gill</td>
<td>min. stands for minute</td>
</tr>
<tr>
<td>pt. stands for pint</td>
<td>h. stands for hour</td>
</tr>
<tr>
<td>qt. stands for quart</td>
<td></td>
</tr>
</tbody>
</table>

MEASURES

<table>
<thead>
<tr>
<th>3 tsp. equals 1 tbsp.</th>
<th>2 c. liquid equals 1 lb.</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 tbsp. equals 1-4 c.</td>
<td>4 c. flour equals 1 lb.</td>
</tr>
<tr>
<td>2 g. equals 1 c.</td>
<td>2 c. solid fat equals 1 lb.</td>
</tr>
<tr>
<td>2 c. equals 1 pt.</td>
<td>2 c. granulated sugar equals 1 lb.</td>
</tr>
<tr>
<td>2 pt. equals 1 qt.</td>
<td>3 c. meal equals 1 lb.</td>
</tr>
<tr>
<td>4 qt. equals 1 gal.</td>
<td>2 c. solid meat equals 1 lb.</td>
</tr>
<tr>
<td>2 tbsp. sugar equals 1 oz.</td>
<td>2 tbsp. butter equals 1 oz.</td>
</tr>
<tr>
<td>2 tbsp. liquid equals 1 oz.</td>
<td>4 tbsp. flour equals 1 oz.</td>
</tr>
</tbody>
</table>

(9)
The first lesson is given to a study of the cooking equipment including the use and care of the stove; also the washing of dishes, etc.

FRUITS
1. Kinds
2. Composition
3. Food value
4. Methods of cooking

BAKED APPLES
Select sound tart apples. Wash, remove the core, and if the apples are thick-skinned, they should be pared.
Place in an earthenware or granite baking dish and pour one tablespoonful sugar mixed with a little spice, into the cavity in each apple. Pour enough boiling water around the apples to cover the bottom of the baking-dish, and bake until soft, in a hot oven, frequently dipping the syrup in the pan over the apples.
Serve hot or cold, with milk or cream.

COMPOTE OF APPLES
Make a syrup with one cup each of sugar and water. Flavor with lemon peel or cinnamon bark if the apples require it. Core and pare medium size apples and cook them whole in the syrup. When soft, drain and fill the centers with a bright red jelly, chopped nuts and raisins or preserved cherries. After filling, sprinkle with sugar, glaze by putting into the oven for a few minutes and pour around them the remainder of the syrup which has cooked thick.

APPLE CAKE
Make a short cake dough with 2 cups flour, 1-4 cup fat, 1-2 teaspoonful salt, three teaspoons baking powder and 2-3 cup milk.
Put it into a flat baking pan and spread so it will be about a half-inch thick.
Pare and core the apples, cut in wedge-shaped pieces and press the thin edges into the dough in parallel rows after having buttered the dough. Sprinkle over this a half cup of sugar and one-half teaspoon cinnamon mixed. Cook until the cake is a golden brown. Serve with a sauce or fruit syrup.

VEGETABLES
1. Kinds
2. Composition
3. Food value
4. Methods of cooking
CABBAGE

Remove outer leaves and stalk. Separate leaves and wash thoroughly. Drop slowly into salted boiling water and cook only until tender. Boil from 20 to 30 minutes. Drain and season with butter, salt and pepper, or mix with white sauce.

POTATOES

1. Kinds
2. Composition
3. Food value
4. Preparation

BAKED POTATOES

Medium-sized. Scrub with a brush. Bake in a moderate oven on a grate until soft—about forty-five minutes—turning occasionally. When done, press in a cloth until skin breaks, to let steam escape. Serve folded in a napkin or in an uncovered dish.

CEREALS

1. Kinds
2. Composition
3. Food value
4. Methods of cooking

TABLE FOR COOKING CEREALS

<table>
<thead>
<tr>
<th>Kind</th>
<th>Quantity</th>
<th>Water</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rolled Oats</td>
<td>1 cup</td>
<td>2 cups</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Rolled Avena</td>
<td>1 cup</td>
<td>2 3/4 to 4 cups</td>
<td>45 to 60 &quot;</td>
</tr>
<tr>
<td>Rice (steamed)</td>
<td>1 cup</td>
<td>(according to age of rice)</td>
<td>2 hours</td>
</tr>
<tr>
<td>Cornmeal</td>
<td>1 cup</td>
<td>3 1/2 cups</td>
<td>2 hours</td>
</tr>
<tr>
<td>Oatmeal (coarse)</td>
<td>1 cup</td>
<td>4 cups</td>
<td>3 hours</td>
</tr>
<tr>
<td>Hominy (fine)</td>
<td>1 cup</td>
<td>4 cups</td>
<td>1 hour</td>
</tr>
<tr>
<td>Wheatena, etc.</td>
<td>1 cup</td>
<td>3 3/4 cups</td>
<td>30 min.</td>
</tr>
</tbody>
</table>

CORNEARME MUSH

1 c. cornmeal
1 c. cold water
1 tsp. salt
1 qt. boiling water

Mix together the cornmeal and salt and add the cold water gradually to make a smooth paste. Pour it into the boiling water and cook in a double-boiler from 3 to 5 hrs. Serve with milk or cream.

Cold mush may be cut in slices 1-2 in. thick and fried a delicate brown. Serve with syrup.

(11)
CANDIES

FUDGE

2 c. granulated sugar
2-3 c. thin cream or milk
1 tbsp. butter (2 tbsp. if milk is used)
2 small squares of chocolate
1 tbsp. vanilla

Cook sugar, chocolate, butter, cream or milk, not allowing it to boil until all the sugar has dissolved. Do not stir after it begins to boil, except to prevent sticking to bottom of kettle. When a few drops will remain in shape when put into cold water and can then be made into a ball, the candy is done. Use fresh water for each test. Set saucepan in a cold place, or into a pan of cold water, and leave it without stirring until the candy is thoroughly cold. This requires an hour or longer according to the quantity. When cold, add vanilla; beat until it begins to stiffen and begins to look a little grayish. Pour on a greased or moistened pan or dish. Cut into blocks before it gets too hard. Fudge is best kept in a tin box. There is no danger of the candy’s getting too cold, and the success depends on its being cold before it is beaten. Should the candy turn to sugar, add 1-4 to 1-2 c. water and cook again. It is best to pour the candy on the bottom of the pan rather than into it, as it is easier to slip a knife under the candy to remove it from the pan.

Cocoanut Creams may be made by the above recipe by omitting the chocolate and adding shredded cocoanut when the syrup gets cold. If freshly ground cocoanut is used, it must be added before removing the candy from the fire, as the oil in the cocoanut causes the syrup to be too thin and soft. After it has been beaten, the candy may be turned out on the pan and cut into squares or it may be dropped by spoonfuls on the pan. Pink fruit coloring may be added just before dropping, if desired.

When making candy, if the milk happens to be somewhat sour, add a pinch of soda before the milk is heated.

SEAFOAM

2-3 c. water
2 c. light brown sugar

Cook until drops become quite hard in cold water. Pour slowly over well-beaten whites of two eggs while beating vigorously. (Never stir this candy.) Add 1-2 c. or more of black walnut meats. (Any kind of fresh nuts may be used.) Lastly beat in 1-2 tsp. vanilla. When the mix-
ture is thick enough to hold its shape, drop quickly by spoonfuls on moistened surface.

By using 1-2 c. corn syrup and 1-2 c. water the above recipe will make candy known as Divinity Fudge.

COFFEE, TEA AND COCOA

COFFEE

Since coffee loses its aroma quickly, it is best to buy it in the green bean, to be roasted and ground in the home. However, when this is not done, the coffee should at least be heated thoroughly and then ground as needed for each meal. When the coffee has been parched or heated, it is well to add, before it is quite cold, the white of an egg. (1 egg to 1-2 lbs. coffee.) This will dry quickly, and there will be no trouble later in “settling” the coffee. Egg-shells dropped into the coffee while it is being made will also settle it.

Coffee and tea should always be kept in tightly closed vessels—tin or glass.

The coffee pot must be absolutely cleaned after each meal and should be left open to air after having been scalded.

If coffee is left from a meal, pour it into an earthen or glass jar, cover and set away in a cool place. This may be reheated at the next meal by bringing it to the boiling point. Never leave it on the grounds, nor should fresh coffee ever be made over grounds that have been used once.

Water from which coffee and tea are made should be freshly drawn and brought to a boil without being allowed to continue boiling for more than two or three minutes, as it loses its sparkle, or “life,” which is necessary for good coffee or tea.

When more nourishment is desired for sick people, the slightly beaten white of an egg may be put into the cup with the sugar and the hot coffee poured over this while it is being stirred.

TO MAKE COFFEE

Many people still prefer boiled coffee. Use a coarse ground coffee for boiling and mix it to a paste with cold water; then add the crushed shell of an egg (unless egg was added when coffee was roasted) and either boiling or cold water, in the proportion of half a pint to a heaping tablespoonful of coffee. Let it boil up three times, but do not let it boil over even once. Serve immediately.

TO MAKE TEA

Do not be persuaded to boil tea. Allow a full teaspoonful to a half pint of water. Scald the pot and put in the dry tea leaves; then
pour on them water that is actually boiling. Cover closely and let it steep from eight to ten minutes; then pour it off the leaves into a pot that has been scalded, and serve. If the tea is allowed to stand on its leaves, a large portion of tannic acid is released, which is injurious to the system.

**COCOA OR HOT CHOCOLATE**

2 tbsps. cocoa or grated chocolate  
1 1-2 pts. (3 c.) milk  
1 c. water  
2 tbsps. sugar  
1-4 tsp. vanilla

Put milk on to heat. Place cocoa, sugar, and boiling water in a saucepan. Boil slowly from 3 to 5 minutes. Add boiling milk. Bring to boil. Beat vigorously with egg-beater. Add vanilla. This may be served at once with whipped cream, or it may be kept hot on back of stove for several hours.

**EGGS**

1. Composition.  
   a. Effect of cold water.  
   b. Effect of acid.  
   c. Effect of heat.

2. Food Value.

3. Testing Eggs.  
   a. Fresh eggs should have a thick, rough shell and feel heavy.  
   b. Hold egg between your eye and the light. If clear it is fresh.  
   c. Drop the egg into cold water. If it sinks it is fresh.  
   d. Shake the egg, holding it near your ear. If the contents rattle, it is somewhat stale.


**SOFT-COOKED EGGS**

For two eggs allow one pint of water; for each additional egg, an extra cupful. Put the water in a saucepan, let it come to the boiling point. Place the eggs in the water with a spoon, and cover the saucepan. Remove at once from the fire, and let stand, covered, about ten minutes according to the size of eggs.

**HARD-COOKED EGGS**

Cook in the same manner as soft-cooked eggs, placing saucepan on back of stove, where the water will keep hot, but not boil, for 30 minutes.
MILK

1. Composition—analysis by experiments
2. Food value
3. Products of milk—cream, butter, buttermilk

JUNKET PUDDING

1 qt. milk
1 junket tablet
1-4 tsp. salt
4 tbsp. sugar
1 tsp. vanilla

Heat milk in double boiler till luke-warm; add sugar, salt, vanilla and tablet that has been dissolved in one tablespoonful of cold water. Let stand in a warm place undisturbed till it thickens. Then cool. Serve with whipped cream or fruit.

BUTTER

Good, sweet butter can only be made from freshly soured, clean, carefully kept cream. The best butter is obtained from the cream that has been separated from the milk by means of a separator. There is less danger of curd being left in the butter. The barrel churn saves labor and time. Always wash, then scald churn before putting it away. Before using scald the churn well, cool it with cold water, then pour in the freshly soured cream or clabber. If butter coloring is to be used, add a few drops to a cup of milk, then to the contents of the churn. It should take at least thirty minutes for the butter to “come.” Continue churning until the lumps of butter are as large as a grain of wheat. Strain off the milk, leaving the butter in the churn (or carefully skim the butter out and put it into a bowl of cold water.) Add a goodly supply of fresh cold water and with a wooden paddle turn the butter about in the water. Drain off the water. Add more fresh water. Work the butter in this. A small quantity of salt may be added to the second washing if there is curd in the butter. Drain off all water and work the butter until no more water can be gotten out. If the butter is soft, set it away in a cold place until the next day, then work it over, add salt, 1 oz. to one pound of butter, and mold it. Never handle butter more than is necessary or with your hands or a spoon. A cedar paddle may be quickly made at home. Keep butter in the coolest, cleanest place possible away from all odors. For market, wrap each mold separately in a piece of wet oiled paper. Butter attractively molded and wrapped will bring a better price.

Old butter may be improved by washing in salt water, then in soda and water, then in salt water again. It is sometimes melted
and the clear liquid carefully drained off. When the fat is cold, churn it with fresh sour milk. There is no way to make old butter as good as new.

**CHEESE**

Cheese, like eggs, is a food containing much nourishment in small bulk,—a concentrated food. It should be used more commonly than it is. Cheese may take the place of meat, macaroni cooked with cheese being hearty enough to form the main dish of a meal. Cheese should seldom be eaten raw or in large quantities. It should be thoroughly masticated. Grating aids this. Care must be taken not to overcook cheese,—that is, do not cook it longer than to barely melt it.

**CHEESE FONDUE**

Crumble 1 cup of cold bread into a shallow baking dish. Add 1-2 cup milk, 1 beaten egg, 1-4 tsp. salt, a few grains of red pepper, and 1-2 cup of grated cheese. Less may be used for children. Stir all together and bake in a moderate oven until firm and brown,—about twenty minutes.

Cheese added to Creamed Potatoes gives nourishment and is greatly liked.

**MEATS**

1. Kinds
2. Composition
3. Food value
4. Uses of parts
5. Preparation of meats

**ROAST FOWL**

Draw and clean well, being careful to remove windpipe, lights, etc., from inside. (The fowl may be left a day or two if desired.) Dry with clean cloth. Stuff around the neck and fill the body two-thirds full. Turn wings back, fasten legs down to body. (May use clean string.) Rub well with salt and sprinkle well with flour. Place on breast on rack in baking pan with a little water. Baste frequently unless a roasting pan is used. When brown on back, turn it over, and brown the breast. Allow at least fifteen minutes to the pound. A tough fowl should be steamed or stewed until tender before baking. A little soda (1-2 tsp.) may be rubbed inside the fowl or put into the water around it.

**BREAD STUFFING**

Two c. bread crumbs or cold biscuit, 2 tsp. salt, 1 tsp. chopped (16)
onion (if liked), 1-8 tsp. pepper, 1 tsp. chopped parsley, 2 or more tbsp. butter or chicken fat. Wet crumbs with water, squeeze dry. Add other ingredients.

**GRAVY**

To the drippings add 1 heaping tbsp. flour mixed with cold water to thin if needed.

**FRIED CHICKEN**

When chicken is fried, cover each piece with flour in which salt has been added unless it has been put on the chicken. Have the fat quite hot when chicken is added, to prevent its soaking in. Fry steadily until each piece is entirely brown and crisp. If the liver is placed inside of the back before the flour is put on, and the back is turned down over the liver when put into the hot fat, it will not pop the fat out of the pan, as it so often does.

When the chicken has been removed from the pan, add a tablespoonful or more of flour, then either milk or water to make gravy. Serve in a separate dish.

**BROILED OR SMOTHERED CHICKEN**

Cut chicken down center of back, lock wings, cross legs. Rub with salt, steam in tightly covered vessel until tender. Use as little water as possible. Place breast down in pan, rub with butter and flour, and brown. Turn and rub, then brown the other side. This is much more wholesome than fried chicken.

**BOILED HAM**

Scrub thoroughly. Soak in cold water over night to freshen. Cover with fresh water and bring slowly to boiling point. Keep ham simmering, not boiling. Allow about 25 minutes to the pound after it begins to boil. Remove scum which rises. Let ham cool in water in which it was boiled. Lift out, peel off skin, and roll ham in egg and dried bread crumbs. Set in oven till crumbs form crisp, brown crust. Slice very thin with sharp knife.

**BEEF STEW**

1 lb. beef
1 small turnip
1 small carrot
1 small onion
spk. pepper
4 medium-sized potatoes
1 pt. cold water
flour
Wipe the meat, remove the fat and cut the lean meat into 1 in. cubes. Dredge the meat thoroughly with flour, sprinkle with salt and put half of it into the cold water and heat quickly to the boiling point. Peel and slice the onion, brown it in the fat taken from the meat, and put it into a saucepan with the boiling water, and pepper. Brown the remainder of the floured meat in the same fat, and add it to the stew. Prepare the turnip, carrot and potatoes; cut the turnip and carrot into dice, add them to the meat, and simmer 2 hours, or until the meat is tender. Cut the potatoes into quarters and add them to the stew 20 minutes before removing from the fire.

If dumplings are desired, 10 min. before serving drop some dumplings on the potatoes and meat, being careful not to let them go down into the water; cover the stew and boil for 10 min.

POTATO AND MEAT PIE (LEFT-OVER MEATS)

Remove the bones, fat, and gristle from cold meat. Chop the meat fine and put it into a pudding dish. To each c. of meat allow 1-3 c. of gravy or stock, or 1-4 c. water. Stir into the gravy 1-4 tsp. salt, a spk. of pepper and a little chopped onion or parsley, and pour it over the meat. Boil and mash potatoes, and spread the mashed potatoes as a crust over the meat and gravy. Smooth the crust and bake the pie on the grate of the oven until golden-brown. It will require from 15 to 30 min.

SOUP

All soups lose their flavor by quick boiling. The best soup is made by putting into the soup kettle a beef bone and to that adding left over vegetables, one onion, pepper and salt. Cover with cold water, set on the back of the stove, and let it simmer all day. Strain it or serve it with the vegetables, as preferred. It is a good plan to adopt the French method of keeping the soup kettle on the stove all the time in winter, adding from time to time a few fresh or canned vegetables and a seasoning of meat and condiments.

POTATO SOUP

3 potatoes
1 1-2 c. water
3 tbsp. flour
1 1-2 tsp. salt
1 tbsp. parsley (if convenient)
3 c. milk
1 1-2 small onions
3 tbsp. butter
1-8 tsp. pepper

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Boil the potatoes until soft; then drain and mash them. Cook the onion in the milk, and when the potatoes are mashed, add to the scalded milk salt and pepper. Rub through a strainer and heat. Add the flour and butter, according to directions; cook until smooth and serve with croutons. Beef drippings may be used in place of butter.

**FLOUR**

1. Kinds
2. Composition
3. Food Value
4. Study of different Batters

**MUSH BREAD**

1 c. milk
1-3 c. white cornmeal
2 eggs
spk. salt

Put the milk into a double-boiler and when hot sprinkle in the meal stirring all the time until it is a smooth mush. Remove from the fire and add the yolks of the eggs and salt. Stir in the well-beaten whites, put into a greased baking dish and bake about 25 min. This is a delicate bread and must be eaten as soon as baked or it will fall.

**CORN BREAD**

2 c. meal
1 c. sour milk
1 tsp. salt
1 egg
1 c. flour
3-4 c. boiling water
1-2 tsp. soda
1 tsp. melted butter, lard or drippings

Sift meal and scald with boiling water. Allow to cool. Sift flour, salt and soda together and add to cornmeal and egg slightly beaten. Add milk, and lastly, melted butter. Pour into a hot greased pan, or gem pans. Bake in a moderate oven twenty minutes, or until brown.

**BISCUIT**

There are three types, or kinds of biscuit—baking powder biscuit, sour milk biscuit, and beaten biscuit.

The baking-powder biscuits seem easier for some people to
make well, but there is no reason why any girl cannot make good soda biscuit just as easily.

No housekeeper, especially no inexperienced one, should "guess at the amount of soda and flour to be used." It takes only a few minutes to measure at least these two ingredients, and it more than pays for the time taken when the biscuits come out of the oven light, white, and flaky, instead of yellow, tough, and indigestible.

Too much baking-powder makes a dry, coarse-grained biscuit. Too much soda makes a yellow biscuit with a strong alkaline odor.

There is a great difference in the grades of baking-powder found on the market. The cheaper grades are not worth the money paid for them.

Fat is added to biscuit to make them more tender by separating the starch grains of which the flour is composed. Butter gives a better flavor than lard, but few of us have the butter to be used in making biscuit. It is a mistake to put too much fat in biscuit. It makes them heavy and indigestible.

The quicker biscuit can be made up and baked the better. The soda or baking-powder should always be sifted into the flour, and the fat worked in with the tips of the fingers, or cut in with two knives, until the flour and lard together look like meal. After the milk has been added, the dough should be handled lightly. Baking-powder biscuit should be made a little softer than sour milk biscuit. They should not be kneaded much—just enough to make them smooth on top. This is done by patting and rolling with a rolling pin. Baking-powder biscuit are usually thicker than sour milk biscuit. Cut them a half-inch thick.

A biscuit should bake in twelve or fifteen minutes. More time used makes a tough biscuit.

Four cups flour equal to one quart equal to one pound.

This amount will make from twenty to thirty biscuit, according to the size of the cutter. Small biscuit will bake better and are to be preferred to large ones.

Keep any dough that cannot be baked immediately in as cool a place as possible, because as soon as it begins to warm the gas forms and passes off. Then there is nothing left to make the biscuit rise when they are put into the oven.

The amount of milk needed varies with different kinds of flour.

**BAKING POWDER BISCUIT**

One quart (four cups) flour, six teaspoons baking-powder, two teaspoonfuls salt, two or three tablespoons lard, about one and one-half cups milk.

Sift all dry ingredients together. Rub in the fat with tips of
fingers until the mixture looks like meal. Pour in milk slowly. As soon as a part of the flour is moistened, push it to one side and make up another portion. This is to prevent making all the dough too soft, though, after all, it should be quite soft when finished. When all is moist, turn it on a floured board. Pat and push the dough gently until it becomes smooth on top. Roll until about half an inch thick and then cut. Bake in a hot oven twelve or fifteen minutes.

SOUR MILK BISCUIT

One quart flour, one teaspoon soda, two teaspoons salt, two to three tablespoons lard, about one and one-half cups buttermilk.
Mix as for baking-powder biscuit, except that the dough is a little stiffer and is made a little smoother. Roll one-quarter to three-eighths inches thick. Cut, and bake in a hot oven.
When a biscuit looks yellow and smells of soda, lessen the quantity at the next making.
Sometimes a teaspoonful of baking-powder is used in soda biscuit, but this is not necessary when the soda is good.
Soda bought in packages seems to be better than that which is “loose.”

For variety, the dough instead of being cut into biscuit may be cooked on top of the stove in an iron frying pan. Turn the cake over when the bottom has browned. This is called a “hoe-cake.” Or the dough may be cut into pieces, two by three inches each, and baked as other biscuit.

PASTRY

1-4 c. butter 1-4 c. lard
2 c. flour 1-2 tsp. salt
1-2 tsp. sugar 1-2 c. ice water

Sift flour, salt and sugar together. Chop in lard and add the water slowly, handling lightly. Put the dough on a board, roll out, spread with butter, fold three times and roll like a jelly cake. Cut the pastry across and roll out to fit size of pie-plate. This will make 4 medium-size pies.

For pies which have the filling cooked before being poured into the crust, place the pastry carefully over the bottom of the pan. Stick with a fork and bake. Turn the pastry over and place in the pan. Fill.

CHOCOLATE PIE

Grate 1-2 teacup chocolate, and put into a pan with 1 c. of hot water; butter size of an egg, 1 c. sugar, 2 tbsp. corn starch, or flour, mixed in a little water. Boil about 5 min. stirring constantly. Add beaten yolks 2 eggs, and cook till quite thick. Add 1 tsp. vanilla.

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Pour into the baked crust. Beat whites stiff. Add 2 tbsp. powdered sugar, spread roughly on top of pie and brown in oven. Pie should be thick and firm like jelly.

**APPLE PIE**

Line a pie pan with a thin crust and fill with apples that have been slightly cooked. Sprinkle over with 1-2 cup sugar and 1-2 teaspoonful cinnamon. Put over these a top crust, press down on the edges and bake.

**CHEESE STRAWS**

Use scraps of pastry for these. Roll them thin, sprinkle with grated cheese, salt and red pepper; fold and roll again. Cut in half-inch strips and bake until crisp and brown.

**BREAD MAKING**

It is best to have one crock kept for bread mixing. When bacteria have worked into a crock, the bread is ropy and sticky. Scald the crock well before each use.

Only a good grade of flour should be used.

Potatoes furnish a good medium for the yeast to work in. They give a moister bread. Milk bread dries more quickly than bread made with water. Sugar is ready food for yeast, supplying the immediate demands of the yeast plant while some of the starch is being changed into sugar for its food; consequently sugar hastens the growth of yeast. Bread containing shortening has the best grain, though shortening and salt check rising. Since salt is necessary in bread, it may be added with the last flour if a sponge is set. It is desirable to set a sponge if for any reason you are doubtful of the quality of the yeast.

Bread must be kneaded well. Kneading stretches the gluten found in flour and distributes equally through the bread the carbon dioxide formed from the growth of the yeast. Experiment by kneading one loaf only three minutes and another loaf half-an-hour. Some think a bread-mixer does not stretch the gluten as well as hand-kneading.

To test the oven, a piece of white paper should become a golden brown in six minutes.

Bread to be exhibited should be cooked the day before it is to be sent to the fair.

Excellent bread is pleasing to the sense of smell as well as to that of taste, and it does not have the slightest disagreeable odor. In good bread the crumb is light, but does not crumble when cut; nor does it dry out too quickly. There should be no large holes.
As a rule the bread should be nearly white—at least there should be an uniformity of color.

The crumb should be well baked to the center, with no suggestion of doughiness in streaks or otherwise. The crust should be of a rich brown color. It should have a pleasing, nutty flavor and should be neither too hard nor too soft.

If compressed yeast (Fleischmann’s) is used, the bread need not stand over night. The more yeast used, the less time required for rising; but too much yeast makes the bread taste and smell yeasty.

If the bread is ready for baking before the oven is ready, set it in a cold place to retard the rising. Sometimes it is best to work the bread over so that it may rise again; otherwise it will set. Freezing prevents the growth of the yeast plant, but does not kill it. Intense heat kills yeast plants. In cold weather the crock containing the dough may be set into a pan of warm—not hot—water.

When it is necessary or desirable to cut warm fresh bread or cake, heat the knife and slice while the knife blade is hot. Several heatings may be necessary.

**RECIPE FOR WHITE BREAD**

<table>
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<th>2 tbsp. sugar</th>
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<tr>
<td>2 tbsp. lard</td>
<td>6 to 7 c. flour</td>
</tr>
<tr>
<td>1 c. water (cold)</td>
<td>1-2 cake compressed yeast</td>
</tr>
<tr>
<td>1 tbsp. salt</td>
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*Mixing*—Scald the milk; sift and measure the flour; put the salt, sugar, and lard into a crock and pour the hot milk upon it. Add the cold water, then the yeast mixed smoothly with 2 tbsp. lukewarm water. Having stirred all together, stir in enough flour to make a drop-batter. Beat this batter until it is full of bubbles. (This may be set to rise as a sponge if preferred.) Then beat in gradually more flour—enough to make a rather soft dough. When too stiff to beat, rub a little flour on the moulding-board and turn the dough out. Dust a little flour on the dough and on your hands. Fold the edge of the dough farthest away from you towards the center of the mass, immediately pressing the dough down with a gentle rolling motion of the palms of the hands. Turn the dough around as you knead; continue to do this, turning the dough and flouring your hands, the board, and the dough, to prevent sticking. Should it stick to the board, scrape it free with a dull knife and flour the board anew. Knead the dough until it does not stick to your hands or to the board, is smooth on the surface, feels spongy and elastic, and rises quickly after being pressed by the hand. Care must be taken not to work in too much flour, as the dough must be soft and smooth.
Replace the dough into the crock; brush the top with warm water; cover the crock with several thicknesses of cloth (never a closely fitting top); set it near the stove or in a pan of warm water, turning another pan lightly over the top.

When the dough has risen to twice its original bulk, lift it out and put it on the board. This time knead well, using as little flour as possible. (Putting a tiny bit of lard on the hands is better than using flour.) Holding the dough in the left hand, hack with a knife so as to examine the inside to see if there are any large holes in the dough. When thoroughly worked, put into a well greased pan and let it stand in a warm place, covered with a thick clean cloth, until it has again doubled in bulk. When the bread is nearly risen, test the oven. A loaf 9 1-2 inches long and 5 1-2 inches wide across the top should bake from 40 to 50 minutes. The first fifteen minutes the loaf should finish rising and begin to brown slightly. The heat should be kept uniform from 15 to 20 minutes longer. Baste with sweet milk, using as a mop a twist of clean paper or cloth. Then reduce the heat the last half of baking. Turn the pan around in the oven if the bread rises unevenly.

When the bread is done, rub the top of the loaf with sweet milk, or with a little butter, to give a smooth, glossy appearance. Set the loaf across the top of the pan to cool, so that the air can circulate around the loaf. When cold, put it into a perfectly sweet and clean tin bread-box or stone crock.

SUGAR COOKIES

1-2 c. butter
1 c. sugar
2 eggs
1-4 c. milk
3 tsp. baking powder
any flavoring desired
3 to 4 c. flour
1-2 tsp. salt

Cream the butter and sugar, add beaten eggs, milk, flavoring, and the baking powder and salt sifted into the flour. When enough flour has been added to make a soft dough, drop cookies may be made by dropping the dough by spoonfuls on a greased pan. For rolled cookies more flour is needed.

GINGER COOKIES (CRY BABIES)

1 c. sugar
1 c. lard
1 c. black molasses
1 egg
3 tsp. cinnamon
pinch of salt
1 nutmeg

(2 tbsp. ginger or vanilla may be used instead of the spices.) 1 small cup of boiling water poured over 2-3 tbsp. soda, 5 c. flour or enough to make a very stiff batter. Drop on a greased pan, 1
tsp. to each cake. Put them wide apart in order to keep them from running together in baking.

**BUTTER CAKE**

Before beginning to mix a cake, collect all of the materials and necessary utensils, grease the pan, cut and put in plain, clean paper, and grease this paper. See that the oven is sure to be ready for the cake as soon as it is put into the pan. The flour should be sifted at least three times—once before it is measured. The sugar should be fine granulated. Sift it to remove the coarse grains and lumps. Remember once more that coarse sugar makes a coarse grained cake.

When creaming the butter and sugar, continue until the sugar is dissolved. If the butter is cold and hard, warm the bowl slightly; but by all means do not allow the butter to melt, as this prevents it from creaming nicely. The eggs must be thoroughly beaten. A wire egg-beater should be at hand in every kitchen. It costs only five or ten cents and saves much valuable time.

Only the best materials should be used in cake-making: fresh eggs, good butter, fine granulated sugar, a good grade of flour.

In filling the pans, distribute the batter well into the corners and sides of the pan, leaving a slight depression in the center; this gives an even cake when baked. Wipe off every particle of batter from the edges of the pan.

**RECIPE FOR BUTTER CAKE**

1 c. butter 4 c. flour
2 c. sugar 4 tsp. baking powder
4 eggs 1 tsp. vanilla
1 c. sweet milk

Cream the butter and sugar thoroughly and add the well beaten eggs. Mix. Add the vanilla and at the same time 1-3 of the milk and 1-3 of the flour. Beat well. Add another 1-3 of the milk and 1-3 of the flour. Beat well. Into the last 1-3 of the flour sift the baking powder and beat well into the batter with the last portion of milk. A pinch of salt added brings out the flavor of the cake better. The consistency is a matter of experience. Batter should drop from a spoon.

This may be baked in shallow cake pans and be put together with different frostings or fillings, from which the cake takes its name.

The baking is a critical part of cake-making. Often a well-mixed cake is spoiled in the baking. Usually a slow, moderate heat, gradually increasing, is best. For loaf cake, an oven that will turn a piece of writing paper light brown in five minutes is right. For
layer cake it should be hotter; a three minute oven is right. Divide the time of baking into four parts:

1. Cake begins to rise.
2. Cake continues rising and begins to brown.
3. Cake finishes browning.
4. Cake shrinks from pan and finishes baking.

Watch the cake carefully, but do not shake the oven.

The cake may be tested by inserting a straw. If the straw comes out clean and dry, the cake is done. Or hold the cake near the ear; as long as sputtering or ticking noise is heard, the cake is not done.

A good cake is smooth on top and even golden brown all over. It should round up slightly in the middle, but not sink from the edges and rise sharply with a crack on top. The inside of a loaf should be slightly moist, but not sticky, and of a fine, even grain, with no heavy streaks.

Cracking on top is due either to too much flour or to too hot an oven. Hole under bottom is due to too hot an oven.

Coarse texture is due to too coarse sugar, too slow an oven, or too little beating.

Heaviness is due to too coarse sugar, too hot an oven at first, jarring the cake, or insufficient baking.

**BOILED FROSTING**

2 c. sugar  
1-2 c. boiling water  
2 whites of eggs

2 tsp. vanilla, or  
1 tbsp. lemon juice  
1-4 tsp. cream of tartar

Put sugar, cream of tartar, and water in a sauce pan; stir until sugar is dissolved, heat gradually to boiling point, and boil without stirring until syrup will thread when dropped from tip of spoon. (It is best to wash down the sides of the saucepan with a wet cloth just after the syrup begins to boil.) Pour syrup gradually on beaten whites of eggs, beating the mixture constantly. Continue beating until of right consistency to spread. Add flavoring, and pour over cake, spreading evenly with a long knife. If not beaten long enough, frosting will run; if too long, it will not be smooth. Frosting that becomes rough and stiff may be made smooth by adding a little of the unbeaten white of egg. This dries quickly and does not make the frosting too soft as water is apt to do. This frosting is soft inside, and has a glossy surface. For chocolate frosting, melt two squares of Walter Baker's Chocolate in a saucepan over boiling
water; beat this in boiled frosting just before spreading on cake.

SPICE CAKE, OR POOR MAN'S FRUIT CAKE

1 c. seeded raisins 1 c. sour milk
2 c. flour or more 1 tsp. soda
1 c. brown sugar 1 tsp. each powdered cloves,
1-3 c. butter cinnamon and allspice
pinch of salt

If sweet milk is used, take a little less, and substitute 1 tbsp. baking powder for soda. Ice with boiled icing.

LESSONS IN SERVING

TABLE SETTING

A table should be made to look neat and attractive. After dusting the table, lay on it evenly a cloth of felt, flannel or cotton flannel. This preserves the table, the tablecloth; prevents the dishes from making a noise; and gives the table a better appearance.

The tablecloth should be laid with the hemmed edges underneath and the lines in the cloth parallel with the edges of the table. Colored table linen and oilcloth are not considered in good taste. A vase of flowers, a small plant or a dish of fruit should be placed in the center of the table.

RULES FOR PLACING DISHES

Arrange dishes symmetrically, although not necessarily in straight rows.

When there are no warm dishes to be served, place a plate, right side up, for each person, having them arranged symmetrically around the table.

Place knife at right side, with sharp edge toward plate.
Place fork at left side, with tines up.
Place soup spoon at right of knife, bowl up.
Place teaspoons in front of the plates, handles to the right, the bowls up.
Place tumbler, top up, at the right.
Place the butter, or bread and butter plate, at the left.
Place the napkin at the left, neatly folded.
Place salt, pepper, vinegar, oil, jelly, pickle, etc., inside the line of plates
Place soup ladle in front of hostess, the handle to the right, bowl up.
Place carving set in front of host.
Place several large spoons at each end of table.
Place dishes that are to be served at table directly in front of server.

When finger-bowls are used, put them on dessert plates with a doily underneath the bowl; place at the left side of each person. When fruit is served as a first course, place the finger-bowls in center of cover.

Where the hostess pours the coffee, arrange the service neatly in front of her.

Arrange chairs at sufficient distance from the table so they need not be drawn out when people are to be seated.

**RULES FOR SERVING**

Cold food should be served on cold dishes, hot food on hot dishes.

When passing a dish, hold it so that the thumb will not rest upon the upper surface.

In passing dishes from which a person is to help himself, pass always to the left side, so that the food may to taken with the right hand.
In passing individual dishes, such as coffee, etc., set them down carefully from the right side.

When the dishes are being served by a person at the table, the waitress should stand at the left, hold the tray low and near the table. Take on the tray one plate at a time, and place before the person for whom it is intended, setting it down from the right side.

When one course is finished, take the tray in the left hand, stand on the left side of the person, and remove with the right hand the soiled dishes, never piling them on top of each other.

Soiled dishes should be first removed, then food, then clean dishes, then crumbs.

Fill the glasses before every course.
Never fill glasses or cups more than three-fourths full.
Before the dessert is served, remove crumbs from the cloth either with a crumb knife or napkin.
Do not let the table become disorderly during the meal.
The hostess should serve the soup, salad, dessert, coffee, and, at a family dinner, the vegetables and entrees.
The host serves the fish and meat.

**TO CLEAN ROOM AND TABLE AFTER A MEAL**

Brush up the crumbs from the floor. Arrange the chairs in their places. Collect and remove knives, forks and spoons. Empty and remove cups.
Never set any food away on dishes used for serving.
Pile all dishes of one kind together.
Brush the crumbs from the cloth and fold it carefully in the creases.
If the napkins are to be used again, place them neatly folded, in their individual rings.

**HOW TO WASH DISHES**

All crumbs, scraps and dough must be scraped from the dishes into the crumb pail. The grease must be wiped from the dishes to keep it from getting into the dish water.
The water must be clean, hot and soapy. The glassware must be washed first, then the silver and china. Afterwards wash steel knives and forks and last the cooking utensils, such as tins, agateware, saucepans and baking pans. If there are spots on the utensils, rub them with a flannel cloth and sand soap. Scrub greasy pans with sand-soap or coal ashes. Steel knives and forks must be polished with sand soap. The handles of knives should not be put into hot water. A small brush should be used to clean strainers, graters and sticky dishes.
Everything should be rinsed thoroughly in clean hot water and
wiped until dry. Tinware must be dried thoroughly to prevent it from rusting. If it is discolored by food being burned on it, boil strong soda water in the pan and then polish it.

CARE OF DISH TOWELS

Dish towels and cloths should be washed thoroughly after being used, scalded, and dried out of doors. Use soft towels for glass and silver and coarse towels for other dishes.

SOAP

6 lbs. grease  
1 can potash  
1 qt. cold water  
1-2 tablespoons ammonia  
1-2 cup borax

Purify the grease by slicing into it a large white potato when the grease is hot. Let it boil until the potato comes to the top nice and brown. Skim it out. Let grease cool.

Add water to potash in an earthen dish or pitcher, stirring with a stick. When cool add borax and ammonia. When both the grease and potash are cool, stir grease into potash, and stir vigorously until it begins to thicken and turn white. Then turn into pasteboard boxes, or into pans lined with clean white cloth, and let it harden.

Just before it hardens, cut with a clean, sharp knife. It will be whiter if made in a porcelain kettle.

COOKING EQUIPMENT

1 two-burner blue flame oil stove with oven ............... $8.00  
1 coffee pot ........................................... .20  
1 dish pan ............................................. .20  
1 wire sieve (fine) ...................................... .10  
1 wire sieve (coarse) .................................... .10  
1 frying pan ............................................ .20  
2 egg beaters ........................................... .10  
1 dust pan .............................................. .10  
1 baking dish .......................................... .20  
2 measuring cups ....................................... .10  
2 white bowls .......................................... .20  
1 wooden spoon ...................................... .03  
1 qt. cup ............................................... .05  
1 qt. saucepan ........................................ .25  
1 sauce pan (gal.) .................................... .25  
1 sq. cake tin .......................................... .10  
1 soap shaker ......................................... .05  

(30)
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<td>garbage tin (lard tin)</td>
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<td>.10</td>
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<td>milk pan</td>
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**SERVING OUTFIT**

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<td>6</td>
<td>.25</td>
</tr>
<tr>
<td>tablespoons</td>
<td>6</td>
<td>.25</td>
</tr>
<tr>
<td>knives and forks</td>
<td>6</td>
<td>.50</td>
</tr>
<tr>
<td>cream pitcher</td>
<td>1</td>
<td>.10</td>
</tr>
<tr>
<td>sugar bowl</td>
<td>1</td>
<td>.10</td>
</tr>
<tr>
<td>table cloth and 6 napkins (made by the children)</td>
<td>1</td>
<td>.50</td>
</tr>
<tr>
<td>glasses</td>
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<td>.20</td>
</tr>
<tr>
<td>salt shakers</td>
<td>2</td>
<td>.10</td>
</tr>
<tr>
<td>waiter</td>
<td>1</td>
<td>.05</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$3.20</strong></td>
</tr>
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</table>
SEWING

BUTTON-HOLE

A button-hole may be worked plain or it may be barred or overcast. Barring adds strength to the hole, and overcasting prevents it from raveling while being worked.

The size of the button determines the length of the button-hole. Barring is more easily done before the hole is cut. For beginners, mark the length with a pencil. Begin all work on the opposite end of the hole from the edge of the fold because the end where the button works needs to be the stronger.

Barring: With thumb and middle finger hold the fold over the end of the first finger of the left hand. Using doubled thread insert the needle, from wrong side of goods, a few threads below the end of the pencil mark. Pull needle through. Skip over to the other end of the mark; insert needle, making a short stitch across the end of the mark. Make another short stitch over the first, letting the needle come through on upper side of the mark. Skip over to first end; make a small double stitch. This puts a double thread around every part of the button-hole. The long threads must not be wide apart as they must be covered when the button-hole is worked. Cut one thread, leaving a single thread in the needle. Take a few tiny stitches over the long doubled threads to hold them securely in place. Now cut the slit by a thread and the hole is ready to be worked. Barring may be used whenever great strength is necessary, as in belts, in boys' clothing, etc.

Overcasting: Cut the button-hole and, using single thread, make a few short stitches over and over the edges of the button-hole. This is to prevent it from raveling while being worked. Barring and overcasting are sometimes used in the same hole.

Button hole: A smooth, strong button-hole can best be worked with rather coarse thread. In bleached muslin use number 40 or 50; while in unbleached use number 36 or 40. For very strong button-holes in boys' trousers use number 24 or 36.

Button-hole twist is to be preferred for silk or woolen garments.

Some reasons why button-holes are not satisfactory:

1. The worker fails to put the stitches close enough together.
2. The stitches extend too deep into the cloth.
3. The thread is not pulled evenly and tightly enough. Some
stitches are tight and some are left loose. All must be tight to give a smooth purl.

Button-hole Stitch or Purl:
(a) Draw the needle half way through at the left side, taking up about four threads of the cloth.
(b) With needle pointing toward you, take the two threads from eye of needle and bring them toward you at the right of the needle, then under point of needle and forefinger.
(c) Draw needle and thread out at right angles to the opening and so that the twist or purl comes on edge of slit, and draw thread together. In making the purl the thread will form in the figure eight. Catch the thread near the goods and pull gently but firmly after each stitch is made.
(d) Continue in this manner, leaving the width of thread between each stitch, and make stitches even.
(e) Group three or four stitches fan-shaped around outer end of button-hole, where chief wear comes.

Finishing: When the button-hole has been worked all around, the end may be completed with a bar made by taking two or three stitches across end of button-hole. This bar is then covered with button-hole stitches worked close together, purled toward hole, and caught through into the cloth. The thread is then securely fastened on wrong side.

In making button-holes in boxplait of shirt waist, both ends should be finished the same way—either rounded or barred across. Always try to have thread long enough to finish working of button-hole. If thread proves too short, put the needle through the slit, turn to wrong side of cloth and fasten lightly. After threading needle, insert it beside the last stitch, drawing it up through the last purl, and proceed with button-hole stitches.

Cotton thread may be bought for the purpose.

Begin at the left end and work towards the right, making button-hole stitches over the padding and close together. The purl comes on the outside of the scallop. The stitches must lie smooth, and extend from line to line of the scallop.

BUTTONS

A garment is never finished until some kind of neat fastenings have been put on it. It is a sure sign of carelessness for common pins to be seen in a person's clothing where there should be buttons or hooks and eyes. Pins, too, are likely to be lost out of a garment. Even beauty pins are not so neat as buttons or hooks on the back of a waist.

The satisfaction of knowing that her clothes are securely fastened gives a feeling of pleasure to any woman.
SEWING ON BUTTONS

Ordinary buttons should never be sewed down tightly, but the thread should be loose so that in finishing the holding threads may be wound around, thus protecting them from wear. Loose sewing can be most easily accomplished by placing a pin across top of button and sewing over it. When button is sewed on securely, remove pin; this will loosen the stitches. Insert needle from underneath, bring it out between button and cloth, pull up button, and wind thread tightly around holding threads three or four times to form a neck for the button. Fasten threads on underside of cloth.

PATCH

All holes in garments to be patched should be trimmed so that they will require either a square or an oblong patch. Round or irregularly cut patches are careless looking and will be noticed when a neatly trimmed carefully matched square patch would not attract attention.

Cut patch to be applied one inch larger than open square, being careful to match figures or stripes accurately and having warp and woof of patch running in same direction as in garment.

Baste patch to under side of garment, then hem down around edge of the fold on right side, making very small, neat stitches.

On wrong side turn in raw edge one-quarter inch and hem down flat, allowing stitches to show as little as possible on right side.

DARNING

The aim in darning is to repair a rent so neatly that it will not be noticed. Darning can be done on right or on wrong side, according to the material. The closeness of the rows of stitching depends upon the material and the tear. The edges should be worked in and out alternately in order to secure them. When a darn is finished, it should be dampened and pressed on wrong side. Use a fine needle.

The thread used for darning should match the garment in color. A raveling of the material makes the most satisfactory thread. Next to this is the split silk. Divide the silk thread into three strands by untwisting it.

When the rent is long, it should be lightly drawn together with a basting before attempting to darn it.

Always let the darning threads run in the same direction as the broken threads. The stitches must be short, and the rows of stitches must lie close together. All the rows should not be of the same length because where they end there would soon come a weak

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place in the garment. Instead, no two successive rows should end at
the same place.

Hold tear over cushion of left forefinger, or, better still, baste
on paper. Insert needle 1-2 inch to the right of tear. Take six
running stitches upward, bringing needle out and leaving one end
of thread to be cut off later.

Taking up the threads of cloth which were passed over in pre-
ceding row bring needle out six stitches below the tear. Run four
rows in this manner at right of tear, but let each row be of different
length.

Beginning the fifth row below the tear, put the needle at third
stitch down through the tear. Take two more stitches bringing
the needle out above the tear.

Continue in this manner, putting the needle, at every other
row, down through the tear to secure edges. In finishing make four
rows of stitching beyond tear.

Bias Darn.—In the bias tear both warp and woof have been
torn across. In order to mend as firmly as possible, run the threads
parallel with the warp.

The three-cornered tear should be basted, beginning in the
center of the point and basting towards the sides. The point is
stitched double as both warp and woof threads must be replaced.

Stocking Darn.—This darn is made by first inserting threads up
and down lengthwise of the stocking, then across, weaving in and out
over the first threads.

The edges of the hole should never be drawn close enough to-
gether to cause the stocking to wrinkle. Make short stitches and let
the rows extend on each side of the hole as far as the stocking is
worn.

When the hole is large a piece of net may be basted over the
hole and darned down. This simply helps to keep the rows of
stitches straight.

HEMSTITCHING

Since hemstitching may be used for so many neat and attractive
articles, both for use in the home and for clothing, it seems advisable
to give a few suggestions here.

There are several ways of making the stitch. Select the one
that holds the threads apart strongly so that they will not run back
together when the article is laundered. Each stitch should be dis-

tinctly wedge-shaped.

After determining the width of the hem, draw three, four, or
five threads across the article to be hemstitched. (The number of
threads drawn may be determined by the coarseness of the materials.
Ordinary lawn should rarely have over three; Indian head, four or five.) Print and baste the hem carefully in place.

Use fine thread the length of your arm. Begin at right-hand end of hem, as for hemming. Do not use knot in thread. Insert needle so that the end of thread will be caught under stitches in hem. Begin hemstitching by inserting the needle under the number of threads desired in each stitch (usually the same as the number of threads drawn from hem).

Draw the thread through. Insert needle again around the same threads, this time letting it come through edge of hem beside the last thread. Draw thread closely, but not tightly enough to draw the material. Continue each stitch as above. When corners are turned, as in a handkerchief, there will be double threads across the corners. More care is necessary here, as more threads must be taken up at one time. Hemstitching is the usual basis for all drawn work. When double hemstitching is desired, hemstitch the other side of the drawn threads just as you did the hemmed side.

COOKING APRON

A pattern may be bought for fifteen cents—August, 1913, Delineator, No. 6307.
HANDWORK

"The entire object of true education is to make people not merely do the right things, but enjoy them,—not merely industrious, but to have industry."—Ruskin.

"If hand and eye you deftly train,
Firm grows the will and keen the brain."—Goethe.

THE SANDTABLE

There is no better way for the teacher to present facts in history, geography, etc., than to have the children work them out in the sandtable lessons. Impressions grasped in this way are always remembered; the interest of the class is awakened and children are being taught to draw in a most natural way. An inexpensive sandtable may be made out of a dry goods box at a cost of $.48.

Materials: 42 ft. of lumber
1 1-8 yds. of oil cloth
Sandpaper
Stain.

Dimensions: Frame, 3 ft. long x 2 ft. wide.
Bottom, 3 ft. long x 2 ft. wide.
Depth, 5 in.
Legs, 2 ft. high.

Directions for making: Saw and sandpaper all the lumber necessary to make the sandtable. The frame is first made and then the bottom nailed on. Two legs are nailed to each corner at right-angles to each other, and then the table is lined with oil cloth to keep the water from soaking through. After the whole table is completed, the stain is put on.

The following are a few suggestive sandtable lessons:

AN INDIAN CAMP

Trees are cut out, colored and placed upright at the back of the table, or branches of evergreen trees may be used. Wigwams and canoes are cut from paper and colored from pictures of Indian life. The people and animals can be cut from memory or copied from pictures.

THANKSGIVING SCENE

After telling the story of "The First Thanksgiving" or some other appropriate story, let the child illustrate the story by making
a picture of it on the sand-table. The background may be made of evergreen trees; the ocean of glass over blue paper with the Mayflower cut out of paper sailing toward Plymouth Rock (a great big rock). Houses and the fort are cut out of paper and placed on the table. The Pilgrims cut out of paper and pencilled complete the table. This gives the children a valuable lesson in history.

**A LESSON IN LITERATURE**

The story of "The Three Bears," which is so popular with all teachers, furnishes splendid material for a sand-table lesson. After the children have worked the story up well, let them make the house from a large hat box. The house is furnished with cardboard furniture. Evergreen trees will make an attractive background. The road may be made of paper folded and colored to represent logs. The bears and Golden Locks may be cut from paper and the best selected for the sand-table.

A number of valuable suggestions as to sand-table lessons may be found in "School Drawing—a Real Correlation" by Fred H. Daniels and published by Milton Bradley Co., New York.

**VEGETABLE DYES**

All materials should be thoroughly damp before dipping into dye. Dyeing should be done on clear days. The material should be lifted from the dye frequently and held in the air for a few seconds. After the desired shade is obtained, it should be washed thoroughly in strong, cold soap suds and hung in the sun to dry.

**BROWN FOR WOOL OR COTTON**

Young walnuts with some of the leaves and bark must be used. After the wool is well washed, a layer of the wool and a layer of the walnut mixture must be put into a tub. The tub must be filled with water and a weight put on the top. It must be taken out and put in the sun every few days until it is dark enough. Then it must be washed in good soap suds. This does not rot nor fade the goods.

**CHESTNUT OAK BARK (BROWN)**

The bark must be boiled after the rough part has been removed. The bark is then skinned out and the goods boiled. The goods is removed, washed in soap suds and put in the sun.

**OLD INDIGO BLUE**

Sour bran and weak lye water is used. This must be kept warm by sunshine or with a few embers around the vessel. Indigo is rubbed in. Then the goods is dipped into it. This makes permanent color on wool or cotton.
YELLOW FOR COTTON

After the rough part has been removed from hickory bark, boil it well. The bark is skinned out and a little alum added. The goods is boiled in this liquid in a brass kettle. Peach leaves when gotten in the fall and boiled in alum water will make a pretty yellow.

CHROME YELLOW FOR CARPET RAGS

The chrome is dissolved in an earthen vessel. The goods is dipped in weak vinegar and then in the chrome dye. It is then hung in the sun to dry. This is inexpensive and will last in carpet for years.

COPPERAS—AN IRON-RUST COLOR

One pound of copperas is dissolved in one vessel and one pound of lye in another. The goods is dipped in copperas first, wrung out and dipped in lye until you have the right shade.

BLACK

After the rough has been taken off of black oak bark boil well. To one pound of logwood add 3 or 4 gals. of water. A small piece of vitriol will make a pretty black but too much will rot the goods.

RED

One pound pulverized alum to 4 lbs. yarn. Boil it one-half hour in enough water to cover the goods. Remove the yarn and let it dry. Then put it in a mixture of 2 lbs. madder, 2 oz. crude tartar pulverized and boil one-half hour. If not dark enough, it must be boiled again. Sour bran water and vinegar are some times needed instead of crude tartar.

BLACK—COTTON OR WOOL

To each pound of yarn, add 1 oz. of copperas, 9 oz. of logwood, a handful of salt, 1 qt. of strong vinegar (boiled with the copperas for ten minutes in a brass kettle). The logwood must be boiled in an iron pot. When the color is out, it must be strained into the vinegar. The goods is put into the mixture and allowed to simmer for twenty minutes stirring it all the time. Then the goods is hung in the air and if not black enough, it must be boiled again.

WALNUT STAIN (BROWN) FOR WOOD

Into a saucepan put walnut hulls, nearly cover with cold water. Bring to a boil and simmer gently until the desired color is obtained.
Test by putting a little of the water on a piece of wood. Strain through a thin cloth and put away for use. A second coat may be used on the furniture to get a darker shade. Wax and polish with soft woolen cloth.

WOODWORK

(Dry goods boxes used entirely)

UMBRELLA STAND

Materials: One dry goods box, nails, stain, sandpaper, a small pan.

Dimensions: 30” high, 12” wide
- 4 pieces 30” x 2 1-2”
- 4 pieces 30” x 2 1-4”
- 12 pieces 12” x 3”
- 1 piece 12” x 12”

Directions: Take the twelve pieces 12” x 3” and make of them three boxes, two of which will have no bottom. Use the third piece, 12” x 12” as a bottom for the third box. Make a hole in the center of this bottom so that the pan will fit in nicely. (This can best be done before the bottom is put in.)

The long strips, 30” x 2 1-4” are nailed on to the ends of the boxes, the boxes being placed 7” apart, beginning with the first at the top; this causes the last (the one containing the bottom) to be 7” from the floor when the stand is upright. Nail the other strips (those 30” x 2 1-2”) on the ends of the boxes so that they extend over the first strips.

KITCHEN CABINET

Materials: Boxes, hinges, pull knobs, hooks and nails.

Dimensions: Lower Section—
- Shelves—2 pieces, 1-2” thick x 13” x 20 3-4”
- Body—2 boxes, 13” deep x 2 1-2” wide x 26” long
- Shelf Cleats—4 strips 1-2” x 1” x 12”
- Doors—Made from corners
- Door Cleats—2 strips 1-2” x 1” x 20”
- Legs—4 strips 1-2” x 2 3-4” x 36”
  - 4 strips 1-2” x 2 1-4” x 36”

Upper Section:
- 1 box—5” deep x 18” wide x 26” long
- 2 smaller boxes—5” deep x 12” x 18”

Directions: Boxes which can be most easily converted into the desired sections must be selected. Two boxes, 26” x 12 1-2” x 13” are
Extension Work in Rural Schools with Student-Teachers
Exhibit of Some of the Results
A Demonstration
fastened together lengthwise and this forms the body of the lower section of the cabinet. The ends of these boxes are removed and used as shelves; the side of a larger box is used as a top for this section. The shelves are fastened in by strips nailed crosswise the partition and the edges or sides of this section. Eight strips 36” x 2 3-4” and four strips 36” x 2 1-4” are taken from the third box to make the legs to the cabinet. The doors are fastened with hinges and buttons on knobs.

The top section is made from a box, 25” x 18” x 5”. One side is removed and a shelf put in the middle. A strip is nailed to this shelf to hold the dishes.

SCREEN

Materials: 33 ft. of lumber
1-4 lb. nails
3 hinges
1 box brass-headed tacks
3 1-2 yds. burlap
Sandpaper
Stain

Dimensions: 5ft. x 2 ft.

Directions: The pieces are measured, sawed and sandpapered. The joints are cut and then the pieces are nailed together. The two panels are put together with hinges. The frame is stained and polished and then the burlap stretched and put on with brassheaded tacks.

SPICE BOX

Materials: 1 peanut box
2 salt boxes
Nails
Sandpaper
Stain

Dimensions: Body—1 peanut box, 4 3-4” x 12 1-2” x 8 1-4” and 8 salt boxes 4” x 4” x 4”.
Shelves—3 pieces 3-8” x 8 1-4” and as wide as the depth of box.

Directions: Remove the sides of the box and make them the exact length of the box inside. Draw a line across the bottom and end 2 1-2” from the side edges. The sides are nailed to the end and bottom, keeping their outside faces on the pencil line. Plane and sandpaper the edges until they are even and smooth. The shelves must be nailed in equal distances apart, making four compartments of equal size. Two of the small salt boxes must be placed in each compartment.
BLACKING-BOX

Materials:
- Body—1 butter box, 53-4” x 13 3-4” x 14 1-4”
- Top—Two pieces 1-2” x 1 1-2” x 3”
- Legs—4 strips 3-8” x 1 3-8” x 7”
- 4 strips 3-8” x 1 3-4” x 7”
- Two hinges 1 1-2” and screws

Directions: The legs must be 5” longer than the outside depth of the box. After the cover is removed, the legs must be nailed on the end. Nail one-half of the cover on, allowing it to project evenly all around. The other half of the cover is hung with hinges. Sandpaper, stain and polish.

COAL OR PAPER BOX

Materials:
- Body—One small packing box, 14” x 16” x 27”
- Cover—1 piece 1-2” x 3” x 3”
- Cleats—2 strips 1-2” x 2” x 2”
- Legs—4 strips, 1-2” x 1 1-2” x 4”
- 4 strips, 1-2” x 2” x 4”
- Hinge-strip—1 strip, 1-2” x 2” x 3”
- 1 pair of 2” iron hinges (butts) with screws 5-8” long

Directions: The legs must be made 4” longer than the depth of the box after the cover is removed. Nail the legs on the box. The cover must be made 3” wider and 3” longer than the outside width and length of the box. Each cleat must be placed 4” from the end of the cover. Put the cover on with an even projection all around. The hinges may be set about 6” from each end of the box. Sandpaper, stain, and polish box.

TOWEL ROLLER

1 board, 24” x 5” x 3-4”
2 pieces, 5” x 5” x 3-4”
1 piece, 24” x 1 1-4” x 1 1-4”

Shape the two pieces, 5” x 5” x 3-4”, any desired shape for ends, bore a hole in the center of each 1” in diameter. In one of the pieces cut a slit from the hole to the top to allow the rod to slip in place. Round down the piece that is 1 1-4” x 1 1-4”. At each end cut a tenon 1 in. in diameter. Nail or screw the ends to the 5” board. Insert the rod in the hole in one end and let it slip into place. Stain with walnut dye.

CUPBOARDS

Select two large dry goods boxes. One should be at least 36” x 36” x 20” though the box may be cut down if too deep and raised on blocks if too low. Select the smoothest side for the top of the table.
Divide the space inside the box by putting in a shelf. It is best to let the shelf be about 3 in. narrower than the box is deep. Line the box inside with brown paper. Cover the shelf with white oil cloth. Tack several thicknesses of paper on the top, then cover with white oil cloth. Tie wire across the front of the opening both at the top and the bottom. Put curtains of scrim or unbleached muslin stenciled on the wire. Make two curtains so they may slide, one to each side. The second box may be longer and narrower. Put in shelves, cover with oil cloth, line box with brown paper, cover top with oil cloth if box is not too high to be used as a table. Put curtains on this as on the other. Put in cup hooks, put in small nails upon which to hang utensils. Cup hooks may be put on the outside of each box so utensils may be suspended from the sides of the boxes. Both boxes should be stained with walnut dye.

**DOLL CRADLE**

Take cigar box, soak in water to make the paper come off. Use the box as the bed. Cut two pieces of wood in shape of chair rockers. Nail these under the box. Stain cradle with walnut stain.

**WAX FOR FURNITURE OR WOODWORK**

Break up 1 lb. of bees wax and melt into the consistency of thick cream, in a bowl which is placed in a saucepan of boiling water. Take bowl from the fire, and gradually beat into the wax 1 pt. of turpentine and 1-2 pt. of alcohol. Put away in covered jars. Warm slightly when it is to be used. Spread the thinnest layer possible to a soft woolen cloth and apply to surface.

**GLUING FURNITURE**

Buy a can of Le Page’s glue, any size desired. Scrape off all old glue carefully and dust joints, then with a sharpened stick spread a thin coat of the glue on the surfaces to be joined. Tie them tightly together: or put in a clamp for twenty-four hours.

**CORN-SHUCK MATS**

Break some shucks apart and straighten them somewhat, ready for braiding.

Cross two shucks about one inch from the larger end and hold them between the thumb and forefinger of the left hand, with the large ends up. Place a third shuck perpendicularly in front of these with the large end projecting two inches above the point of crossing. Fold the projecting end down behind the other shucks, draw it tightly around them and bring it between them to the front. These three shucks must be bound firmly together and the ends kept apart by the fingers. Place a shuck upon the center shuck so that its
stiff end points decidedly to the left and projects one inch past the thumb. This shuck forms part of the center shuck and must be braided as if they were one. When adding the new shuck, slip it quickly under the thumb without allowing the braid to become loose. Now fold the right-hand shuck over the center and pass the braid to the right hand while folding the left-hand shucks over to the center. Pass the braid back to the left hand, add a new shuck, and fold the shucks as before.

Braid firmly and use moderately large shucks; prevent twisting by turning the braid straight each time the shuck is added. A mat is 2 feet in diameter and will require about 35 feet of braid.

**Sewing the braid together:**

Different materials can be used for sewing the braid—white-oak or hickory splits, or string. After much experience in mat making in the class-room the most satisfactory binder has been found to be a coarse, strong string used with a packer's needle.

Roll the end of the braid into a small, solid ball and sew through and back several times. The winding must be done so that the projecting ends point toward the braid, and the braid must be sewed securely to the next braid as it is wound, and in such a way that the stitches are hidden between the rows. Point the needle slightly forward each time, so that the string, when pulled, will draw the loose braid closely to the sewed one. Each stitch should advance about one inch from where it leaves the braid. The wide sides of the braid must be placed together throughout the winding, which should be done, with the stubbles, down upon a flat surface. Bind the end and cut away ragged ends. The only tool required is a packer's needle which costs five cents.

**HONEYSUCKLE BASKET**

Structure: 8 pieces 20” long
1 piece 11” long
1 long piece

Weave three rounds 4x4 and then separate them into twos counting the odd one as two. Weave six rounds 2x2; separate into
ones and weave six rounds 1x1. Add spokes to the right of each one and weave 2x2 until finished. The same basket may be made of willow. Corn shucks may always be used in making baskets.

RUSH SEAT WORK

Under 1, over 4, under 3, over 6, under 5, over 8, under 7, over 2; under 1, over 4, under 3, over 6, under 5, over 8, under 7, over 2; etc., ending in center. Draw cords as tightly as possibly. Keep rushes slightly damp and well twisted. Small cord or corn shucks may be used instead of rushes.

WHITewASH

To make whitewash for the outside of buildings and fences, put about 1 peck of quicklime into a barrel and sprinkle liberally with hot water. When the lime is slaked, add about 1 lb. of grease, preferably tallow, or 1 lb. of common table salt. To these add enough water to make a creamy liquid when thoroughly mixed. If a pure white is desired add a little bluing. Apply on a clear, sunny day.

TOOLS FOR RURAL SCHOOL WORK

1 saw .................................................. $1.25
2 hammers ........................................... .20
1 smooth plane ....................................... 1.25
1 block plane ........................................ .40
1 square ............................................. .50
1 screw driver ........................................ .15
6 folding rulers ...................................... .54
1 doz. sloyd knives ................................. 3.00
1 brace .............................................. .60
3 bits—different sizes .............................. .42

Total .................................................. $8.31

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SUMMER QUARTER

PRELIMINARY ANNOUNCEMENT

The Summer Quarter begins June 17, 1914. It is divided into two terms of thirty working days each. First Term, June 17 to July 28; Second Term, July 30 to September 2, inclusive.

Classes are offered in all subjects for:
3. First, Second, and Third Grade Certificates.
4. Most of the regular courses of the State Normal School.

The Summer School Professional Certificates, both Primary and Grammar Grades (formerly known as Professional Elementary Certificates), are given for the work of two terms of thirty working days each, the two terms' work being done in different years. No State Examination is required for these certificates. First or second year work for either certificate may be done in either the First or Second Summer Term.

The regular State Examination for the First, Second and Third Grade Certificates will be held at this school at the end of the First Term.

Work done during the summer is given full credit toward the regular diplomas and certificates of the Normal School. Opportunity is also offered students to remove deficiencies in their regular courses at the school or in preparation for entrance to such courses. Special attention is called to the fact that those desiring to do so may remain for Second Term and secure a full quarter's credit on Normal School courses. This is the only school in Virginia offering an August term, thus enabling a student to do either six or twelve weeks' work in the summer.

Unusually good opportunities are offered in both terms for instruction in the special industrial branches: Manual Training, Drawing, Sewing, Cooking, Home Economics, School Gardening, etc.

Large classes are divided into sections, providing better attention for the individual student and enabling students to arrange their programs to include the subjects they desire.

This summer school has been noted for the genuineness of the work done, particular care being taken to secure instructors who are not only well prepared in their special lines but who can give the teachers in attendance just what they want in a practical way. The
results of the examinations have shown how well they have done this.

Gentlemen as well as ladies are admitted in the summer terms. The school dormitories are reserved entirely for ladies, and gentlemen will be assigned to rooms in private homes.

On account of the altitude the location of this school is unusually fine for summer work. The water supply comes from mountain spring thirteen miles away and is unsurpassed for purity and general excellence. The sanitary conditions are all that could be desired, both in the town and on the school premises. There has been practically no sickness, accident, or unfortunate occurrence of any kind during the four summers the school has been conducted.

The total cost for a six week's term, including tuition, completely furnished room, towels, bedding, lights, food, service and laundry, is $26.00 in the First Term, or $21.00 in the Second Term. For twelve consecutive weeks, $44.00 covers all expenses.

Correspondence is invited with reference to any point in connection with the Summer Session. In view of the large number of applications already received for rooms it is advisable to write early. Send for the Catalog of the Summer Session about March 1st, as it will be found full information of advantages equal to, if not superior to, any summer school in Virginia.

Address:

JULIAN A. BURRUSS, President,
State Normal School, Harrisonburg, Virginia.
State Normal and Industrial School
Harrisonburg, Virginia

This institution is a practical, vocational school, established by the State of Virginia for the preparation of young women for teaching, for home-making, and for other gainful occupations. The instruction is given by specialists with the latest equipment. The moral, mental, and physical welfare of the students is carefully guarded, and the expenses of attendance are reduced to the minimum. The following courses are now offered:

- Regular Normal Course—one to four years
- Professional Course for Four-Year High School Graduates—two years
- Household Arts Course—two years
- Industrial Arts Course—two years
- Kindergarten Training Course—two years

Registration in last regular session, 320 students
Registration in last Summer Session, 642 students

Spring Quarter begins March 23, 1914; First Summer Term, June 17; Second Summer Term, July 30; Fall Quarter, September 24; Winter Quarter, January 4.

Board, including furnished room, food, steam heat, electric light, laundry, and service, $126 for the full session of nine months.

For catalog of regular session or of summer session, address,

JULIAN A. BURRUSS, President
Harrisonburg, Virginia