



**MAKING AND KEEPING  
FRIENDS**

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# Making and Keeping Friends

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“Andrew, if I should not see you again, I wish you to remember and treasure some things I have said to you. In this world you will have to make your own way. To do that you must have friends. You can make friends by being honest, and you can keep them by being steadfast. You must keep in mind that any friends worth having will, in the long run, expect as much *from* you as they give *to* you. To forget obligations or be ungrateful for a kindness is a base crime—not merely a fault or a small sin, but an actual crime. Men guilty of it must sooner or later suffer the penalty.”

Almost 170 years have passed since Mrs. Jackson gave these words of wisdom to her young 14-year-old son, Andrew, who later became president of the United States. One of Mrs. Jackson's greatest wishes for Andrew was that he know how to make friends and how to get along with all people.

Perhaps learning to get along with all people was easier in Andrew Jackson's day than it is today. He didn't come in contact with so many different kinds of people. Today transportation has linked the whole world into one neighborhood. Now we *have* to get along with all people, not just the people we like best, but people of all nationalities, races, and creeds.

To your grandfather a neighbor was anyone who lived close enough for him to visit and return home before dark. If we use that same definition today, think of the neighbors we have—neighbors who look different, act different and even think different from us.

## **There's an Art to Getting Along**

Learning to get along with so many different kinds of people is the most difficult yet the most important thing you will have to learn in life. Getting along with people is an art that we have to work at. No one of us ever gets along with everybody all the time.

Have you ever stopped to think that we have to learn how to get along with people just as we have to learn French, algebra, or history? But learning to get along with people is much more

difficult than learning most school subjects, because no two people are alike.

There are, of course, some days when we get along better than others. The way we get along depends on how we feel, and on how the other person feels. We all have days when nothing goes right, and on these days we feel lonely, misunderstood, and unpopular.

But getting along with people depends upon more than just our feelings. We can look around us at the people who have the most friends. They aren't the people who have the most money or the most expensive or the best looking clothes. They have something else which we usually sum up as an attractive personality.

### Who Has Personality?

You may ask (I hope you *are* asking), "What is personality anyway?" Personality is hard to define, but easy to see. It is the sum total of YOU—the way you look, the way you sound, and the way you act. Anyone can have an attractive personality if she works at it hard enough. It is true that some people are born better-looking than others, but no one is born with a ready-made personality, no one is born with habits of cleanliness and neatness, and good taste in clothes—all a part of personality. Take a look at yourself!

### How Do You Look?

Are you proud of being YOU? Do you walk, sit, and stand like a thoroughbred? Do you dress appropriately for different occasions? Do you wear your most becoming styles and colors? Are your clothes clean and carefully pressed? Are your hair and fingernails well cared for? Are your shoes clean and the heels built up? Of course it isn't fair to judge a person's personality or ability entirely by appearance. But a slovenly appearance is a social handicap.

What about your facial expression? Some have tried to find what personality traits are most closely associated with popularity. They have come to the conclusion that facial expression is more important to popularity than the voice or the clothes people wear. Take a look in the mirror! Is your expression a happy one? The person with a happy face and a quick smile usually makes friends easily.

Someone has given the value of a smile in the following words:

It costs nothing but creates much.

It enriches those who receive without impoverishing those who give.

It happens in a flash and the memory of it sometimes lasts forever. None are so rich they can get along without it, and none so poor but are richer for its benefits.

It creates happiness in the home, fosters good will in a business, and is the countersign of friends.

It is rest to the weary, delight to the discouraged, sunshine to the sad, and nature's best antidote for trouble.

Yet it cannot be bought, begged, borrowed or stolen, for it is something that is no earthly good to anybody till it is given away.

And if in the rush someone should be too tired to give you a smile, won't you leave one of yours?

For nobody needs a smile so much as those who have none left to give.

When you are gone the smile you give will linger long in the memory of your friends.

### How Do You Sound?

Does your voice give you away? Your voice tells how you feel about things. It reflects your moods, your self-control, your enthusiasm. Have you ever tried to find out how your voice sounds to others? Listen to the people around you. Some of them may have a tired voice, others a complaining and critical voice, others may have a gruff voice, and there may be some who have mousy voices.

Most of us like a voice which sounds friendly, happy, and vibrant. You can make your voice sound any way you want it to sound.

Crystal Waters, who is a vocal specialist, says you may find out how you sound to other people in these ways: "(1) Have a record made of your voice. Play the recording over and over, and compare what you hear with the voices you admire on the screen and radio. (2) Talk into a 'sound mirror' and hear your voice come back within a few minutes. Do you boom? Do you squeak? Or do you just sound sloppy? Do you talk along on a monotone as if your soul *might as well be dead*? Or does your voice sparkle with the enthusiasm for the things you are doing?"

Miss Waters suggests a more simple experiment which anyone can try. "Stand facing a corner of your room, and make up such lines as these: 'How are you?' 'Go to the floor below.' 'Good morning.' 'Walk quietly.' The surfaces of the walls will reflect the sound of your voice, just as the mirror reflects the image of your face. To catch the sound, try cupping your hands back of your ear the way a deaf person does.

"If your voice sounds unlovely, ungracious, unattractive, it is not due to any physical handicaps. Most of us have vocal bands,

throats and air passages pretty much alike and perfectly normal in structure. The trouble usually lies in our mental attitude and in our failure to make proper use of our vocal equipment."

### How Do You Act?

The old saying that "your actions speak louder than words" is still true. There may be times when you are not sure about the "correct thing" to say and do. If you always "do unto others as you would have them do unto you," you can't go far wrong. Consideration for the feelings and the rights of other people is still the basis of all good manners and all happiness.

You tell what you are by the friends you seek,  
By the very manner in which you speak,  
By the way you employ your leisure time,  
By the use you make of dollar and dime.

You tell what you are by the clothes your wear,  
By the spirit in which your burdens you bear,  
By the kind of thing at which you laugh,  
By the records you play on the phonograph.

You tell what you are by the way you walk,  
By the things of which you delight to talk,  
By the manner in which you bear defeat,  
By so simple a thing as how you eat.

By the books you choose from the well-filled shelf,  
In these ways and more you tell on yourself,  
So there's really no particle of sense  
In an effort to keep up false pretense.

Anon.

### Stumbling Blocks in Paths to Friendship

Some people have personality traits which cause them to stumble as they try to reach their friendship goals. We have selfish people who think they must always be first. They are the ones who always want the biggest and best of everything for themselves, regardless of what is left for someone else. They never think of sharing, and they don't like to take turns. They are the line pushers; they are the ones who will not enter into things if they cannot be first. They are the ones who drop out when they find they are not going to win.

Then we have braggarts—people who are always boasting and bragging about what they have or what they have done. They are the ones who belittle other people to make themselves appear big and important.

And there are the bullies who are close kin to the braggarts. They always act big—often threatening and using force on

younger or smaller people in an effort to make themselves appear big. Perhaps these people should be called cowards instead of bullies. There is another way to tell cowardly people. They usually blame someone else when something goes wrong. Even when they are at fault, they don't accept the blame. Cowardly people say unkind things about others, and spread gossip.

People with these personality traits are usually unhappy and have few friends. They need help in removing these stumbling blocks to friendship. Perhaps they need to take a look at their *personality traits*.

### Let's Take Inventory

A good business man takes inventory periodically to find what he has on hand and what it is worth. His next move is to get rid of the things which are not bringing him good returns so that he will have plenty of room for his best sellers. In this way his liabilities never outweigh his assets. He keeps his business a profitable, going concern.

In some ways **you** are like a business. You are a going concern with both assets and liabilities. Perhaps some of your personal traits and habits are not bringing you good returns. It may be that you don't get along with people as well as you want to. Your job is to find out why. Perhaps you need to take inventory.

A personal inventory will mean more to you if you ask one of your best friends to help you. This is the only way you can see yourself as others see you and find out what your friends like most in you and what they dislike. Before you ask one of your friends to help, remember that it is never pleasant to have someone else point out our faults to us. If he or she marks you accurately, you are sure to have some faults or liabilities. So make up your mind that you are going to be big enough to accept his stock-taking without getting your feelings hurt.

### A Check Sheet

The following check sheet may be used for taking your personal inventory. You may give a copy of it to a friend and have him or her rate you. After you have taken inventory, take one liability at a time and work to overcome it. Continue this good habit, but also start on another one the following week. Keep this up until all undesirable traits have been given attention for one week. Then start all over again with Trait One. Personality development is continuous and requires frequent check-ups.

Your reward will be priceless for the value of friendship cannot be measured.

# Personal Inventory Check Sheet

<b>What Are My Assets?</b>	1st month	2nd month	3rd month	4th month	5th month	6th month
1. Sense of humor—enjoy a joke—laugh with people, but not at them.						
2. Attractive appearance — good posture, clothes clean, becoming, well-pressed, hair and fingernails well-kept.						
3. Peppy, enthusiastic, and full of ideas.						
4. Happy facial expression—smiles come easily.						
5. Courteous to all people regardless of their age, race, or social standing.						
6. Good loser—congratulate opponents who win in a game, and can be happy in the success of friends.						
7. Good winner — modest, never brag about honors won, high grades, etc.						
8. Considerate of the likes and dislikes of other people, not always trying to have own way.						
9. Good sport—enter wholeheartedly into the fun of a party, even though the recreation may not be the kind I enjoy most.						
10. Good conversationalist—have interesting things to talk about.						
11. Good listener.						
12. Appreciative—always express appreciation for courtesies, invitations, gifts, or any thoughtful word or deed.						
13. Dependable—keep secrets, promises, and am careful about being on time.						
14. Attractive speaking voice.						
15. Good self-control—can control my tongue when I have the desire to say unkind or unjust things; can take deserved criticism without getting angry.						
16. Compliment people for things they have done well.						
17. Offer to help with whatever needs to be done without having to be asked.						
18. Careful with other people's property—never borrow things without asking first.						
19. Varied accomplishments — can participate in at least three of the following: dancing, tennis, swimming, basketball, baseball, skating, cooking, building camp fires, singing, playing piano, or some other instrument.						
20. Considerate of friends' pocketbooks—pleasures not dependent upon money.						

# Personal Inventory Check Sheet

<i>What Are My Liabilities?</i>	1st month	2nd month	3rd month	4th month	5th month	6th month
1. Ask too many questions about things which are none of my business.						
2. Too critical, always have it in for somebody.						
3. Break promises.						
4. Hurt people's feelings on purpose.						
5. Brag about what I have or what I have done.						
6. Careless in personal appearance.						
7. Complain about what has to be done.						
8. Unwilling to help with the "dirty work."						
9. Blame my failures or mistakes on someone else.						
10. Make myself the topic of conversation.						
11. Try to monopolize the conversation.						
12. Try to go people one better when they tell something.						
13. Snobbish—cater to the social leaders.						
14. Embarrass or antagonize people by contradicting them, or correcting them in public.						
15. Always feel that people have it in for me or have slighted or treated me unfairly.						
16. Take more than my share of credit for things done.						
17. Try to have things my way regardless of what my friends want.						
18. Pout or sulk when things don't go my way.						
19. Extravagant with money—try "to make a show."						
20. Careless about apologizing.						

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