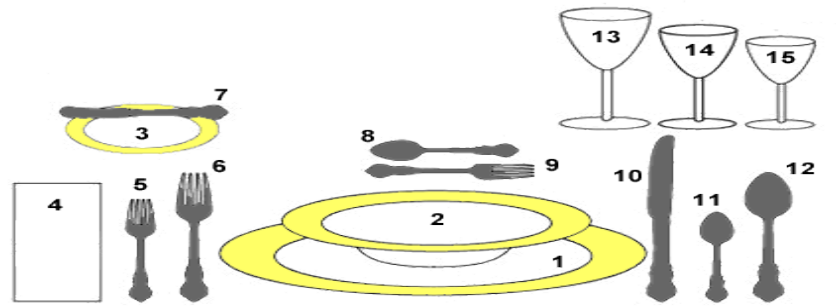


Dining Etiquette Handout



1. **Dinner plate**- Bottom center right in front of guest
2. **Soup bowl**- Placed directly on top of the dinner plate (#1)
3. **Bread plate** - Belongs just above the tip of the fork (#5)
4. **Napkin** - Placed to the left of the fork (#5) with the fold on the left. Sometimes placed under the forks or on the plate.
5. **Salad fork** - If a salad fork is used, it belongs to the left of the dinner fork (#6).
6. **Dinner fork** - Placed to the left of the dinner plate (#1)
7. **Butter knife** - Place horizontally on the bread plate (#3)
8. **Dessert spoon** - Above the dinner plate.
9. **Cake fork** - Above the dinner plate (#1) but below the dessert spoon (#8)
10. **Dinner knife** - To the right of the dinner plate. Sometimes there are multiple knives, perhaps for meat or fish, in order of use from outside in.
11. **Tea spoon** - To the right of the dinner knife (#10)
12. **Soup spoon** - If needed, to the right of the tea spoon (#11)
13. **Water glass** - Just above the tip of the dinner knife (#10)
14. **Red wine glass** - To the right of the water glass (#13)
15. **White wine glass** - To the right of the red wine glass. (#14)

Napkins belong in your lap before you begin eating. If you excuse yourself from the table, loosely fold the napkin and place it to the left or right of your plate. Do not refold your napkin or wad it up on the table either. Do not place the napkin on your chair. You don't want to wipe your mouth with a napkin that has been left on the seat.

Utensils – Used utensils should never again touch the table. If you are resting in between bites, cross the fork and knife in the middle of the plate. If you are done eating, place both fork and knife together and lay diagonally across the plate (4 o'clock position)

General Etiquette

- If you are with a female, it is appropriate to pull out their chair for them.
- Stand up and greet new incoming guests.
- Practice good posture. Do not put your elbows on the table.
- Wait until all others have been served to start eating.

The Menu/The Bill

- Ask the host what is good to eat or let them order first. This will give you an indicator as to the appropriate price range.
- When dining out, order foods that can be eaten with utensils. Avoid messy foods or things that are difficult to cut.
- The person who invites pays! Do not squabble over it, just graciously thank them for a wonderful meal.

Serving Food

- Pass food from the left to the right. Hold the food for the person next to you.
- Butter or spreads should be transferred from the serving dish to your plate. Break off a small piece of bread at a time.
- Buffets: Do not pile it on! Items should be separated and show a variety of choices (i.e. not all meats).

Time to Eat

- Cut only enough food for the next mouthful.
- For soup, dip the spoon from the edge of the bowl to the center, moving away from you. Only fill it 3/4 full to avoid spilling. If soup is too hot, let it cool in bowl. Do not blow on it. It is proper to tip a soup bowl slightly.
- Do not ask for a doggy bag.
- For hard to scoop items like peas, use your knife or bread to push the items onto your fork. Do not use your fingers.

Excuse Me!

- If hot food is burning your mouth, discretely drink something cool to counteract the food.
- If you encounter something “unwanted” while you are chewing, do not attract attention. Either drink it down, spit into your napkin, or onto your fork.
- Something in your teeth? Try to get it with your tongue or by drinking. You may also excuse yourself to the restroom.
- Do not explain why you are leaving the table. The word “restroom” is considered inappropriate table-talk.

Conversation Skills

- Take small bites to allow yourself time to talk. Ask questions to give yourself time to eat.
- Appropriate Small-Talk Topics: Sports, National/Local News (excluding politics and religion), Travel, & Leisure, Books, Famous People, Fitness Craze, Medical and Technological advances.
- Have a sense of humor that enables you to entertain others
- Change the subject if the interviewer does not have much to say. Prepare open-ended questions.
- If the conversation is upsetting to you, address the comment in a non-specific manner and lead into another topic.

Talking Business

- Bring a professional bag or briefcase. Place it out of site until the host initiates the business discussion.
- Prepare for a typical interview. Research the company, practice responses, and prepare questions for the interviewer.
- What’s different? Questions are less structured; answers should include more examples and stories. Prepare to ask as many questions as they do.

Dining with your Office

- Put aside any shoptalk; avoid discussing office problems or talking about another co-worker.
- If dining with your boss: do not complain or try to change the company.
- If your boss brings up a work-related issue, offer a positive outcome or light-hearted comment.

Alcoholic Beverages

- Do not order alcohol in the middle of the day.
- If host encourages you to order, and you are of age, drink one beverage only.