



Dining Etiquette

Why Table Manners Matter



- Eating is inherently a **gross** activity.
- Table manners give us **confidence**.
- They can be the critical **differentiator** between you and your competition.

Emily Post on Table Manners



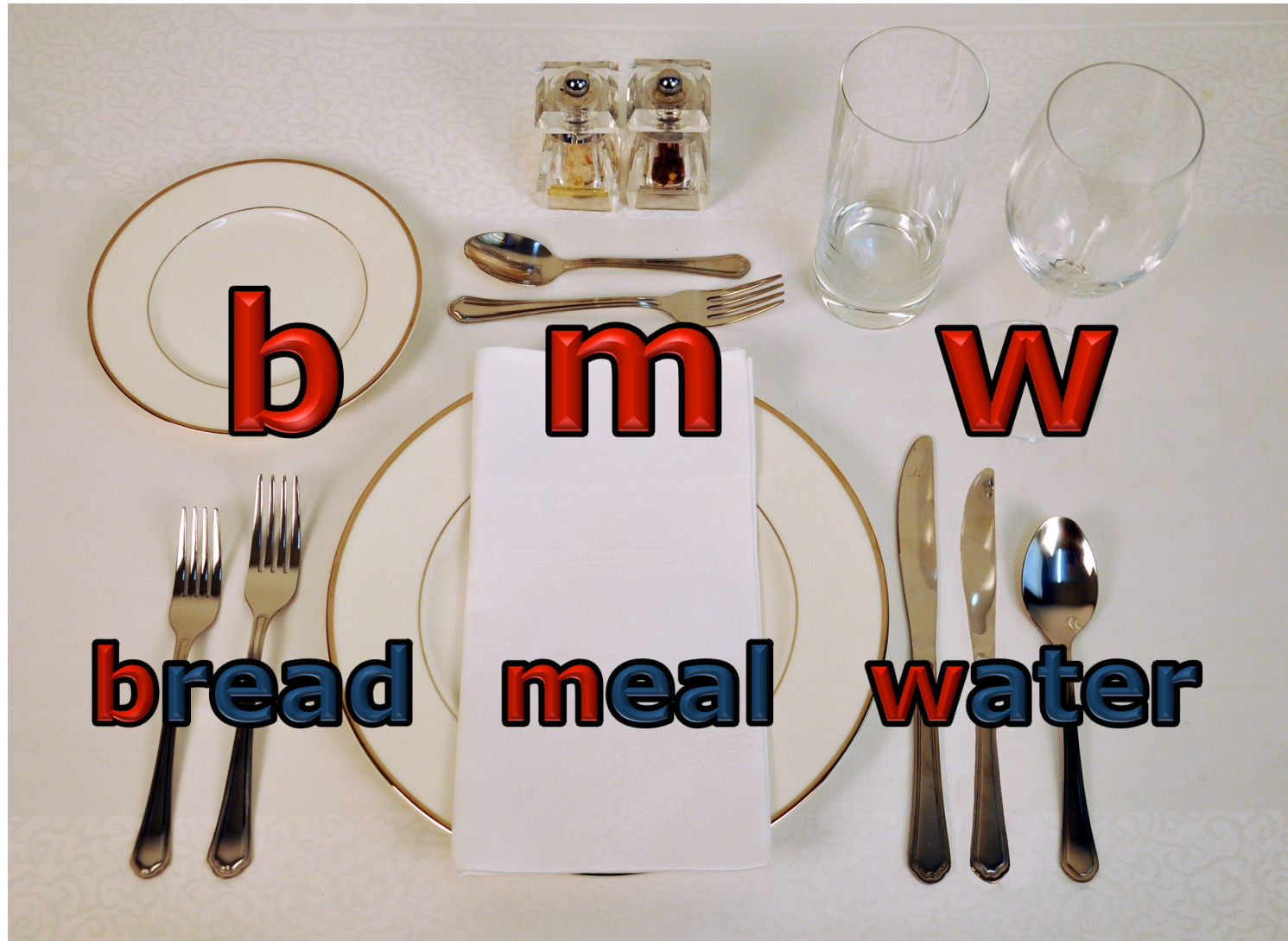
"To let anyone see what you have in your mouth is repulsive, to make a noise is to suggest an animal, to make a mess is disgusting."



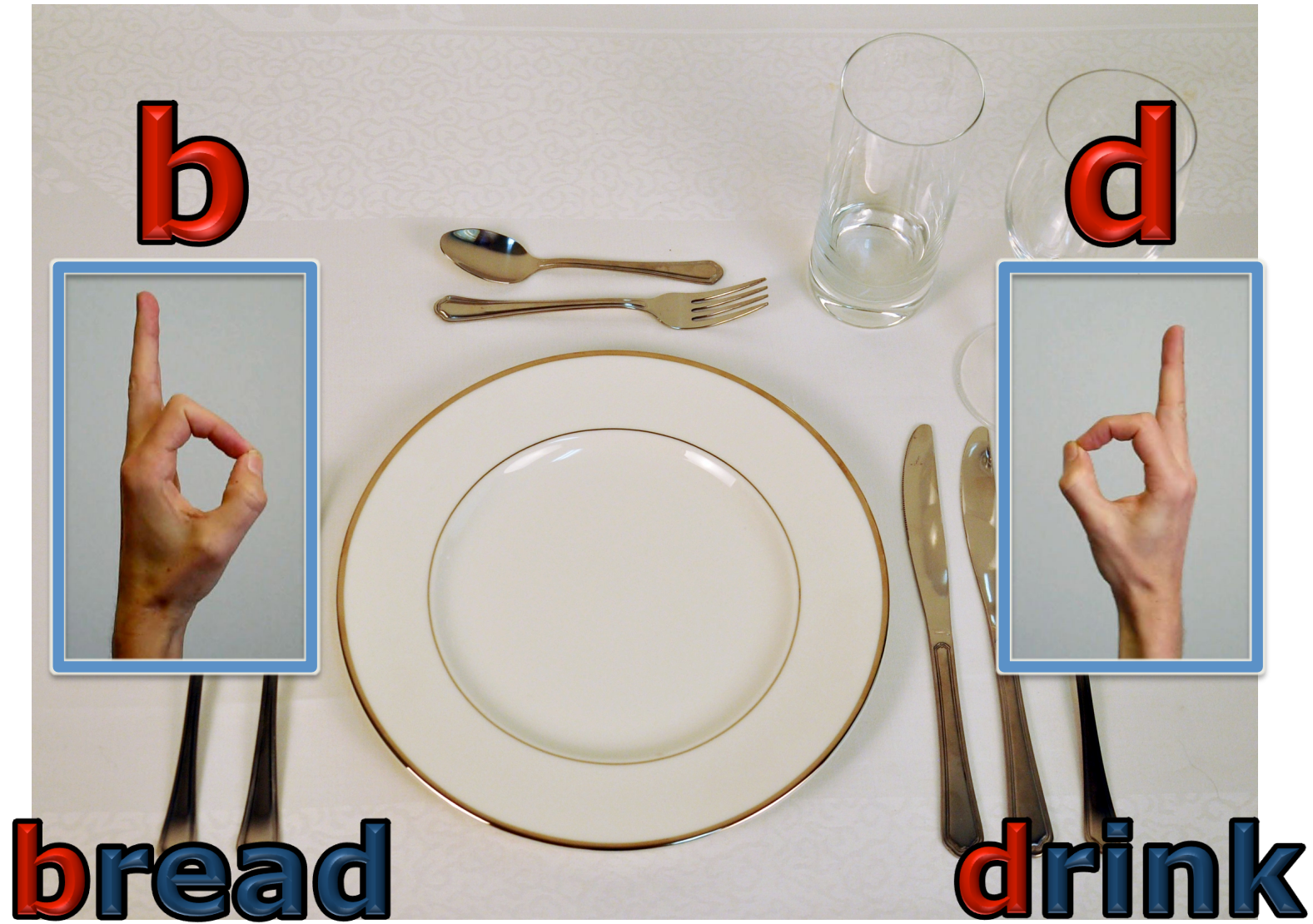


The Place Setting

Decoding The Table Setting



Decoding The Table Setting



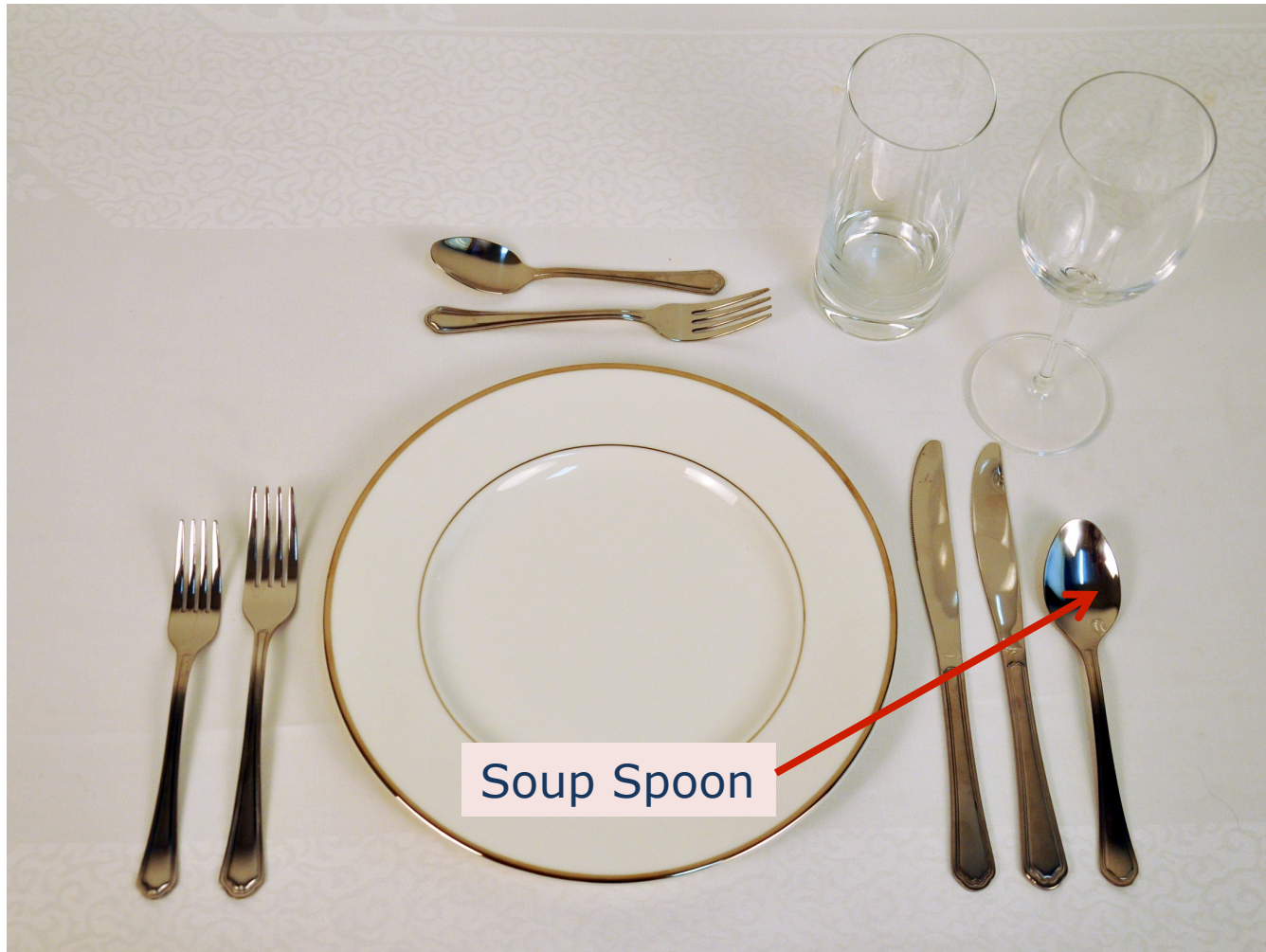
Decoding The Table Setting





Decoding The Table Setting

The Place Setting at the Start of the Meal

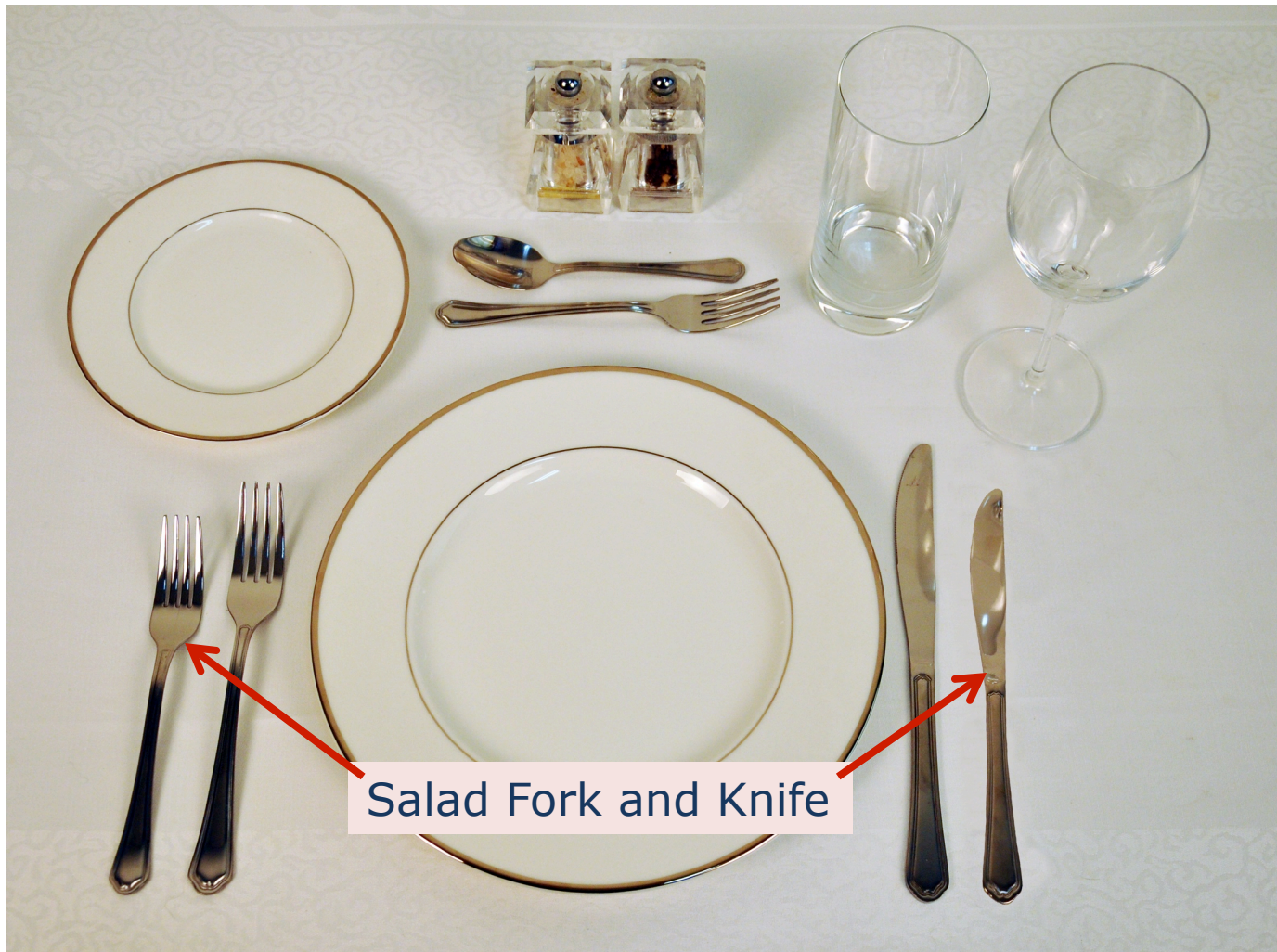


Soup Spoon



Decoding The Table Setting

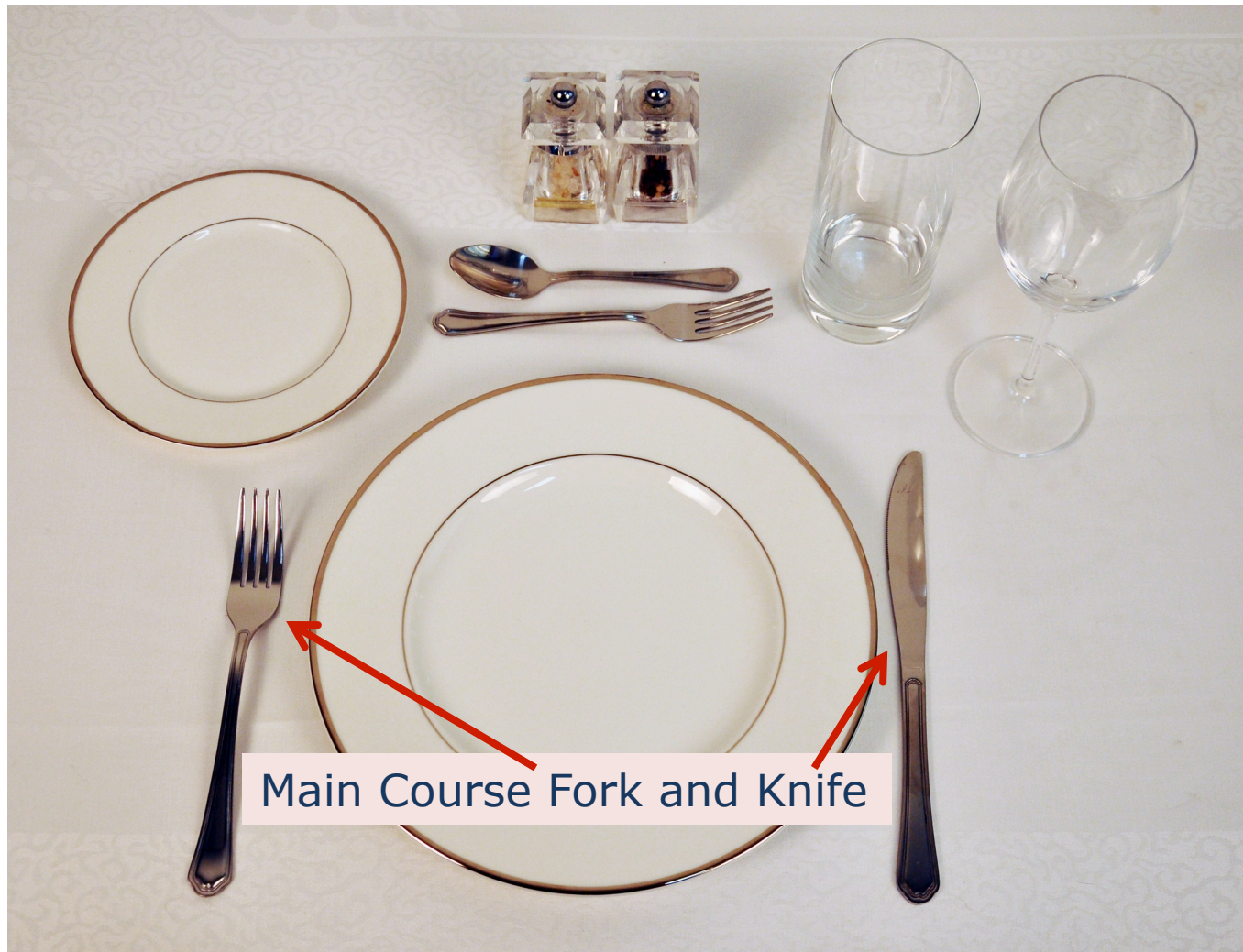
The Place Setting For the Salad Course





Decoding The Table Setting

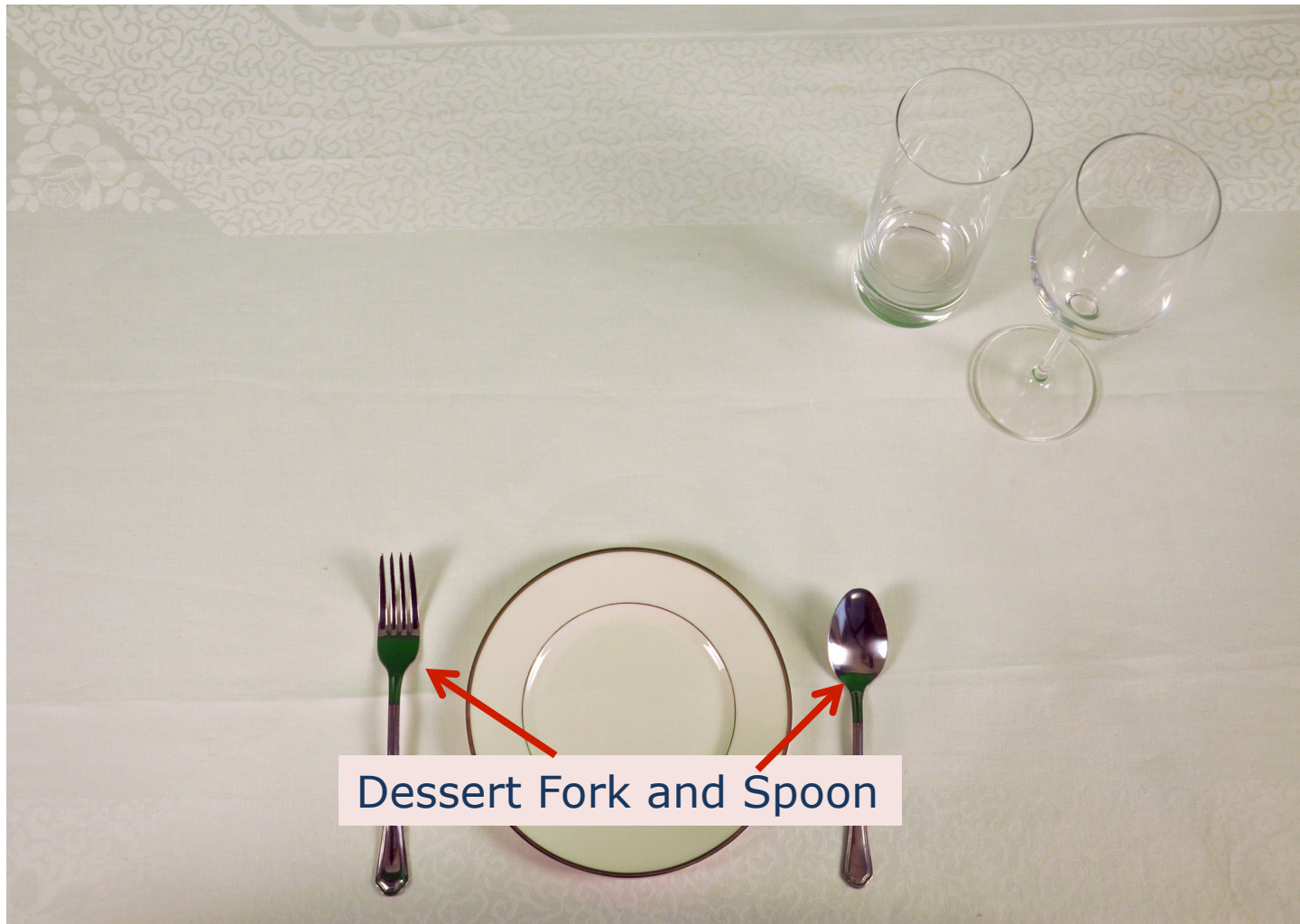
The Place Setting For the Main Course



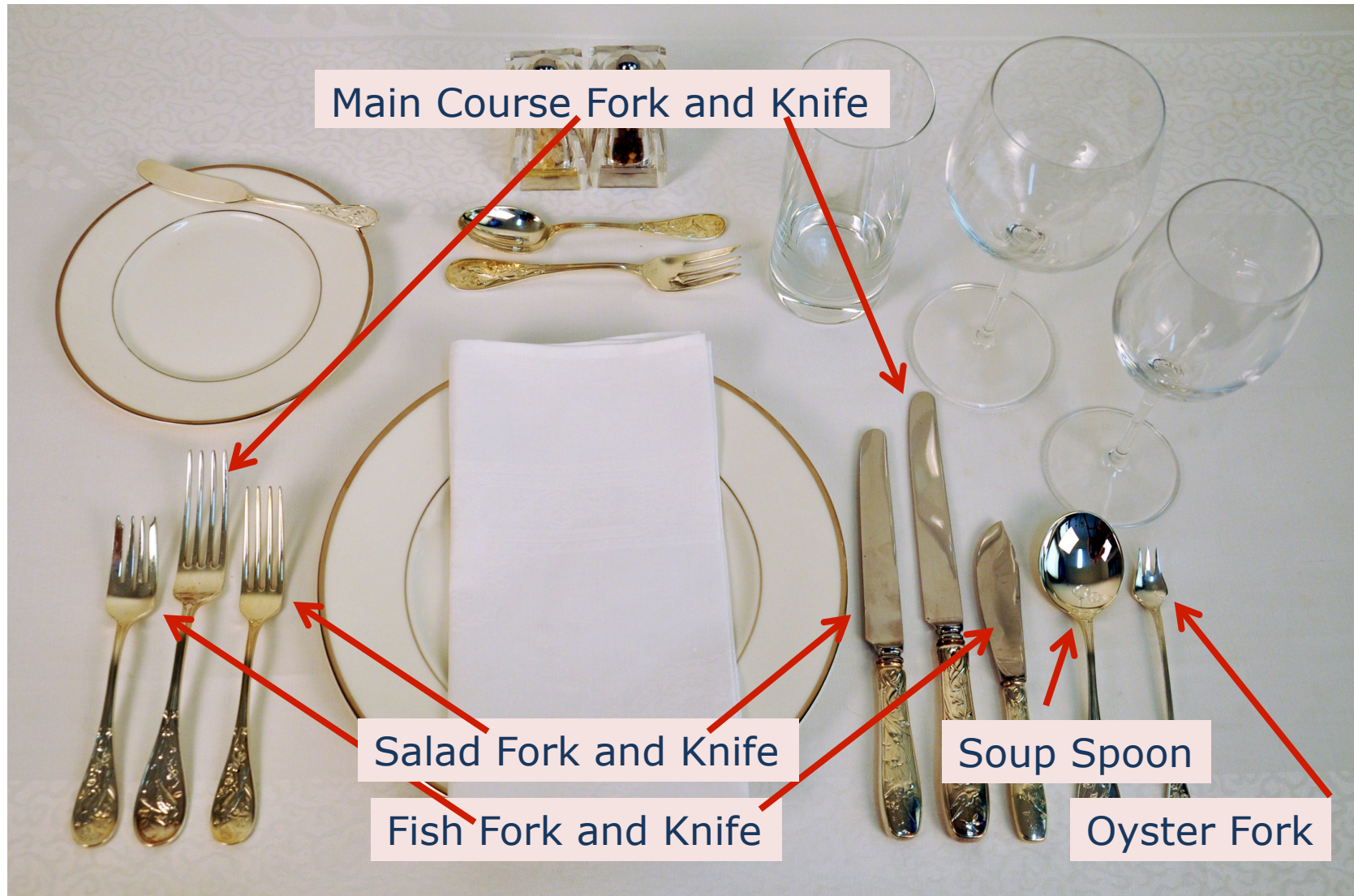


Decoding The Table Setting

The Place Setting For Dessert



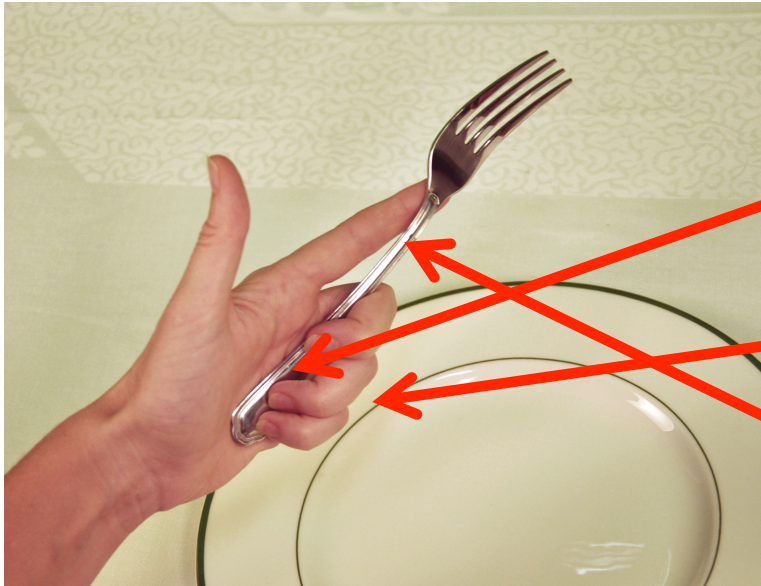
Formal Place Setting



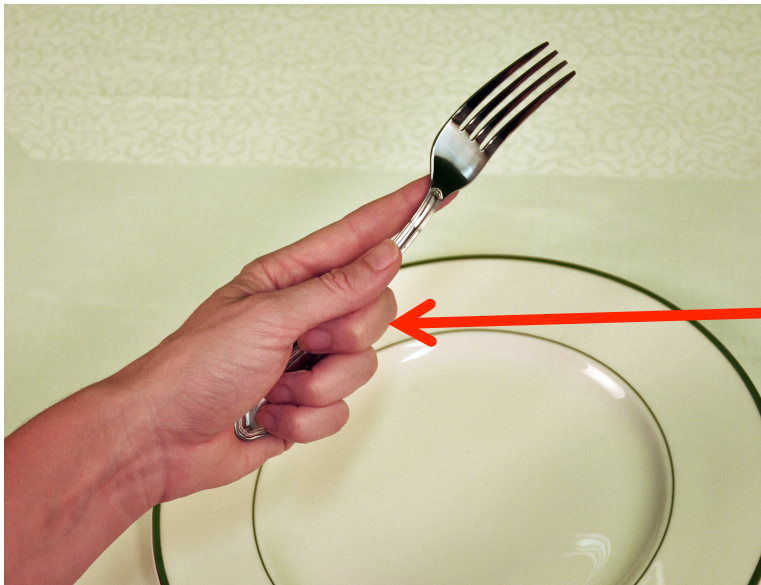


The Etiquette of Utensils

Holding Utensils



1. Place the butt of the handle in the palm of your hand.
2. Close your fingers on the handle.
3. Place your forefinger on the back of the handle.



4. Use your thumb to grasp the handle securely.

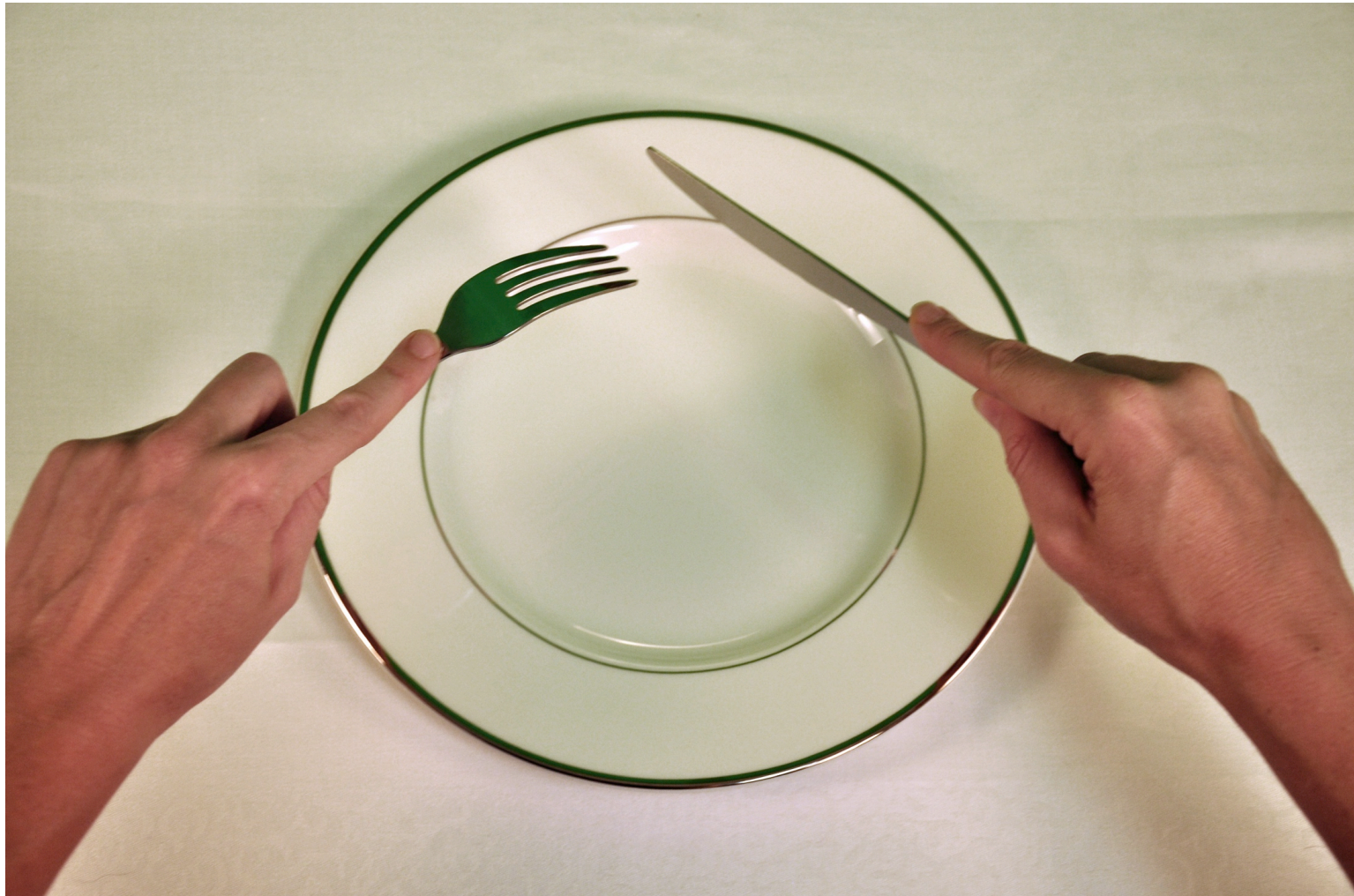
Holding Utensils



1. Place the butt of the handle in the palm of your hand.
2. Close your fingers on the handle.
3. Place your forefinger on the back of the knife.
4. Use your thumb to grasp the handle securely.



Holding Utensils



Using A Fork To Scoop Food



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Using The Fork To Scoop Food



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Using Your Knife As A Pusher



Using The Knife As A Pusher

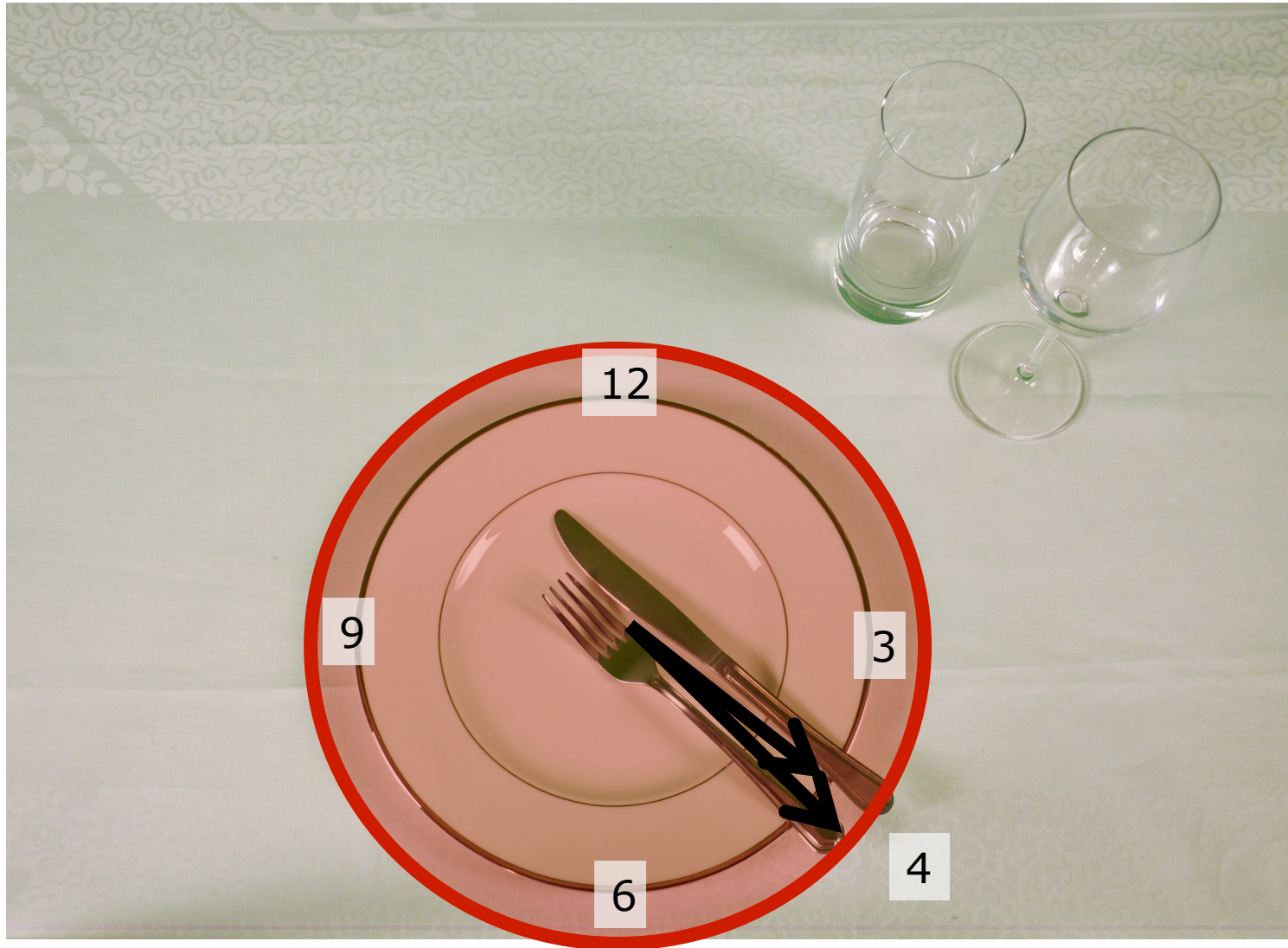


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Placement of Utensils



Resting during the meal (Continental style)





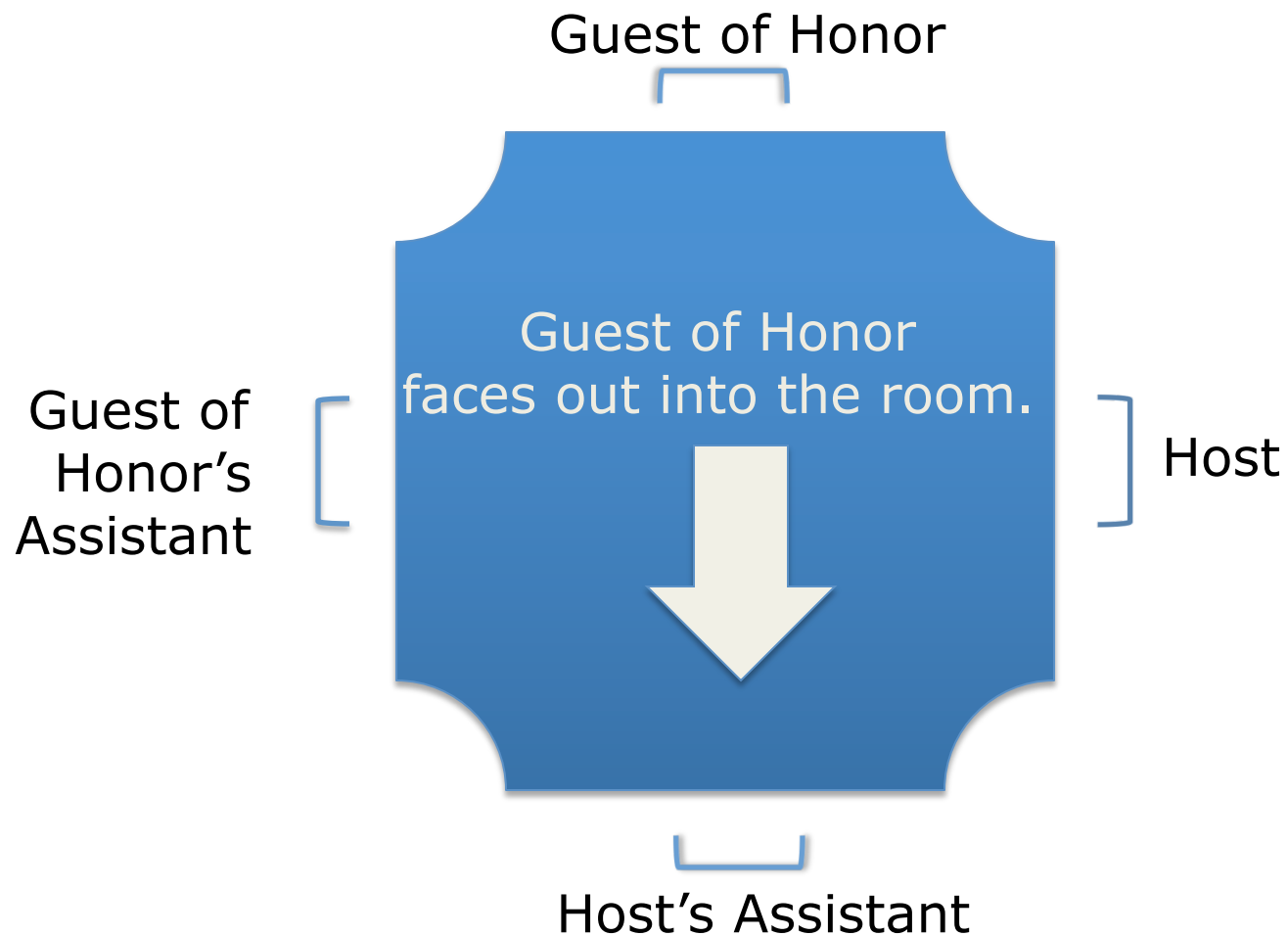
Dining Etiquette

The Etiquette Of Interactions During The Meal



1. Do I have to respond to an invitation?
2. Is it acceptable to be “fashionably late”?
3. If you arrive at a restaurant before your host, should you have the waiter seat you?
4. As they approach the table, should dinner participants take the closest available seat and sit in it?
5. How should the host determine who sits where?

Who Sits Where?





1. Do I have to respond to an invitation?
2. Is it acceptable to be “fashionably late?”
3. If you arrive at a restaurant before your host, should you have the waiter seat you?
4. As they approach the table, should the dinner participants take the closest available seat and sit in it?
5. How should the host determine who sits where?
6. Should a man hold the chair for the woman who is sitting next to him?



7. What do you do with your napkin:
 - When you are seated?
 - If you need to excuse yourself during the meal?
 - At the end of the meal?
8. Is it really true that your elbows should never be on the table?
9. While out with your CEO and a key client, is it acceptable to order an alcoholic drink when the waiter looks at you first and asks for your order?



- It really is business, even after hours.
- You'll have to face them the next day at work. How do you want to be remembered?

**Limit yourself to one drink
or don't drink at all.**

Dining Etiquette



7. What do you do with your napkin:
 - When you are seated?
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 - At the end of the meal?
8. Is it really true that your elbows should never be on the table?
9. While out with your CEO and a key client, is it acceptable to order an alcoholic drink when the waiter looks at you first and asks for your order?
10. Everybody is ordering an appetizer and a salad, but you just want a salad. What do you do?
11. As a guest, what are your guidelines as you consider ordering from a menu?



12. As the host, what are your guidelines for helping people decide what to order?
13. Why is the salad fork inside the main dish fork?
14. Is it okay to blow your nose at the table?
15. What should you do if the person on your left uses your bread plate?
16. You drop your fork on the floor. What do you do?
17. Men, do you stand up when the woman next to you excuses herself from the table?



18. The dinner was superb, but there was way too much. Is it acceptable to say “Yes” when the waiter asks if you would like it wrapped to take home?
19. If your host hasn’t brought up a business subject, should you?
20. When is it acceptable to talk business at a business meal?
21. Is it acceptable for women to put lipstick on at the table at the end of the meal?



The Etiquette At The End Of The Meal

The Etiquette At The End Of The Meal



1. As the guest, is it acceptable to offer to pay the bill when the check arrives?
2. What is an acceptable amount to tip?
3. If you receive poor service, is it okay **not** to tip the wait staff?

The Etiquette At The End Of The Meal



“I am a woman. Recently, I invited a male client to lunch. At the end of the meal, the waiter brought the check to the table and handed it to the client. He said he would take care of it. I didn’t know what to do, so I let him pay the bill.

“What should I have done?”

The Etiquette At The End Of The Meal



What is an appropriate
“Thank you”?

The Etiquette At The End Of The Meal



Thank the host twice: once at the end of the meal and the next day when you send a note.

- Mail within 24 hours of the event when possible.
- Be gracious and specific: 3-5 sentences.
- If you have several hosts, write a note to each person.
- Handwritten note, email or a phone call?



What's the **MOST** important thing you can do at a business lunch or dinner?

- Be an **active participant**, but don't dominate.
 - Take part in general conversation.
 - Talk with the people sitting on either side of you.



The Etiquette Of Eating

The Etiquette Of Eating



1. Is it true that the continental style of eating is unacceptable?

The Etiquette Of Eating



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Continental vs. American



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The Etiquette Of Eating



1. Is it true that the continental style of eating is unacceptable?
2. Once two or three people have been served, is it acceptable to begin eating?
3. If someone at your table has a piece of spinach stuck on her tooth, what should you do?
4. When you get a piece of shell, or a small bone, or a piece of gristle in your mouth, should you raise your napkin to your mouth and remove it?
5. What do you do if you're a vegetarian and you are served meat?



Casual/Conference Room Meal

1. If there's a variety of sandwiches on a plate:
 - Take one and eat it before taking another.
 - If you take a second, try something different than your first
2. Spread reasonable amounts of condiments so you don't make a mess taking a bite.
3. Wait for your hosts to start before you begin eating.
4. Clean up after yourself.



Etiquette At The Meal



1. How do you choose wine from the wine list?



- Choosing—traditional
 - Red for red meat
 - White for chicken, pork, or fish

- Choosing—today
 - Small group: ask people what they prefer
 - Large group: start with one red and one white



1. How do you choose wine from the wine list?
2. What am I tasting for when I taste the wine or smell the cork?
3. What should you do if you don't want wine?
4. How do I pour wine so it doesn't drip?



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Pouring Wine



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1. How do you choose wine from the wine list?
2. What am I tasting for when I taste the wine or smell the cork?
3. What should you do if you don't want wine?
4. How do I pour wine so it doesn't drip?
5. Does it matter how I hold the wine glass?

All Things Wine: Holding the Glass



Hold white wine by the stem of the glass.

Hold red wine by the bowl of the glass.

Cup red wine in the palm of your hand.





1. Is finger food really finger food?
2. How do you share shared food?
3. Oysters or clams on the half-shell:
slurp or fork?
4. What about cocktail shrimp?



1. What's the proper way to eat soup?



How To Eat Soup



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The Soup Course



1. What's the proper way to eat soup?
2. Can I tip the soup bowl to get the last drop?



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Tipping The Soup Bowl



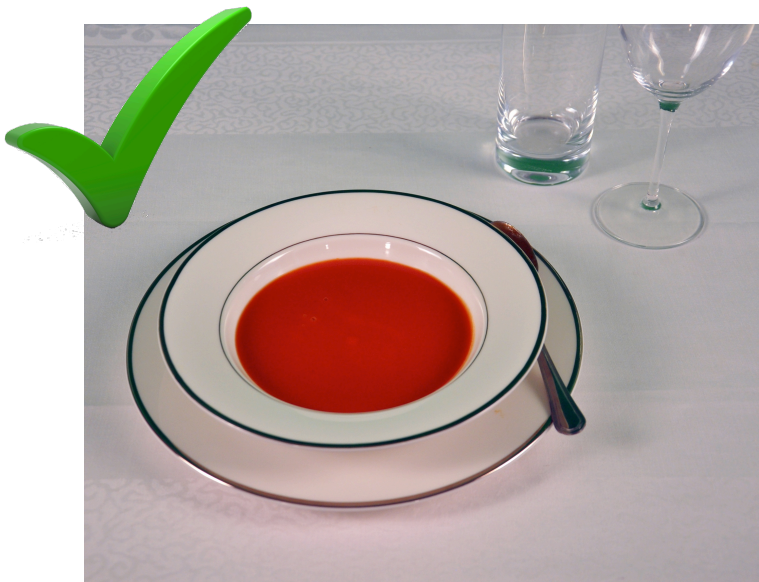
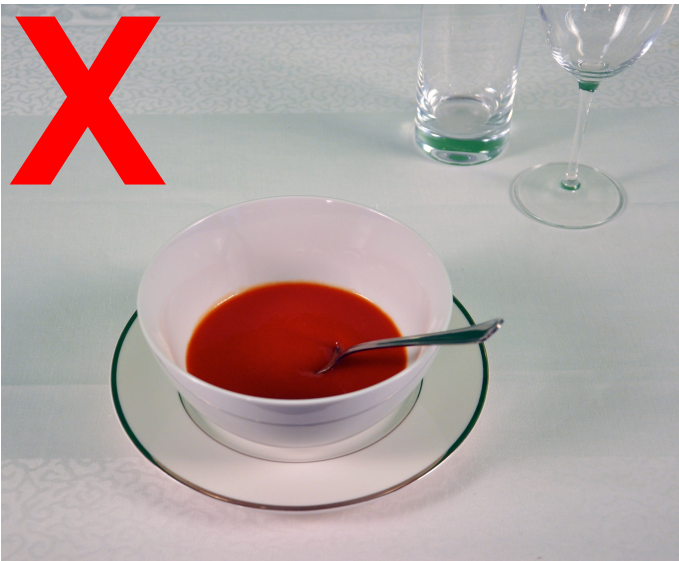
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The Soup Course



1. What's the proper way to eat soup?
2. Can I tip the soup bowl to get the last drop?
3. "Waiter, there's a fly in my soup!"
4. Where should you put the soup spoon down when you are not using it?

Soup Spoon While Eating



Soup Spoon When Finished Eating





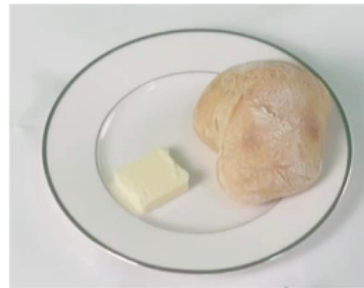
The Soup Course

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2. Can I tip the soup bowl to get the last drop?
3. "Waiter, there's a fly in my soup!"
4. Where should you put the soup spoon down when you are not using it?
5. Do you pass the salt and pepper together?
6. Is it acceptable to add salt before tasting?
7. How should you butter and eat your roll?



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Eating Bread and Butter



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The Salad Course



1. How should you eat those pesky cherry tomatoes?
2. What do you do with the olive pit?
3. If you use your dinner knife to cut your salad, what should you do with it when you are finished with the salad?
4. If the salad has large leaves, can you cut it all up or do you cut one piece at a time?

The Main Course



1. When is it acceptable to pick up a lamb chop bone, fried chicken, or ribs?
2. Do you cut several pieces of meat or just one bite at a time?
3. Is it acceptable to sop up sauce with bread?
4. What should you do if you don't like the flavor of the food?
5. What if the food isn't prepared correctly?
6. How do you eat spaghetti or linguini?



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Eating Spaghetti



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The Main Course



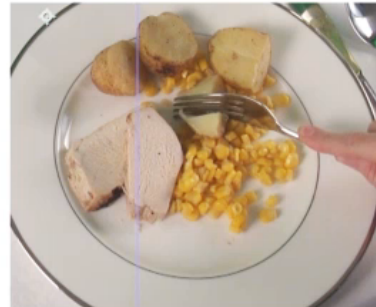
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6. How do you eat spaghetti or linguini?
7. Is it okay to cut food with the side of your fork?



Using The Fork To Cut Food



Using The Fork To Cut Food



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1. What do I do with the dessert fork and spoon at the top of the place setting?
2. Is it okay to order dessert if no one else does?
3. Is it acceptable to share dessert?
4. What do you do with your tea bag?
5. What do you do with the coffee cup if you don't want coffee?



The Good Host and The Good Guest

Six Ways to Be a Good Host



1. Invite clearly: include the who/what/when/where/why.
2. Plan well: Prepare as much and as early as you can.
3. Remain calm: Your mood sets the tone.
4. Make guests feel welcome: greet, introduce, check in.
5. Be flexible and gracious.
6. Be appreciative: Thank guests for attending and for gifts.

Six Ways to Be a Good Guest



1. RSVP immediately.
2. Be on time.
3. Be a willing participant.
4. Offer to help when you can.
5. Don't overindulge: whether it is the mozzarella sticks or the Champagne.
6. Thank the host twice: on your way out the door and with a phone call or a written note the next day.