

MANNERS AND ETIQUETTE

- ❖ Come to the table prepared. Before being seated, wash your hands in the restroom and get rid of chewing gum in a wastebasket.
- ❖ As soon as you sit down, place the napkin on your lap. Don't put gum in a cloth napkin. Never use it as a handkerchief. Use it to blot your mouth.
- ❖ Wait until everyone is seated at your table before you begin eating. Sit up straight. Use "please" and "thank you". Elbows are not to be rested on the table during the meal.
- ❖ At a formal banquet, whenever a woman rises from the table all men should also stand. The man seated nearest to her should help move her chair for her. When she returns, once again, all men stand and reseal themselves only after she is seated.
- ❖ With the utensils, work from the outside to the inside; from the farthest utensils from the plate, moving it toward the plate.
 - Teaspoon: To stir your beverage.
 - Salad fork: often smaller – for your salad.
 - Dinner fork and knife: for your main course
 - Butter knife and plate: for your bread
 - Dessert fork or spoon: For your dessert
- ❖ While you are still eating, keep your knife and fork on your plate. Do not place them back on the table after using them.
- ❖ Eating, like drinking, is to be done as quietly as possible. No slurping. No sloshing. No burping.
- ❖ If you drop a utensil or napkin on the floor, leave it there. Ask the server for another one.
- ❖ Bread and rolls, butter and jelly are to be placed on the bread and butter plate. Do not place butter directly from the butter plate to the bread.
- ❖ Break off a portion of the bread or roll, butter it, and then eat it. Never butter the entire piece of bread or roll at one time.
- ❖ Food is normally passed to your right counter-clockwise. Take only as much food as you can eat.
- ❖ Always chew with the mouth closed. Never talk with a full mouth.
- ❖ Spoons are used for soft desserts- custard, pudding, ice cream, and sherbet. Forks are used for solid desserts – cakes, pies, and most fruit.
- ❖ Try to have conversation with everyone at the table. Dinner conversation should be positive and pleasant, nothing too heavy.
- ❖ When you have finished your meal, place your knife and fork on your plate, parallel to each other. This will indicate to your waiter or waitress that you have completed your meal.
- ❖ At the end of the meal, place the unfolded napkin next to the plate. Rise from the table and push the chair back under the table.