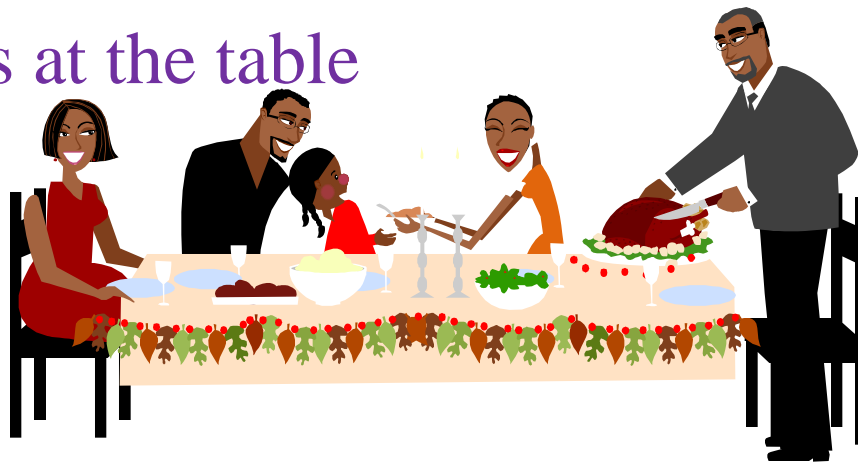


3.02 D Manners and Etiquette

- Manners refers to social behavior
 - How a person behaves when with others
- Table Etiquette
 - A set of guidelines to follow when eating
 - Manners at the table

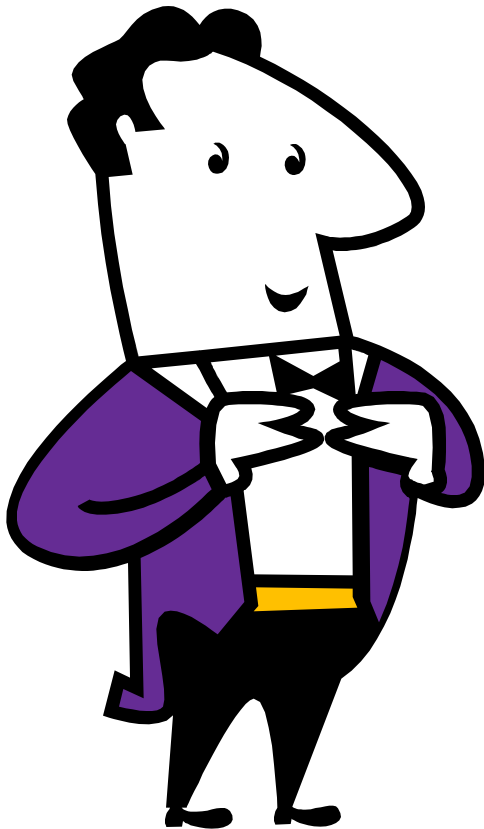




Why practice good manners?

- You are more confident knowing what to do.
- When you use good manners:
 - You feel comfortable interacting with others.
 - You show respect for others.
 - You are more relaxed in any situation.

Categories of etiquette guidelines



1. Preparing for the meal
2. During the meal
3. At the end of the meal
4. Dining away from home

Preparing for the meal



- Come to the table appearing neat and clean.
 - Remove your hat.
 - Wash your hands and comb your hair before coming to the table for a meal.
 - Do not comb your hair or apply make-up at the table.



Preparing for the meal

- Show respect to elders by letting them go ahead of you.
- Stand behind your chair until everyone is at the table.
- Take your seat when the host invites the guests to be seated.
- It is polite to help the person next to you to be seated.



During the meal

- A guest should follow the hosts' lead to begin serving and passing the food.
- Be sure everyone is served before beginning to eat.
- Take a little of everything out of respect to the cook.
- Don't take more than your share



During the meal

- The napkin remains in your lap throughout the meal.
 - Blot your mouth lightly and wipe your fingers as necessary.
 - Place the napkin on the seat of your chair if you must leave during the meal
 - At the end of the meal, leave the napkin to the left of your plate.
 - It need not be refolded, but should be neat.

Eating utensils are used from the outside in



or follow your host



Soup

- Dip the spoon into the soup, moving the far edge of the spoon away from you.
- Sit up straight, lift the spoon to your lips
 - Do not rest your arm on the table
 - Do not blow on your soup to cool it
 - Do not crumble crackers into your soup.
 - Eat quietly in our culture

Sip your soup

- Use the side of the spoon
 - Do not fill your spoon full
 - Only babies need to have the spoon into their mouth to eat
 - Eat quietly in our culture



3.02D



Manners and Etiquette



Salads

- Use the salad fork when a salad is served and eaten before the main course
- If the salad is served as part of the meal, use the dinner fork.



Bread or rolls

- Place your bread or roll on your bread and butter plate, if one is provided.
- If pats of butter are provided, transfer one from the butter dish to your plate using the tiny fork supplied.
- If a block of butter is provided, use the butter knife to place butter on your bread and butter plate



Finger Foods

- Bread or rolls, carrot sticks, celery, corn on the cob, olives, potato chips, and most sandwiches.
- In informal settings, it is permissible to eat chicken and french fries with your fingers



Main Course

- Sometimes known as the entrée
- Most North Americans eat the main course using the dominant hand





Cut food into small bites

- It is considered impolite to cut all of your food at once.
- Take small bites; chew your food slowly with your mouth closed.
- Lift the food to your mouth; do not lean down to your plate to eat.



Courteous Behaviors

- If you cough, sneeze, or need to blow your nose, use a tissue rather than the napkin.
- It is polite to leave the table
 - if you have a long bout of coughing.
 - if you need to blow your nose



General tips

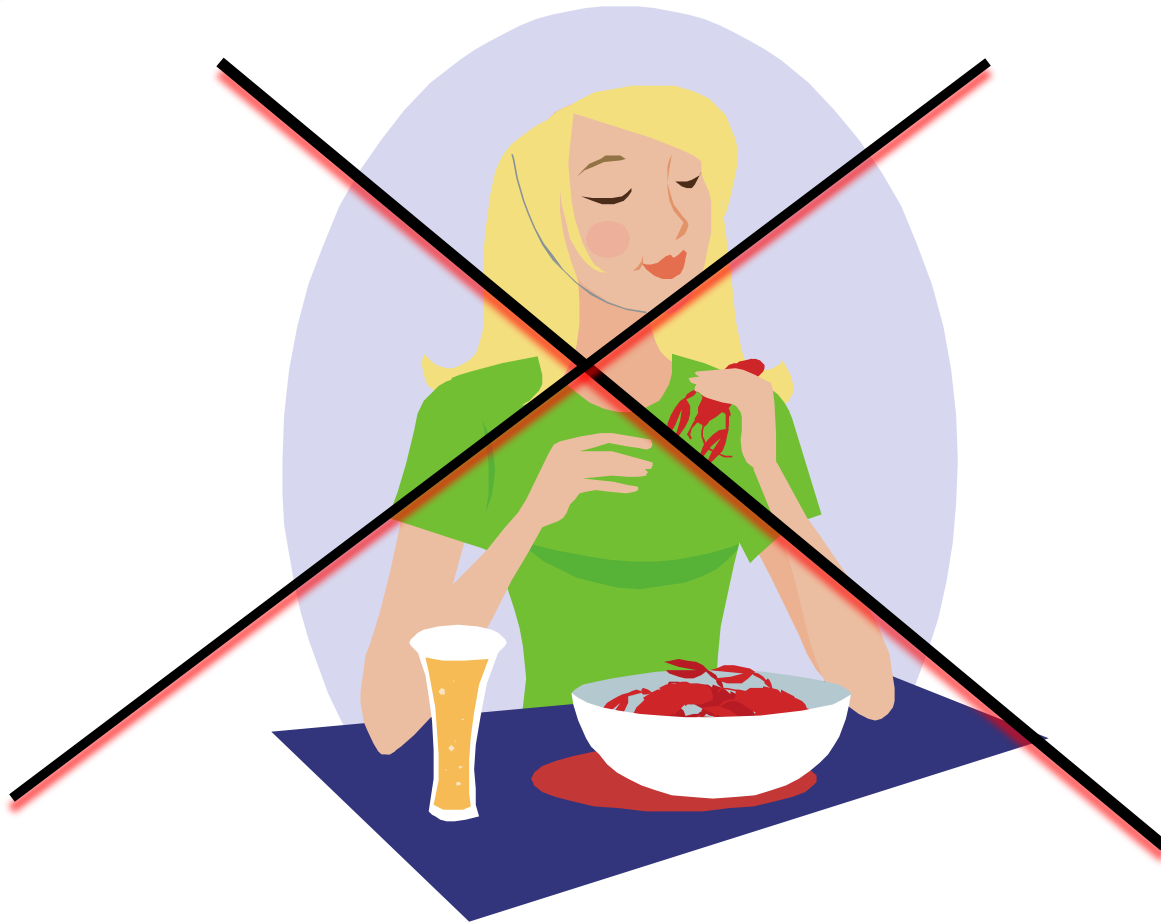
- Remove fish bones from your mouth with your finger, spoon, or napkin.
- Deposit fruit pits or seeds in your spoon.
- Do not put food from your mouth on the table, place on the side of your plate
- Use dental floss or a toothpick in private.



Accidents

- If you spill anything,
 - use your napkin to mop up the spill.
 - If the spill is large or very messy, seek the assistance of you host.
- If you drop a utensil
 - leave it on the floor and request a replacement.

Keep your arms and elbows off the table



Be polite

- Contribute appropriately to the conversation so that the meal is a pleasant experience for all present.
- Use “Please” and “Thank you”



End of the meal

- Silverware should be at the 5:00 position with the tines down to indicate you have finished
- Leave your loosely folded napkin at the left of the plate.
- Do not stack plates, unless asked by host.





End of the meal

- Remain seated until all have finished.
- Host will indicate the meal is over and can leave the table.
- Help clear the table at informal meals.



Clearing the table

- Remove the serving dishes first
- Refill beverages
- Remove the main course plates, salad, bread and butter plates. Do not stack plates at the table.
- Check that everyone has an eating utensil.
- Serve the dessert



Dining Out

- Proper table service follows several basic principles.
 - The server will place an individual servings in front of you.
 - The server will serve all food from your left, using the left hand
 - The server will clear dishes from your right using the right hand.
 - Beverages will be served from the right.



Dining with a group

- Wait until everyone at your table is served before you begin eating.
- Don't begin eating until all the food is passed if service is family style.



Continental Style is more formal

- The fork is held in the left hand and the knife in the right.
 - After cutting one bite of food, the food is transferred to the mouth with the fork still in the left hand, tines facing downward.
 - This eliminates the transferring of cutlery from hand to hand.



Zig-Zag Style

- The knife is laid down and the fork is switched to the dominant hand
 - Do not set the knife on the table nor should you “bridge” the plate and table with the knife.
- Food is lifted to the mouth with the fork tines up
- The fork is held like a pencil between the fingers.



Well mannered people

- Don't put more on the fork or spoon than can easily be chewed and swallow at one time.
- Avoid talking with food in the mouth
- If asked a question, wait to answer until the food is chewed and swallowed.
- Take small bites so they can respond quickly to the conversation..



As you are eating

- Swallow the food in your mouth before taking a sip of a beverage.
- Drink carefully; avoid slurping or gulping.
- Your knife and fork should not bridge the plate,
- The knife should not be placed between the tines of the fork



While eating

- When pausing during the meal, cross your knife and fork on the center of the dinner plate
- When finished place the knife and fork (tines down) in the five o'clock position.
- Leave your plate where it is.
 - do not push it away, stack it, or pass it to others to stack



The end of the meal

- When the host places the napkin on the table beside the plate.
- Thank the host or cook for the meal.
- You may rise and leave the table when your host rises.
- At a no-host meal, wait until everyone is finished.



When dining in a restaurant

- You are a guest
- Do not do anything that would embarrass you or the host
- Be considerate of the other patrons



Cell phone manners

- It is rude to use a cell phone during the meal
 - If you **must** take a call, excuse yourself.
- If you use the phone in public
 - Speak quietly so others don't have to hear your conversation.
 - It is rude to use blue-tooth type devices with your phone in public.



When dining out

- Texting or opening your phone destroys the ambience of a restaurant.
- It is rude to use a cell phone in a public rest room.



Restaurant manners

- You can't afford the restaurant unless you can afford the minimum 15% tip.
- If you have a problem with your food, politely ask the waiter to take it back.
 - Do not expect the rest of your table to wait for your plate to return.
 - Is it really worth making a spectacle of yourself and making other people wait when they are finished eating?



Good manners need to be practiced and used in formal and informal situations

- If you become accustomed to using good manners
 - You are more confident
 - You are more comfortable
 - You can think about making others comfortable
 - You show respect for other people

Culture and tradition influence table manners



Western Culture

- Do not slurp your soup
- Eat everything on your plate
- Keep your silverware in your hands as you eat
- Eat the meat, leave the starches

Eastern Culture

- Nosily eating soup is a complement to the cook.
- Do not clean your plate it is an insult to the host that not enough food was provided.
- Lay the chopsticks down every few bites.
- Don't leave any rice, it is sacred and must be eaten.



Additional Guidelines...

- Try some of every food served even if you don't like it or don't think you will.
- Avoid playing with foods on your plate.
- Ask to have foods passed to you, rather than reaching in front of someone else or across the table.
- Eat quietly with your mouth closed. Wait to speak until you have swallowed any food in your mouth.
- Take small bites. Eat all that you take on your fork or spoon in one bite.
- Look neat and talk about cheerful topics to make mealtimes pleasant.
- Pass food at the table to the right with your left hand. Try not to blow on soup to cool it - it is not polite.
- Cut salad with a knife if the pieces are too large to fit in your mouth.
- Use a small piece of bread as a “pusher” to help guide food onto your fork.
- Break off a whole piece of bread or roll into 2 or more small pieces.
- Leave your silverware on the plate or saucer under a bowl when you have finished.