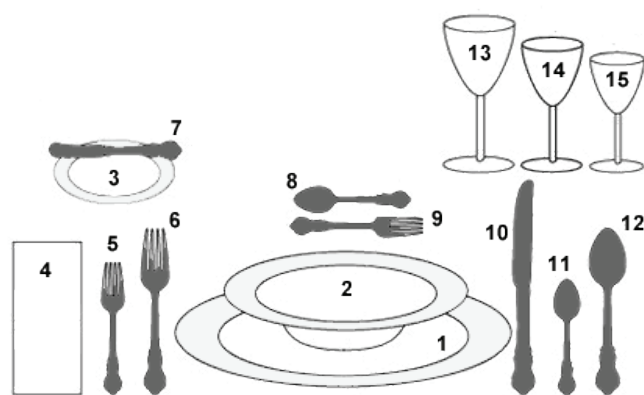


Table manners play an important part in making a favorable impression. They are visible signals of the state of your manners and therefore are essential to professional success. Regardless of whether you are having lunch with a prospective employer or dinner with a business associate, your manners can speak volumes about you as professionals.

## Place Settings

Place settings can be confusing. The general rule for silverware is to work from the outside in as the meal



progresses.

1. Dinner plate - The center of the place setting. When finished eating, do not push the plate away from you. Instead, place both your fork and knife across the center of the plate, handles to the right. Between bites, your fork and knife are placed on the plate, handles to the right, not touching the table.
2. Soup bowl - May be placed on the dinner plate. If you need to set your soup spoon down, place it in the bowl. Do not put it on the dish under the bowl until finished.
3. Bread plate - Belongs just above the tip of the fork. Bread should be broken into bite-sized

pieces, not cut. Butter only the piece you are preparing to eat. When butter is served, put some on your bread plate and use as needed.

4. Napkin - Placed to the left of the fork 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. Dinner fork - Placed to the left of the plate. No more than three forks to the left of the plate. If there are three forks, they are usually salad, fish and meat, in order of use from outside in. An oyster fork always goes to the right of the soup spoon.
7. Butter knife - Place horizontally on bread plate.
8. Dessert spoon - Above the plate.
9. Cake fork - Above the plate.
10. Dinner knife - To the right of the plate. Sometimes there are multiple knives, perhaps for meat, fish and salad, in order of use from outside in.
11. Tea spoon - To the right of the dinner knife.
12. Soup spoon - If needed, to the right of the tea spoon.
13. Water glass - Just above the tip of the knife.
14. Red wine glass - To the right of the water glass.
15. White wine glass - To the right of the red wine glass. A glass of white wine is held by its stem to preserve the chill. It should be served at 45 to 55 degrees Fahrenheit.
16. Coffee cup and saucer not pictured - If needed, bring at time of coffee service.

## Bread on the Left, Drink on the Right (b d)

Here is an easy tip to help you remember. Hold both hands in front of you, palms facing each other. Using the tips of your thumb and forefinger, make circles on each hand. The remaining three fingers in each hand point upwards. Your left hand will form a "b" and your right hand will form a "d." Bread (b) is on the left, and drink (d) is on the right. If your neighbor has already taken your bread plate or drink,

## Napkins

Napkins belong in your lap. Large napkins can be folded in half or quarter-folded over the top. They should never be tucked into your shirt like a bib.

Wait for the host to unfold his napkin before unfolding yours. In a banquet setting or at a restaurant, simply place your napkin in your lap as soon as you are seated.

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.

*Note: Some respected etiquette experts will disagree and flatly state that when leaving the table, you should hang the napkin over the back of your chair. Whatever you do, do not place the napkin in the seat of your chair. You don't want to wipe your mouth with a napkin that has been left on the seat.*

## General Etiquette Rules:

- Arrive at least 10 minutes early unless otherwise specified.
- Pass food from the left to the right.
- Always say please when asking for something. Be sure to say thank you to your servers and attendants after they have removed any used items.
- If asked for the salt or pepper, pass both together, even if a table mate asks for only one of them. This is so dinner guests will not have to search for orphaned shakers. Set any passed item, whether it is the salt and pepper shakers, a bread basket, or a butter plate, directly on the table instead of passing hand-to-hand. Never intercept a pass. Snagging a roll out of the breadbasket or taking a shake of salt when it is en route to someone else is frowned upon.
- Butter, spreads, or dips should be transferred from the serving dish to your plate before spreading or eating.
- Never turn a wine glass upside down to decline wine. It is more polite to let the wine be poured and not draw attention. Otherwise, hold your hand over the wine glass to signal that you do not want any wine.
- Always scoop food away from you.
- Taste your food before seasoning it.
- Try a little of everything on your plate, indicating your willingness to try new things.
- Do not blow on your food to cool it off. If it is too hot to eat, take the hint and wait.
- Keep elbows off the table. Keep your left hand in your lap unless you are using it.
- Do not talk with your mouth full. Chew with your mouth closed.
- Cut only enough food for the next mouthful. Eat in small bites and slowly.
- Do not clean up spills with your own napkin or touch items that have dropped on the floor. You can use your napkin to protect yourself from spills. Then, simply and politely ask your server to clean up and to bring you a replacement for the soiled napkin or dirty utensil.
- Do not blow your nose at the dinner table. Excuse yourself to visit the restroom. If you cough, cover your mouth with your napkin to stop the spread of germs and muffle the noise. If your cough becomes unmanageable, excuse yourself to visit the restroom. Always wash your hands before returning to the dining room.
- Turn off your cell phone or switch to silent or vibrate mode before sitting down to eat, and leave it in your pocket or purse. It is impolite to answer a phone during dinner. If you must make or take a call, excuse yourself from the table and step outside of the restaurant.
- Whenever a woman leaves the table or returns to sit, all men seated with her should stand up.
- Do not push your dishes away from you or stack them for the waiter when you are finished. Leave plates and glasses where they are.
- Wait until everyone is seated before beginning to eat. Take your queue from your host, if present at the table.
- Order easy-to-eat foods, avoid things that are hard to cut or eat politely (pasta or cheesy toppings). Take your ordering queue from your host or others. Do not order the most expensive item. Do not order dessert if no one else does.
- Order foods that can be eaten with utensils.