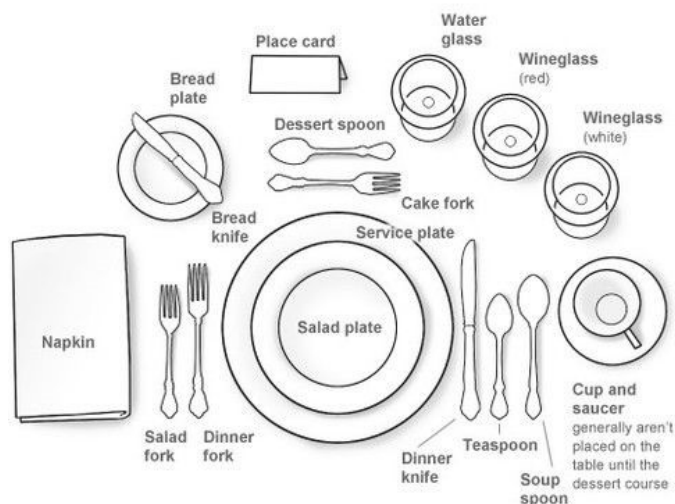


# Dining Etiquette

### TABLE ARRANGEMENT:

A formal table setting will look similar to the picture on the right. Here are some helpful ways to remember this set up:

- Fork has four letters and so does left, knife has five letters and so does right.
- B.M.W—Bread Meal Water
- If you hold up the “okay” sign with your hands, the left hand looks like a b for bread and the right side looks like a d for drinks



### AT THE TABLE:

**Ordering From Menu:** Avoid messy foods and try not to make a lot of substitutions, unless you have food allergies. Order in the same price range as the host.

**Keeping the Table Clean:** When using sugar, packet should be torn at the top, leaving you with one piece of trash instead of two. Lemon slices and stirring spoons should be placed on the saucer. Silverware should never be placed on the table cloth.

**Place Settings:** Always use utensils from the outside moving in.

**Passing Items:** Ask for items instead of reaching across the table. Offer to others before helping yourself. Always offer to the left and pass to the right. Pass items in a/the serving dish. (i.e. sugar packets or bread) The salt and pepper always travel together.

**Napkin:** As you sit down, the napkin should be placed on your lap with crease towards you. Leave the napkin on your chair if you leave the table but plan to return. If you are finished eating leave your napkin to the left of your plate.

**Bread:** Tear off a piece, butter it, then eat. Do not butter bread and eat like a sandwich.

**Soup:** When eating always move spoon away from you to avoid a splash

**Salad:** Cut larger pieces of lettuce down to bite size pieces.

**Main Course:** Leave your plate positioned the way it is presented to you.

**When Can I Eat?** If you have a table host, wait for them to start. If you do not have a table host wait until everyone is served

# Dining Etiquette

## DINING STYLES:

### American Method of Eating

- Use the zig-zag approach - cut your food using the fork in your left hand and the knife in your right. Only cut one or two pieces at a time. When you are finished cutting, place the knife at the top of the plate and move your fork to your right hand. Eat with the fork tines up.
- When finished place your utensils at the 11 o'clock position



American style - I'm resting position

American style - I'm finished position

### European Method of Eating

- Eat using both utensils at the same time. Only cut one or two pieces at a time. Eat with fork tines down.
- When finished place your utensils at the 11 o'clock position



Continental style - I'm resting position

Continental style - I'm finished position

## EXTRA TIPS:

- No phones on the table, even if turned upside down
- At an upscale restaurant servers will serve plates on the left and remove plates from the right
- Try to finish the meal around the same time as others
- Do not talk with your mouth full
- Keep elbows off the table
- Do not drink alcoholic beverages during an interview
- Taste your food before seasoning it
- Turn your head away from the table to cough or sneeze
- Remember your good manors. Please and thank you go along way.
- Only take off suit jacket if table host takes their off suit jacket first