

# DINING ETIQUETTE





## Sequence:

- ✦ Introduction to dining etiquette
- ✦ Etiquettes related to,
  - Arrival and sitting down
  - Table setting
  - Using Napkin
  - Ordering and being served
  - During the meal
  - After finishing the meal
  - End





- ❖ Proper etiquette is essential for making a favorable impression at both lunch/dinner interviews as well as in social business situations.
- ❖ So, dining etiquette is very useful in everyone's daily life



## ✦ Arrival and sitting down:

- ✦ Arrive on time and call ahead if you know you will be late.
- ✦ Do not place the personal stuff on the table. (Eg: bags, purses, sunglasses, cell phones, or briefcases on the table.)
- ✦ Have proper posture and keep elbows off the table.



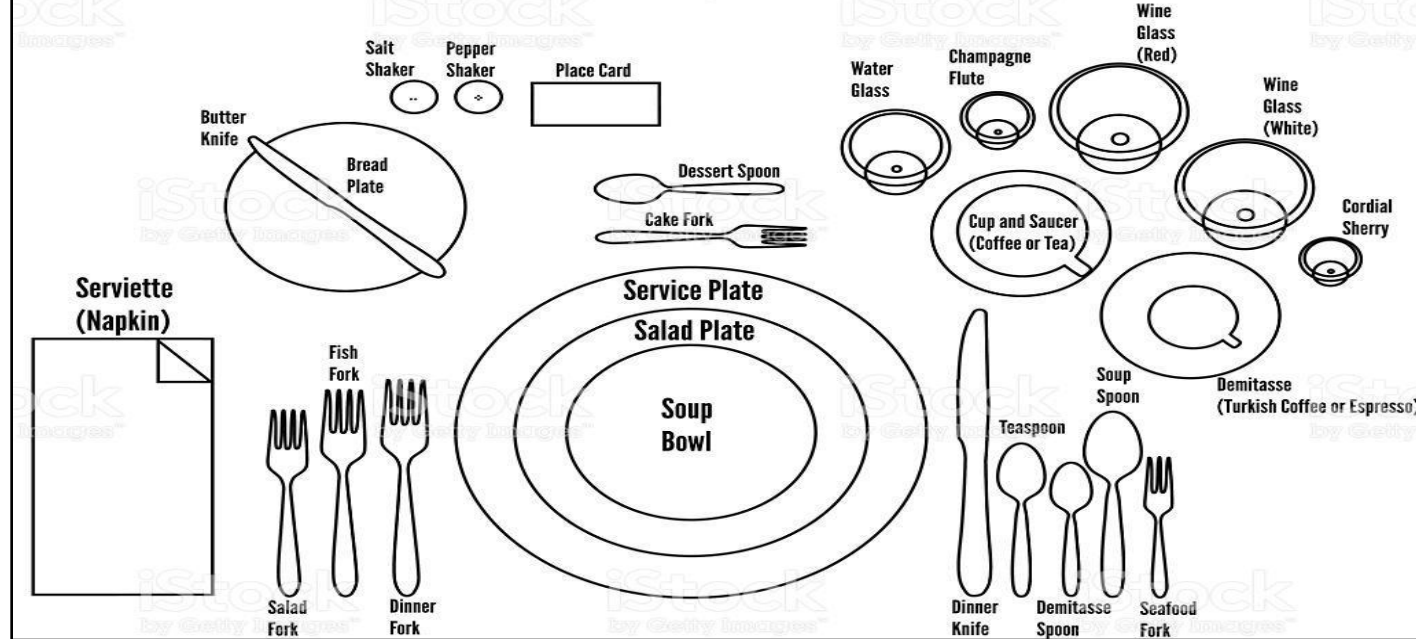
## ✦ Table Setting:

- ✦ When there are variety of eating utensils , follow the guideline that “start at the outside and work your way in.”
- ✦ Do not talk with the utensils and never hold a utensil in a fist.
- ✦ Set the utensils on your plate, not on the table, when you are not using them.



# The formal Table Setting:

## Formal Table Setting



## ✦ Using the Napkin:

- ✦ Typically, you want to put your napkin on your lap (folded in half with the fold towards your waist) soon after sitting down at the table, but follow your host's lead.
- ✦ The napkin should remain on your lap throughout the entire meal.
- ✦ Place your napkin on your chair, or to the left of your plate, if you leave the table as a signal to the server that you will be returning.





✦ When the host places their napkin on the table, this signifies the end of the meal.

✦ You should then place your napkin on the table as well.





## ✦ Ordering and being served:

- ✦ Do not order the most expensive item from the menu, appetizers, or dessert, unless your host encourages you to do so.
- ✦ Avoid ordering items that are messy or difficult to eat (i.e. spaghetti, French onion soup).
- ✦ Wait for everyone to be served before beginning to eat.



## ✦ During the Meal:

- ✦ Eat slowly and cut only a few small bites of your meal at a time.
- ✦ Chew with your mouth closed and do not talk with food in your mouth.
- ✦ Pass food items to the right (i.e. bread, salad dressings).
- ✦ Pass salt and pepper together, one in each hand.
- ✦ Taste your food before seasoning it.



- ✦ Bread should be eaten by tearing it into small pieces, buttering only a few bites at a time. Do not cut bread with a knife or eat whole.
- ✦ Gently stir your soup to cool it instead of blowing on it. Spoon your soup away from you.
- ✦ You do not have to clean your plate. It is polite to leave some food on your plate.
- ✦ Do not use excessive amounts of sweeteners - no more than two packets per meal is the rule of thumb.



## ✧ After finishing the meal:

- ✧ When you are finished, leave your plates in the same position, do not push your plates aside or stack them.
- ✧ Lay you fork and knife diagonally across the plate, side by side, pointing at 10:00 and 4:00 on a clock face. This signifies to the wait staff that you have finished.
- ✧ Always remember to thank your host.



# Different Eating Styles

## Continental or European Style

- Cutting the food with the right hand and using the left hand to hold the food while cutting and when eating.

## American Style

- Cutting the food with the right hand and holding the food with the left, then switching hands to eat with the right hand.



**Thank You**

