



Dress Norms & Dining Etiquette

As you step into the professional life, you will soon find yourselves in leadership roles within corporations, government organisations, or even at the helm of your own entrepreneurial ventures. Your success will depend not only on your professional acumen but also on your personal qualities - how you present yourself, dress appropriately for various occasions, and demonstrate civilised behaviour.

Etiquette helps human beings to behave in a socially responsible way and gain respect, trust and appreciation from others. One needs to follow an appropriate dress code at the workplace for an everlasting impression.

This booklet offers you valuable insights into dressing and dining etiquette. Review it regularly until you are confident in adopting these skills. Additionally, observe and learn from peers and mentors who display exemplary conduct.

“Good manners will open doors that the best education cannot.”

Best wishes for your professional journeys!

Rector NUST

2024



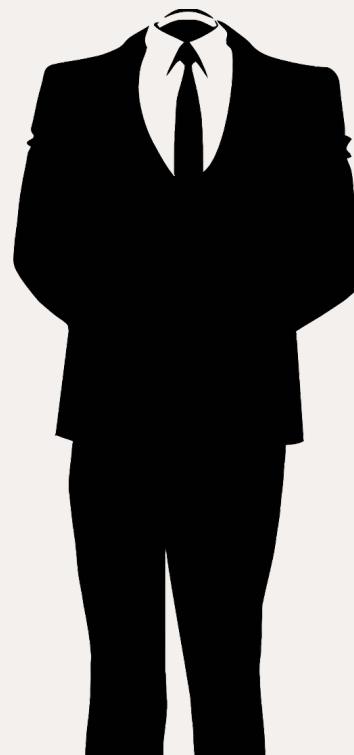
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DRESS NORMS



Immaculate dress, appropriate to the occasion, is the hallmark of a civilised person. Elegantly dressed individuals tend to inspire others' attention and are received forthcomingly. The dress must not hang on the body but accompany its wearer; when one smiles, the dress must smile with him/her. Dress guidelines are laid down in the succeeding pages.

PAKISTANI / NATIONAL DRESS FOR MEN



OCCASIONS

1. National celebrations, formal occasions or when specifically mentioned on invitations
2. Religious festivals and formal gatherings
3. Convocations

DO'S

1. White kurta / kameez with collar (band-collar), full sleeves and white shalwar
2. Waistcoat - black or any sobre colour
3. Sherwani / achkan in black or any sobre colour
4. Shoes - preferably black with black socks
5. Jinnah cap (optional)

DON'TS

1. Open cuff kurta
2. Chappals
3. Coloured / chequered waistcoat
4. Any cap other than Jinnah cap

LOUNGE SUIT



2-PIECE SUIT

OCCASIONS

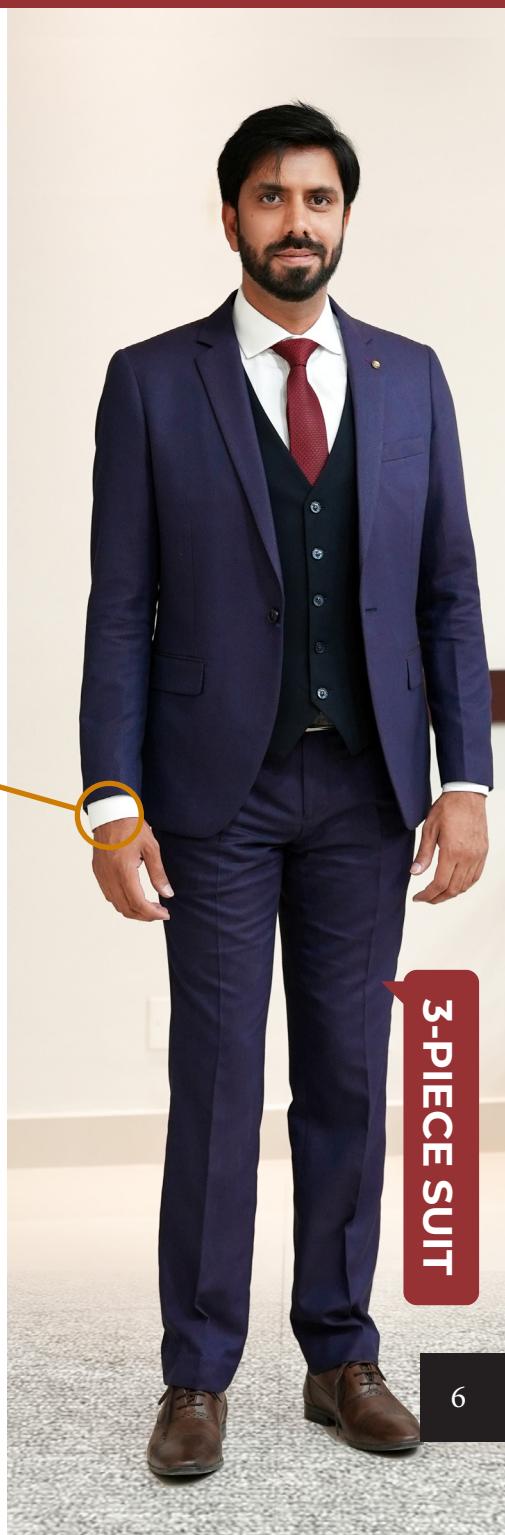
1. Formal occasions
2. Official gatherings
3. Official lunches / dinners
4. Formal meetings / presentations

DO'S

1. Light / sobre-coloured shirt
2. Preferably light-coloured suit during daytime and dark suit in the evening
3. A jacket with matching trousers, necktie and black / brown shoes, preferably with dark-coloured socks
4. Closed upper button of jacket in case of 2 buttons, and closed centre button in case of 3
5. Jacket sleeves should be short enough to display half inch of shirt cuffs

DON'TS

1. Open top button while wearing a necktie
2. Multicoloured necktie with loud pattern - necktie with striking colour(s)
3. Extravagantly shiny / bright / golden-coloured wrist watch
4. Closed button while sitting
5. A necktie with matching pocket square
6. Decorative frills attached to the shirt
7. Jacket sleeves not displaying half inch of shirt cuffs



3-PIECE SUIT

CASUAL / SMART CASUAL



OCCASIONS

1. Sports / societies' functions
2. Informal gatherings
3. Informal lunches / dinners
4. Other gatherings where lounge suit is not specified

DO'S

1. For men, a jacket or blazer (optional during summers), trousers, a smart casual shirt with collar (not a T-shirt), and smart shoes (not necessarily lace-ups, but not trainers or sandals)
2. A sweater may be worn if it is cold
3. A shirt and trousers will do in summers
4. Neckties are not necessary but carrying one is often a good idea
5. Jeans, casual trousers and T-shirts for outdoor functions; pullovers may be worn during winters
6. Shalwar kameez with blazer and shoes

DON'TS

1. T-shirts / jeans / casual trousers (except outdoor functions)
2. Sneakers / sandals / chappals
3. Indecent gaudy colours

SPORTS WEAR

FOR MEN

1. Warm-up suit and athletic shoes
2. Appropriate dress kit during a particular sport activity



FOR WOMEN

1. Warm-up suit / tracksuit consisting of trousers, T-shirt (with or without sports jacket) and athletic shoes
2. Appropriate dress kit during a particular sport activity

PAKISTANI / NATIONAL DRESS FOR WOMEN



OCCASIONS

1. National celebrations
2. Formal events requiring a national dress code
3. Religious events
4. Convocations

DO'S

1. Shalwar kameez with a shawl / dupatta / scarf
2. Medium length, solid-coloured shirt with three-quarter or full sleeves and matching / white shalwar
3. Flats/pumps / court shoes
4. Wrist watch (optional)
5. Selection of colour and fabric according to weather and time
6. Minimum makeup and jewellery

DON'TS

1. Fancy lace / embellishments on shirt / dupatta
2. Fancy accessories
3. Capri pants or tights
4. See-through fabric
5. Chappals

FORMAL DAYWEAR

OCCASIONS

1. Presentations
2. Meetings
3. Formal events requiring a professional dress code

DO'S

1. Full-sleeved solid-coloured dress with a stole / scarf
2. Dark-coloured blazer in winters (optional in summers)
3. Solid-coloured short or medium length full-sleeved shirt with straight pants or trousers
4. High heels / court shoes for a professional look
5. Wrist watch
6. Light makeup
7. Light jewellery
8. Medium-sized handbag to carry personal belongings or files

DON'TS

1. Gaudy colours
2. Flamboyant patterns or designs on dress
3. Chappals



SMART CASUAL



OCCASIONS

1. Events where dress code is not specified
2. Informal events
3. Everyday wear

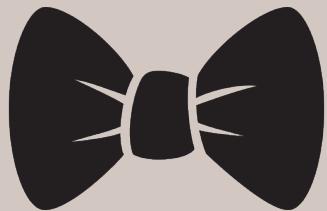
DO'S

1. Well-fitted, neat and appropriate dresses slightly less formal than professional wear with a stole for an Eastern look
2. Comfortable flat shoes (closed or open)
3. Selection of colours and fabric according to weather and time
4. Wrist watch and light jewellery
5. Easily manageable hair styling
6. Large handbag to carry books and personal belongings
7. Minimal makeup and light perfume

DON'TS

1. Fancy hair clips
2. T-shirts or sweatpants
3. Fancy embellishments and accessories / jewellery
4. Heavy makeup
5. See-through fabric
6. Chappals

AUXILIARIES



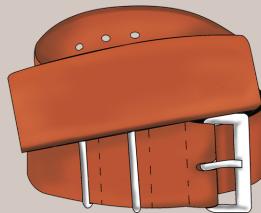
BOW TIE

Preferably wear black, white or some other sobre single colour, certainly not polka-dotted bows.



SCARVES

Apply the same rules as for ties. However, remember scarves are informal wear. They may be worn for informal gatherings, sports, picnics, riding, etc.



BELT

With a lounge suit, modern broad belts with decorations should not be worn.

TIPPING YOUR CAP

If a cap is worn, it should be 'tipped' when being introduced to a new acquaintance, a lady, an elderly or distinguished person.





HANDKERCHIEF

Generally white handkerchief should be used. Linen or cotton handkerchiefs are used for mopping the brow or blowing the nose.



PERFUME

Perfume is an accessory; it is not to be used as a substitute for deodorant. A dab on either side of the neck, with another drop on a gentleman's pocket square, is quite enough.



JEWELLERY

Men of conservative taste do not wear brilliantly coloured semi-precious stones. Only functional jewellery is worn, which is simple and masculine-looking in design - tie clip (without stone), cufflinks to match and signet ring may be worn. Avoid jewellery when in uniform.



DINING ETIQUETTE



Eating manners form an important element of your grooming and your social etiquette. For example, it is a common sight at social gatherings that people rush forward and heap up their plates. However they only eat half of the food and waste the remaining half. There are certain table and eating manners that have to be demonstrated, particularly at social events.

SITTING

1. Never drag your chair while sitting. Lift it when pulling back or moving forward.
2. Sit with your back straight, but in doing so do not stretch your body.
3. Do not spread your body or elbows.
4. Do not keep your elbows on the table; folded hands can be placed on the table if not eating.
5. Do not stretch your feet forward. The sole of the shoe should remain in contact with the floor.
6. Put your chair back in its original position after you get up.
7. Do not gesticulate with your hand.



CONVERSATION



1. Converse in a low tone.
2. Avoid conversing across the table. Talk with individuals sitting on your left and right.
3. Avoid discussions on the cost and quality of food.
4. Do not talk on any subject, which makes the conversation emotional or where difference of opinion may arise.

5. Do not narrate long stories or indulge in lengthy discussions. As a rule, keep the conversation general, short and crisp.
6. Avoid keeping your hands in your pockets, especially while conversing with your seniors/elders. This prerogative stays only with the most senior person in the group.

Social events are opportunities for informal interactions between the top management and employees /students. Such interactions prove fruitful in knowing others and their perspectives on various subjects. Therefore, actively participate in such interactions instead of being reserved and withdrawn.

USE OF CUTLERY

1. Keep fork in the left hand and spoon / knife in the right.
2. Eat with the fork when using fork and knife e.g. while eating chicken, chops, etc., hold the piece with the fork, cut it with the knife and then put it in your mouth with the fork.
3. Remember - do not hold the fork in the fist; always hold the fork lightly with forefingers advanced.
4. Use a knife gently and not forcefully.
5. Eat with the spoon when using fork and spoon; hold the fork in the left hand and spoon in the right, e.g. while eating rice, etc., the fork should assist in filling the spoon. Remember; the basic rule for use of spoon is that solids are always taken from the tip and liquids always from the side of spoon.
6. Always hold the fork in your left hand while eating Chapati and use it for pushing curry in the Chapati.
7. Do not let your teeth stare while putting fork or spoon in your mouth and close your lips on them.
8. Do not overload your fork or spoon.
9. Keep the cutlery in the plate while munching your food.
10. Put the cutlery back in the plate while talking; do not point it towards anyone.
11. Place cutlery on the plate at any convenient angle to each other when not in use.
12. Use the fork to put any leftover food on the left of wthe plate and place the cutlery in the shape of inverted "V."
13. Do not pick any cutlery item if it falls on the floor; instead, ask for a replacement.
14. Do not be confused if you see too many knives and forks on the table; start picking them from extreme flanks according to each course.
15. Do not let the spoon remain in the cup or glass when drinking; place it on the saucer.
16. Place spoon, knife and fork parallel to each other when formally finished. This will indicate to the waiter that you have finished eating and plates can be removed.



A photograph of a man with dark hair and a beard, wearing a dark suit, white shirt, and patterned tie. He is seated at a table, looking down at his plate. On the table are a glass of water, a small bowl of butter, and a white plate. A hand holding a spoon is visible on the left side of the frame.

EATING AND DRINKING

1. Make sure that you take the food to your mouth and not your mouth to the food.
2. Keep your mouth closed when chewing food.
3. Do not talk with your mouth full.
4. Do not blow into the spoon or morsel.
5. Do not make the morsel so big that it chokes you, or drops out of the corner of your mouth.
6. Do not take out your tongue while accepting a morsel.
7. Do not protrude your lips to contact the fork or spoon.
8. Do not place the morsel in a corner of your mouth; place it in the centre.
9. Do not prepare your next morsel until you have swallowed the previous one.
10. Do not rush with food. Enjoy each morsel and chew it completely.
11. Do not chew bones.
12. Do not belch.
13. Do not spit any seeds or food into the plate. The general rule is what goes into the mouth on a fork or spoon is taken out with it, and what goes in with the fingers is taken out with them.
14. Do not announce if something falls into your plate or is observed in the food; stop eating, and if the meal is informal, ask for a new serving.
15. Do not drink water if your mouth is already full.
16. Do not gulp the whole glass of water in one breath.

TABLE MANNERS

1. Never overheap your plate.
2. Do not overfill the serving spoon; you are likely to spill the contents.
3. Do not hunt for good pieces, the best Chapati or the sweetest mango.
4. Ask the waiter to bring the dish closer if he is standing a little too far away. Do not drag dishes on the table; lift them to bring them closer.
5. Do not overstretch if dishes are placed far away. Request others or the waiter to help you. Waiters are supposed to make all servings from the left (except water).
6. Remember; you do not have to expose your greed to others.
7. Do not push back your plate to indicate that you have finished.
8. Do not shout at the waiters; treat them with politeness and dignity, and thank them after every serving.



EATING MANNERS

1. Avoid touching food with your fingers as much as possible.
2. Try not to smudge your fingers with curry while eating Chapati; use the fork to push food into the Chapati.
3. Do not lick your fingers.
4. Avoid placing food on the logo of the plate (the plate is usually placed with the logo at 12 o'clock).
5. Wait for the host and guest of honour to start eating.
6. Be aware that second helpings are not offered at a formal dinner.
7. Eat chicken piece or chops with knife and fork; use of fingers for picking them is strictly for informal occasions.
8. Remove fishbone from the mouth with finger tips and not with fork, and put them on the side of the dinner plate. Be aware that small fish is often served whole and large fish in pieces.



USE OF NAPKIN

1. Use napkin to wipe your lips and fingertips only.
2. Spread the napkin over your lap so that drippings do not spoil your clothes.
3. Do not place the napkin around your neck or against your chest.
4. Do not fold the napkin after use; lay it casually on the right side.
Napkin placed casually indicates 'napkin used.'
5. Place paper napkin crumpled in your plate after use.



USE OF TOOTHPICK

1. Use toothpick sparingly; if you must, use it only to clean your teeth and not to play with it.
2. Always cover your hand digging in the mouth with the other hand.
3. Do not blow or spit anything you dig out of your mouth; either swallow or collect it, and place it on your plate.
4. Place the toothpick on the plate after using it; do not break it into pieces.





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