

Dining Etiquette

Purpose of Business Dining Etiquette

If you know what to do and how to do it with grace and style you will maintain the competitive edge.

Mastering of social graces is especially important to the man or woman who wants to attain and maintain success in today's rapidly changing business world.

To make others feel at ease and
To build rapport.

Proper Starting Position

**Solids on
your left**

BMW

**Liquids on
your right**

B
Bread n Butter

W
Wine and Water



M
Main course

Proper Starting Position

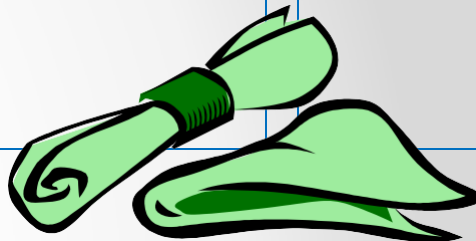
Fork ,left :4 letter words

Spoon ,knife, Right :5 letter words



Using Napkins

- Place your napkin on lap after every-one has been seated
 - Fold your napkin in half with crease toward you
 - Use your napkin as necessary
- Place your napkin on chair when temporarily leaving table
 - Leave napkin in lap until everyone is finished
 - Place napkin to right of plate at end of meal



Managing Soup

- Soup spoon provided to right of all purpose spoon
- Hold spoon with thumb across the top of the handle.



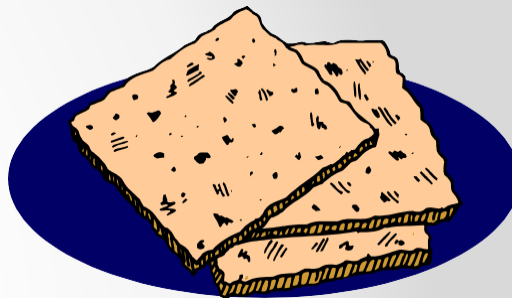
Managing Soup (cont.)

- NOT with handle in palm of your hand.
- Take soup spoon *AWAY* from you rather than toward you.
- Sip from the side of the spoon, not front.



Managing Soup (cont.)

- Placing crackers:
 - oyster crackers placed in chowder
 - other crackers should be eaten with soup--not in soup



Managing Soup (cont.)

- Bowl may be tipped if it contains a handle. (Tip bowl away from you)
- Rest soup spoon in cup or bowl
- Soup spoon finish position to right on service plate. If there is no service plate, spoon should remain in cup with handle to the right



Passing Food (If it is in front of you)

- Offer to the left.
- Pass to the right.
(Counter clockwise)
- Pass salt and pepper together



Proper Starting Position



European Style of Dining



European Style Resting Position

Cross Position folk with
tines down on knife or
spoon
Spoon is never kept with
eating side down



European Style Finished Position

Fork and spoon parallel to each other closely kept at 4 O'clock, 10 O'clock or 6.30 pm (perpendicular to body)

Fork with tines down

Spoon is never kept with eating side down



Common Faux Pas

Never do the following :

- Napkin on lap before everyone is seated
- Blowing or stirring soup
- Using tooth picks at the table
- Eating before everyone is served
- Breaking dinner roll in half rather than tearing a bite-size piece

Faux Pas (cont.)

Never do the following :

- Talking with food in your mouth
- Chewing with mouth open
- Eating a larger than bite-size piece of food
- Blowing or picking your nose at table
- Drinking water while chewing
- Stacking dishes.



Style and Grace will boost your competitive edge



Know the guidelines!

DO IT!