

Simply Etiquette



Your guide to dining with the proper etiquette for business and interview dinners as well as general fine dining.

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Dress and Appearance

Hands, face, and nails should be clean
Proper dress for the occasion/restaurant
Know the acceptable dress code for your
profession...dress professional even on casual
Friday.

Men: black/navy/gray suits, well maintained shoes, solid/pin stripe shirts, matching socks, hair – short/neatly trimmed, facial hair – conservative/
WELL maintained, may want to remove piercings

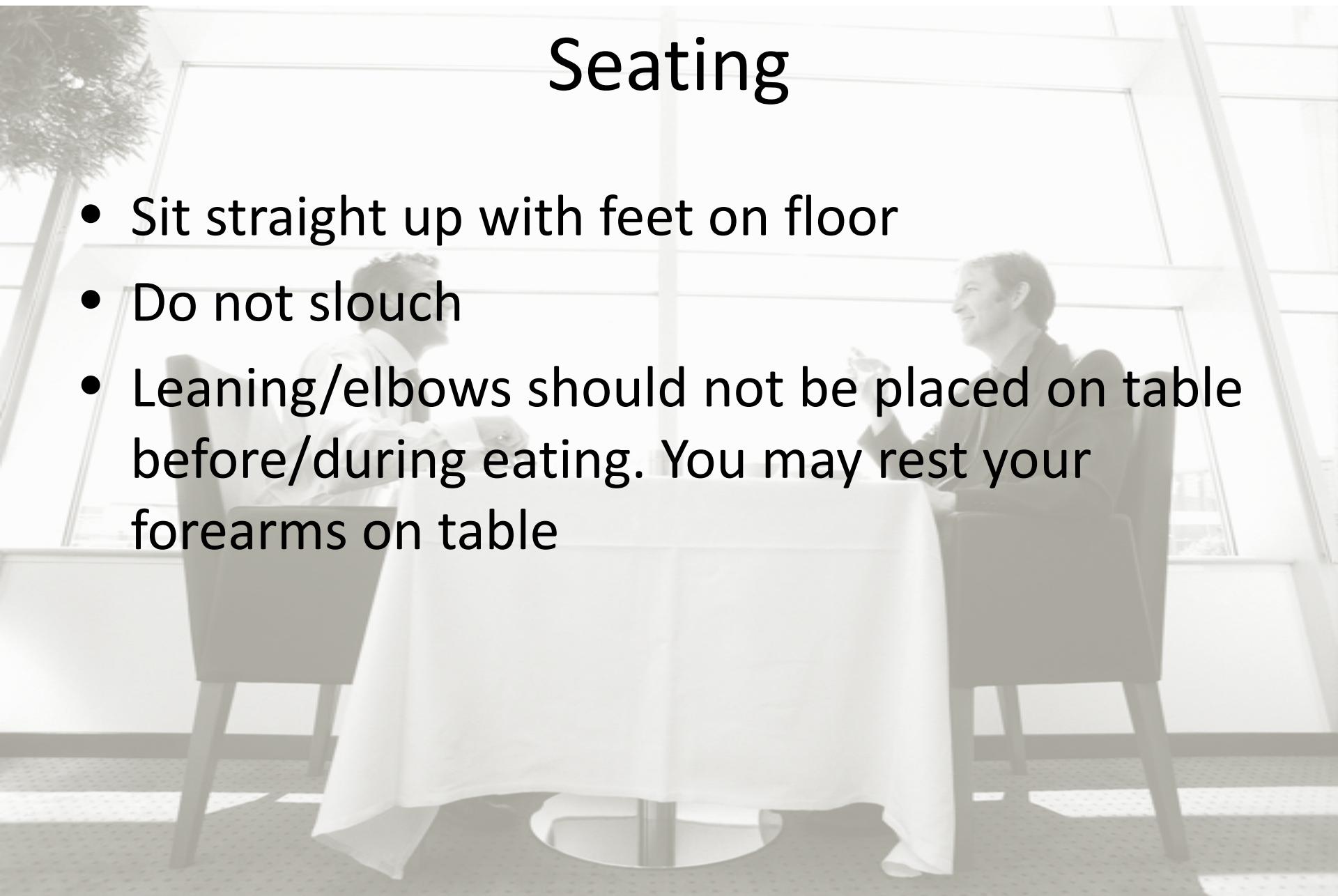
Women: navy/gray/taupe/black suits, closed toe/heels no more than 3 inches high, jewelry in moderation, fingernails manicured—if polished, keep it neat, natural makeup, stockings no darker than hemline/shoes, no body piercings except earrings (no large dangling ones), no strong perfumes

What to do when you arrive...

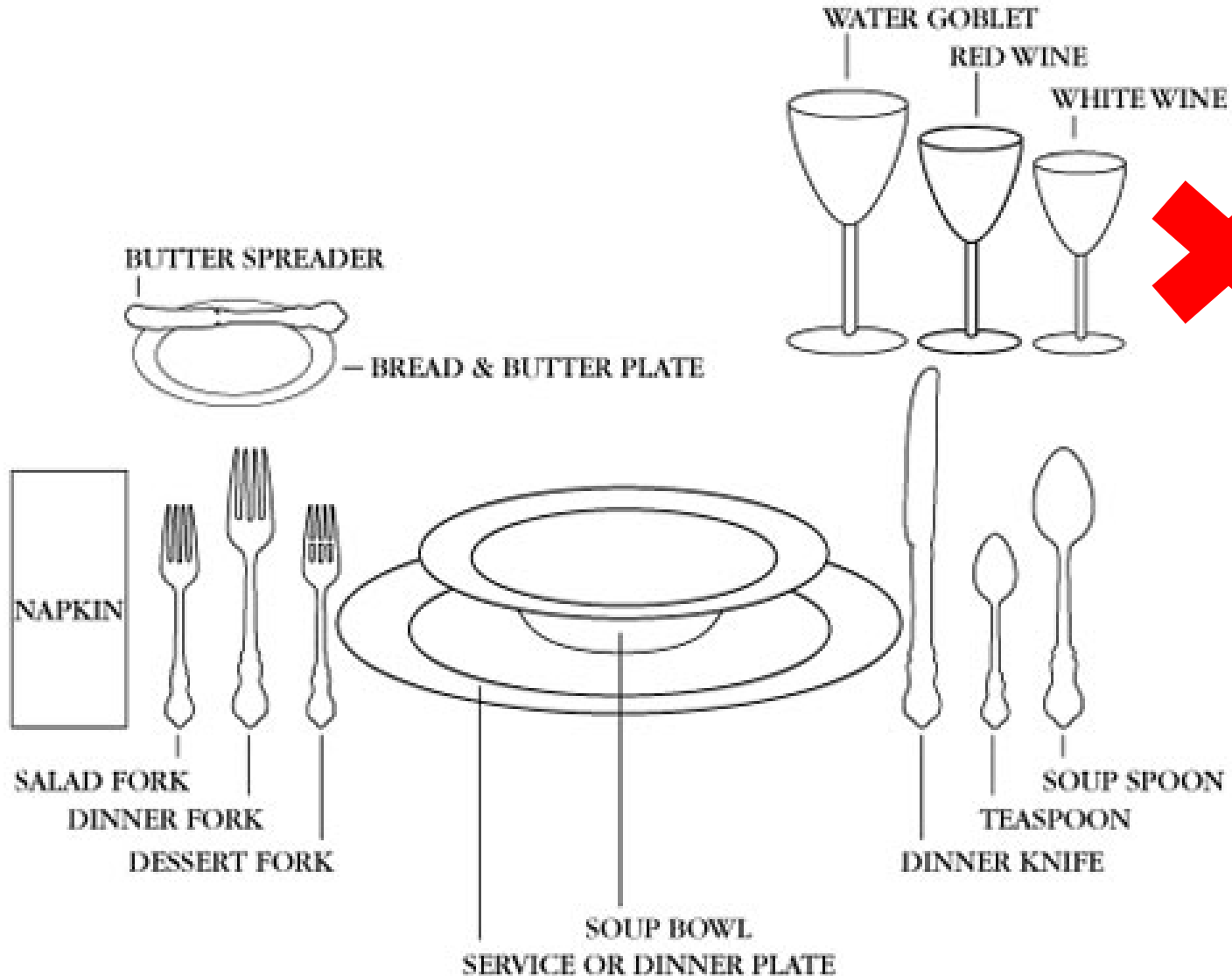
- Introductions...if you do not know everyone
- Men should remove hats upon entering
- Hand bags should be placed under chair
- When you are seated, you should remove the napkin from the place setting and put in lap.
DO NOT shake open
 - At some formal restaurants, the waiter will place it in your lap...it is acceptable to do it yourself

Seating

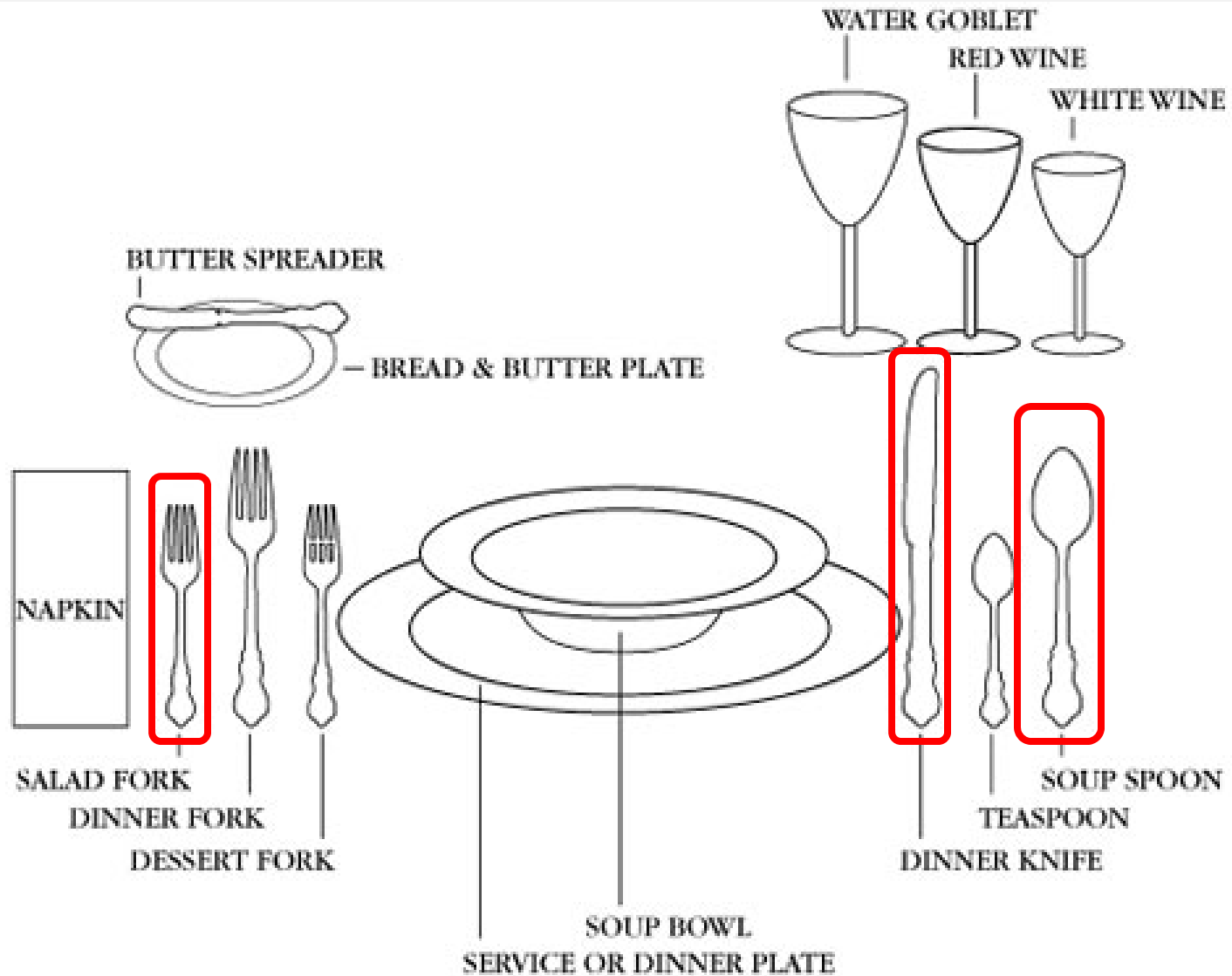
- Sit straight up with feet on floor
- Do not slouch
- Leaning/elbows should not be placed on table before/during eating. You may rest your forearms on table



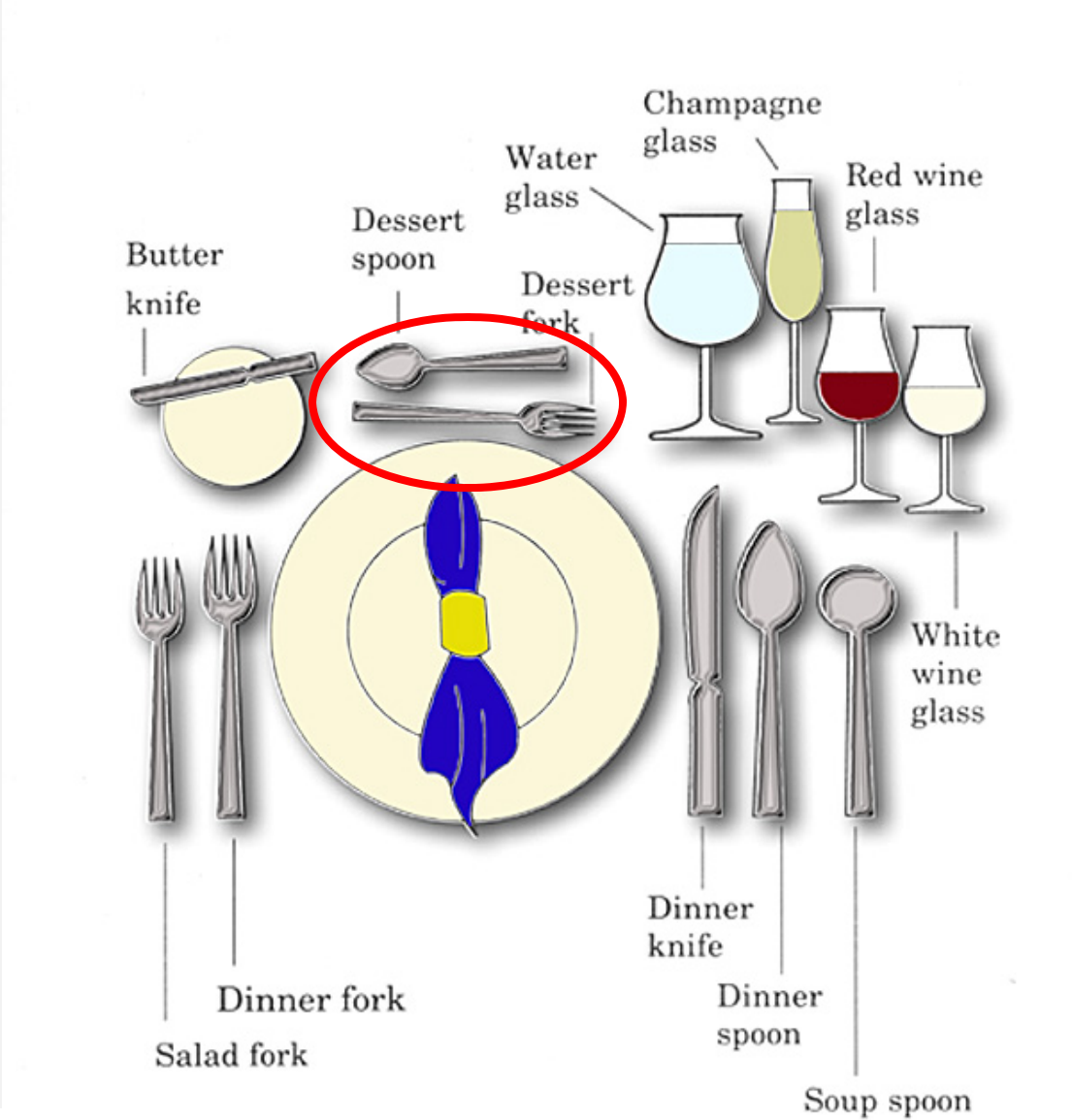
Eat to your left, drink to your right.



Place Setting

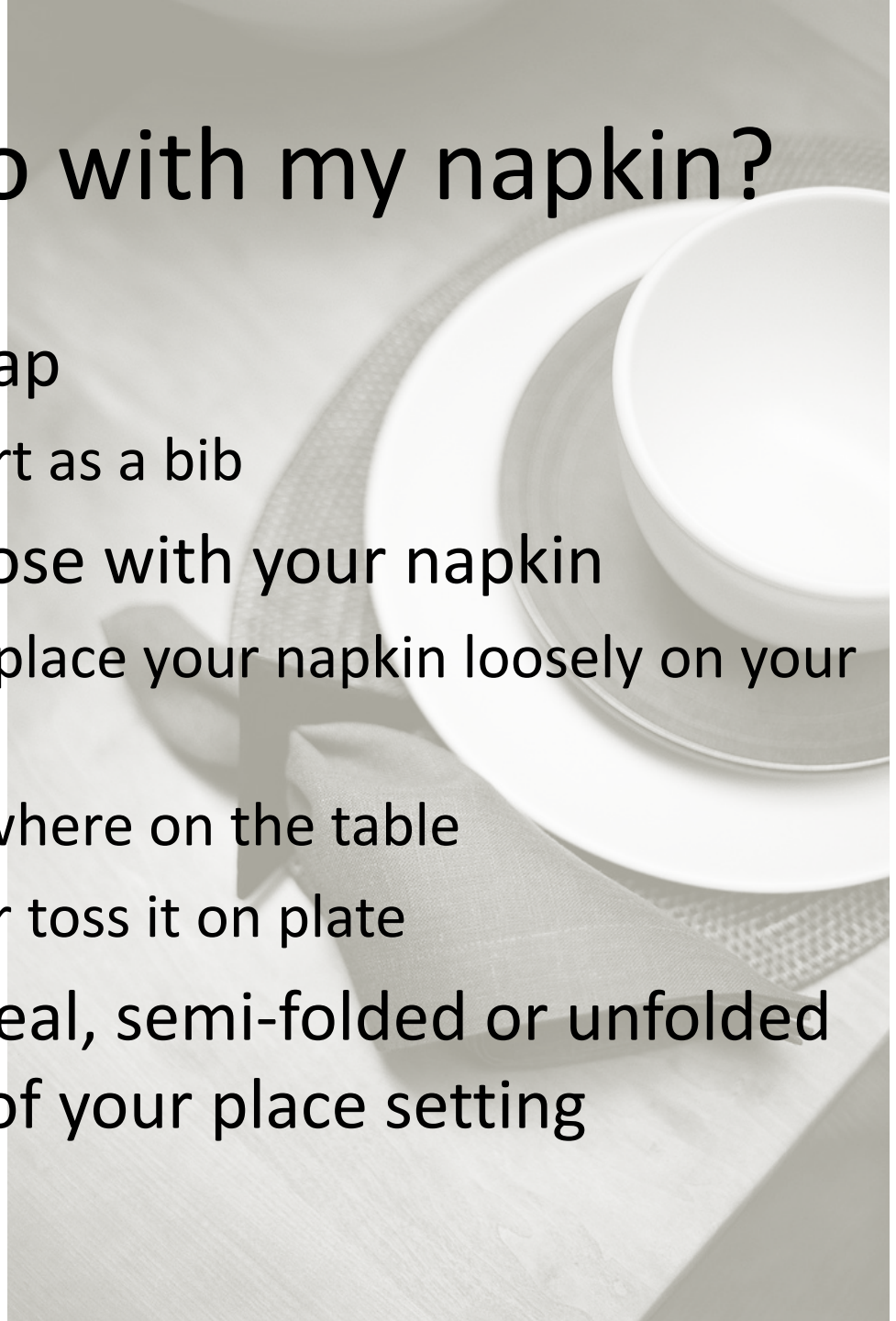


Additional Place Setting



What do I do with my napkin?

- Should be on your lap
 - Do not tuck it in shirt as a bib
- Do not wipe your nose with your napkin
- If you excuse yourself, place your napkin loosely on your chair
 - Do not leave it anywhere on the table
 - Do not crumple it or toss it on plate
- At the end of the meal, semi-folded or unfolded napkin to the right of your place setting



General Rules

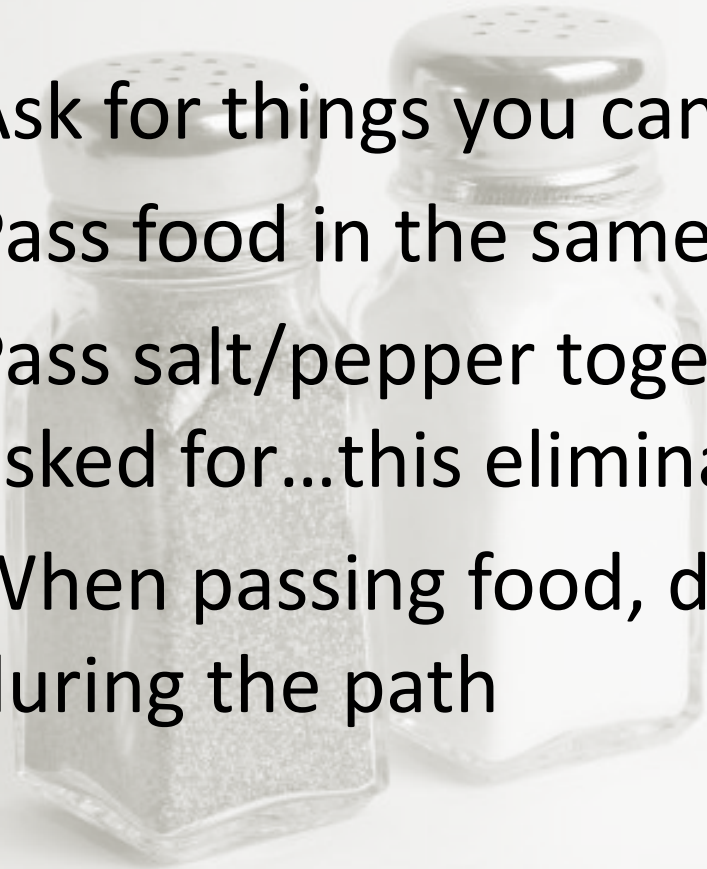
- Do not order the priciest item, unless instructed/suggested
- Do not order foods that may be messy for your situation (e.g. spare ribs at business interview)
- Wait until everyone has been served to begin eating
- Turn your cell phone off or switch to vibrate, impolite to answer it at the table
- Do not blow your nose at the table
- Do not apply makeup, comb your hair, remove something from your teeth, or use a toothpick at the table

General Rules (cont'd)

- If you drop a napkin/flatware, do not pick it up. Ask for a new item from your waiter.
- If you spill something, use your napkin to clean it up
 - Ask waiter for a new napkin
 - Leave items spilled on floor alone
- If a woman leaves or returns to the table, all men seated at the same table should stand
- Do not turn glasses upside down to signal you do not want any wine
 - Place hand over glass
 - Or allow it to be poured and do not draw attention

Passing Food/Items

- Ask for things you cannot reach to be passed.
- Pass food in the same direction it starts
- Pass salt/pepper together, even if only one is asked for...this eliminates searching for them
- When passing food, do not take/use for self during the path



Style of Eating



- American Style
 - Cut your meat
 - Put knife down across top of plate blade facing inward
 - Switch fork to your right hand and spear meat
 - Tines of fork remain up
 - U.S. is the only country to practice this style
- Continental Style (European)
 - Keep your fork in left hand
 - Convey the food to mouth
 - Knife remains in right hand
 - Tines of fork remain down



While eating...

- Taste food before seasoning
- Butter should be placed on your bread plate before placing on your bread/roll
 - Break rolls and butter as you eat, Do not cut bread or butter entire roll
- Scoop food away from you
- Do not blow on soup to cool, rather stir gently
- Take small bites and eat quietly with mouth closed
- Bring food to your mouth...Do not bend over plate or bowl

While eating... (cont'd)

- Do not place your utensils back on table once used – lay the fork on plate near eating hand and knife across top rim of plate
- Lay your fork down before picking up glass
- If you must remove something from mouth, such as a bone, use thumb and forefinger and place on plate...do not make comment about it
- Put a small amount on your plate to taste rather than say “No. I don’t like this!”
- Use serving utensils not flatware to serve

While eating... (cont'd)

- Do not slurp liquids or soups
- Cut only a bite or two at a time
- Do not lick knife
- Do not point with flatware
- Some foods are acceptable to eat with hands
 - (we'll review these later)
- Do not play with food
- If you are unsure how to eat something, observe your host

Special Foods



- Artichokes: acceptable to pluck leaves with finger, scrape the flesh off with teeth, use knife and fork to eat the heart
- Asparagus: use knife and fork
- Avocado: if served in shell, use spoon; if served sliced, use fork
- Bacon: use fingers only if very crispy
- Berries: use spoon
- Cantaloupe: use knife to cut smaller portions of slice, then scoop with spoon

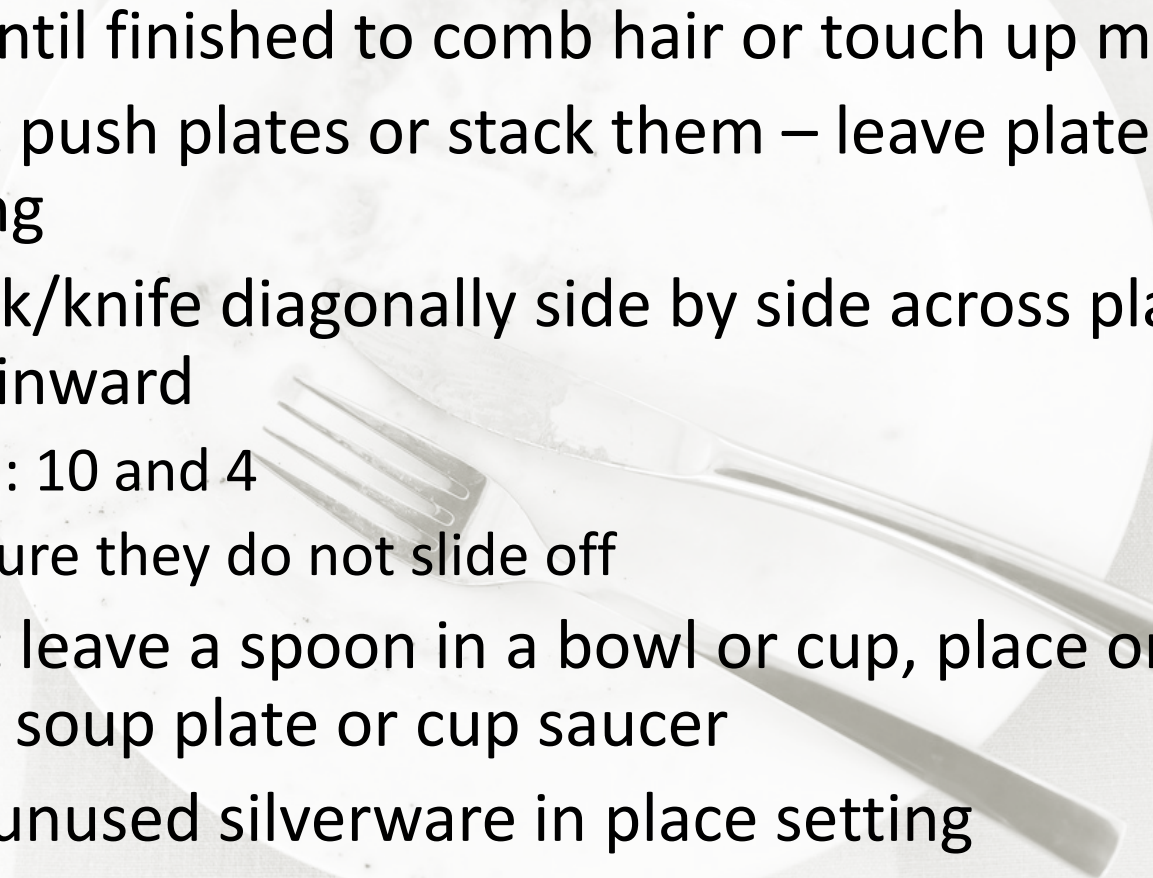
Special Foods (cont'd)

- Caviar: lift carefully as to not mush, with a non-metallic spoon, only serve about a teaspoon
- Chips and French fries: use fingers for chips and fork for French fries
- Clams and oysters in half shell: hold shell in left hand lift out with cocktail fork
- Crab, shrimp, and lobster cocktails: use cocktail fork
- Fried fantail shrimp: pick up by tail, eat with fingers
- Olives: generally a finger food, remove pit; may leave on plate and not eat them; if in a salad eat as part of it with fork

Special Foods (cont'd)

- Pasta: twirl on fork if long strands, may use spoon to aid; acceptable to cut with knife
- Pineapple: use knife and fork
- Salad: use knife to cut large pieces one bite at a time; if served before main use salad fork, if served as main dish use entrée fork
- Sandwiches: tiny ones use fingers; cut large ones in half with knife; use knife and fork for those with gravy
- Shish-kabob: hold skewer with finger, use fork to remove pieces, place skewer on side of plate, use knife and fork
- Sushi: use fingers, chopsticks, or fork; do not bite...eat whole

When you are finished...

- Wait until finished to comb hair or touch up makeup
 - Do not push plates or stack them – leave plate where it is sitting
 - Lay fork/knife diagonally side by side across plate blade facing inward
 - Rule: 10 and 4
 - Be sure they do not slide off
 - Do not leave a spoon in a bowl or cup, place on the side of soup plate or cup saucer
 - Leave unused silverware in place setting
 - Unfolded napkin is placed next to plate on either side
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