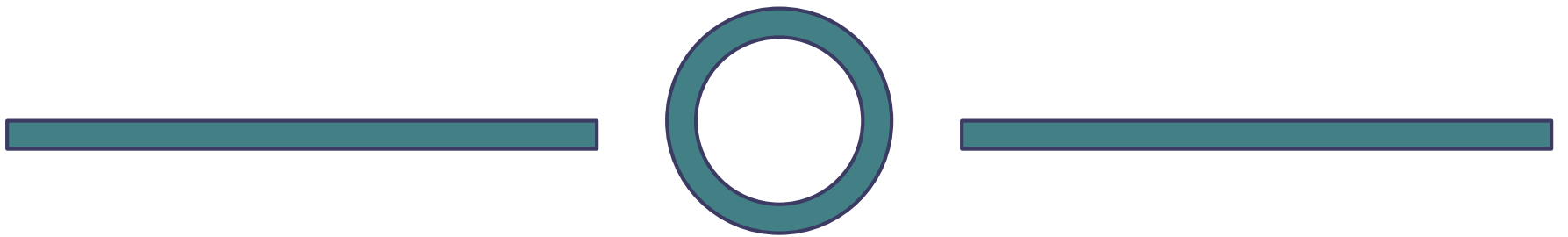


Etiquette & Manners

Codes of Polite Behavior



1. What is Etiquette?

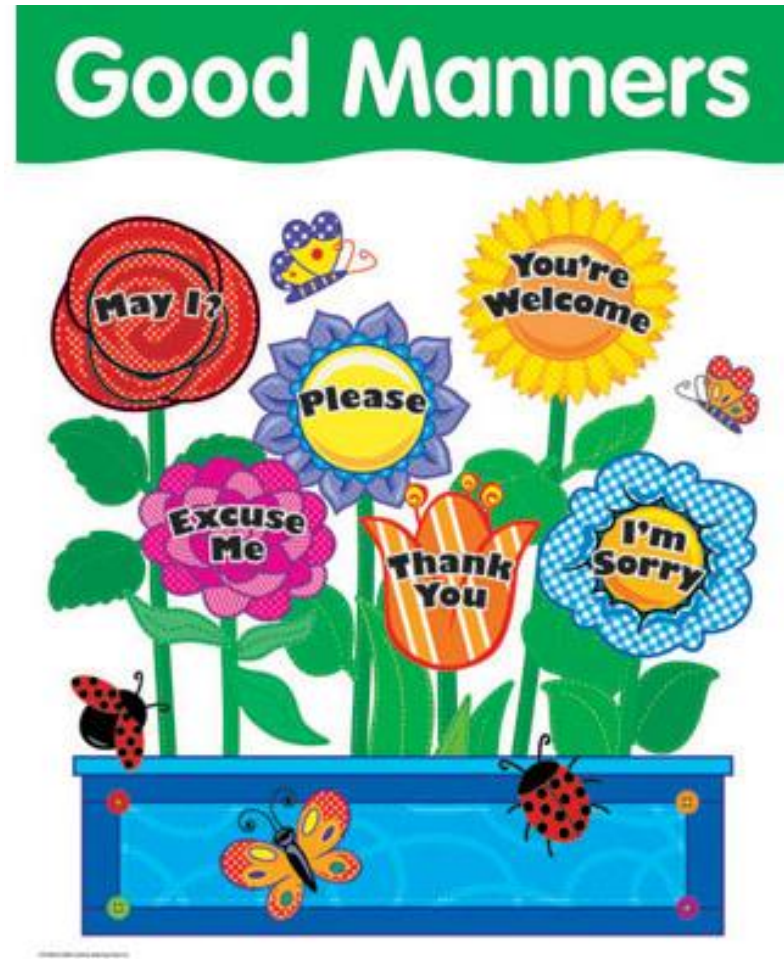
- a. Codes of polite **behavior** used in our society
- b. There are different codes of etiquette all around the **world**
- c. **Etiquette** involves much more than using the correct fork when dining out
- d. Using good manners and etiquette shows **respect** for the people and places around you

*Where are places you can show good manners?



2. Basic Social Etiquette

- Be polite
- Say “Please” and “Thank You”
- Remove hats when indoors
- Hold the door for others
- Do not groom yourself in public
- Keep gum chewing to a minimum
- Turn your phone ringer OFF when appropriate
- Keep conversations polite and appropriate
- Be punctual
- Do not pick (nose, ears, etc.)
- Do not swear
- Do not stare



Basic

Dining

Etiquette



Basic Dining Etiquette

- 1. Don't talk with your mouth full. Chew with your mouth closed.**



Basic Dining Etiquette

2. Don't reach in front of others. Ask for food to be passed to you.



Basic Dining Etiquette

- 3. Don't forget to use your napkin. Place it on your lap during the meal. Don't tuck it into the neck of your shirt.**



Basic Dining Etiquette

4. Avoid slurping or smacking your food, blowing your nose or other gross noises at the table.



Basic Dining Etiquette

- 5. Don't use your utensils like a shovel. Take your time and enjoy your meal.**



Basic Dining Etiquette

- 6. Don't use your phone when dining, especially with company. Turn it off completely or at least put it on silent.**



Basic Dining Etiquette

- 7. If your dinner party is small, wait until everyone has been served their meal before beginning to eat.**



Basic Dining Etiquette

- 8. Cut large food items into bite-sized pieces. Don't try to put the whole thing in your mouth at once. Cut only one piece at a time.**



Basic Dining Etiquette

9. Don't prop your elbows on the table **WHILE eating.**



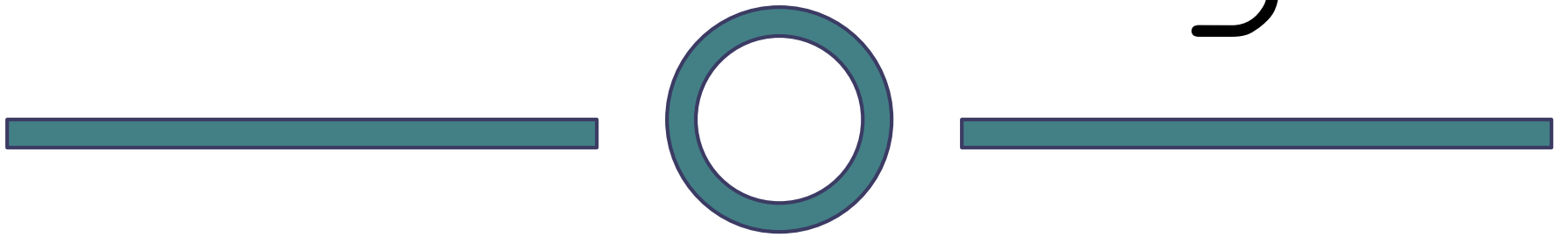
Basic Dining Etiquette

10. Say “Excuse Me” if you need to leave the table.



Styles & Table

Settings



Dining Styles

- 1. There are two basic dining styles:**
 - a. American**
 - b. European / Continental**



American Style

2. In the American Dining Style:

- **Food is cut with the knife in the right hand and the fork in the left hand.**
- **After the food is cut, the knife is placed down and the fork transferred to the right hand. Food is placed in the mouth with the tines facing up.**



European/Continental Style

3. In the European/Continental Dining Style:

- **Food is cut with the knife in the right hand and the fork in the left hand.**
- **After the food is cut, the fork remains in the left hand and food is placed in the mouth with the tines facing down.**



Video Clip

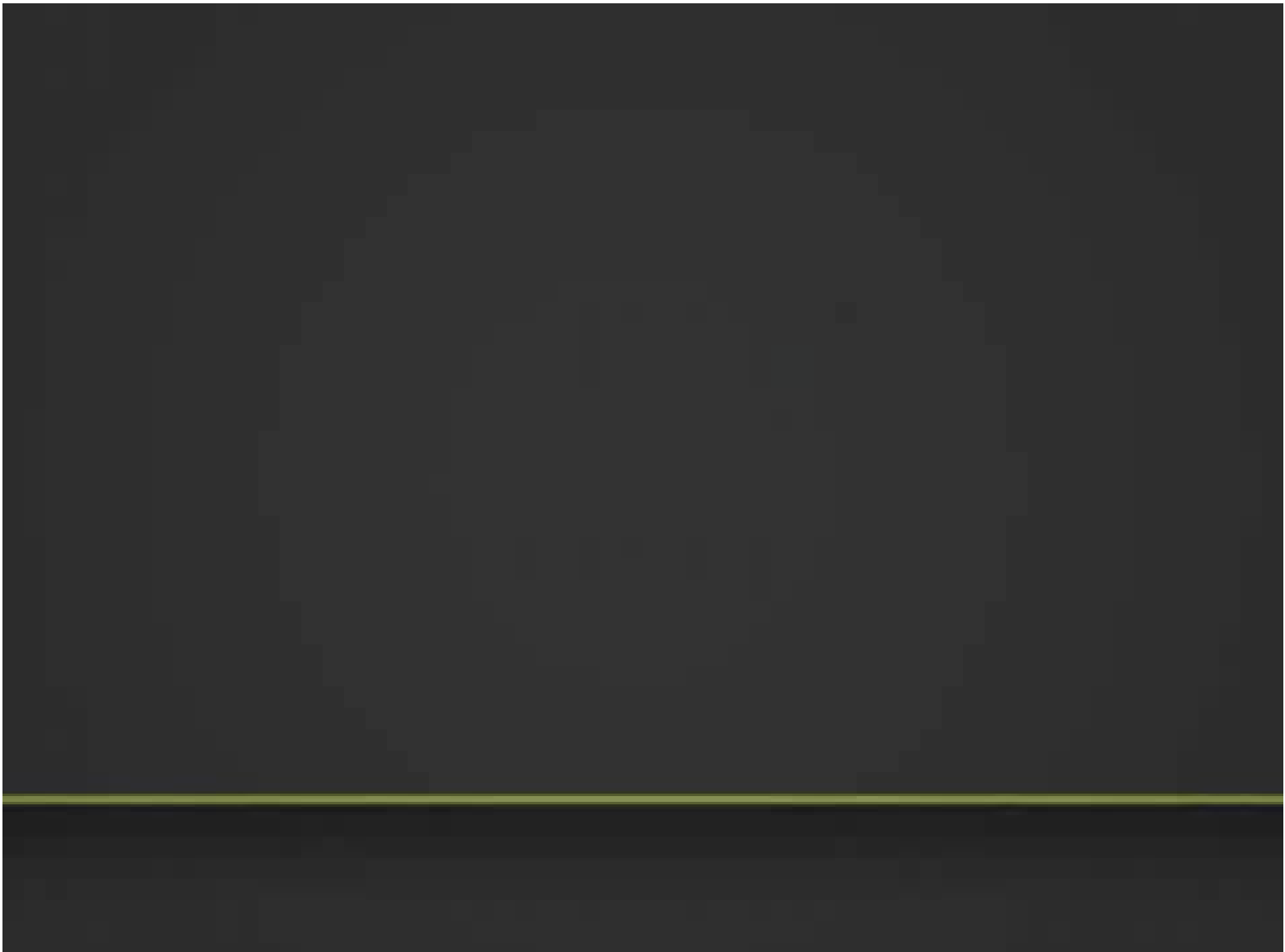


Table Settings

4. **Basic things to remember about table settings:**
- Utensils are placed in the order of use.**
 - Use utensils from the outside in toward the plate.**
 - Forks go to the left of the plate.**
 - Knives and then spoons go to the right of the plate.**

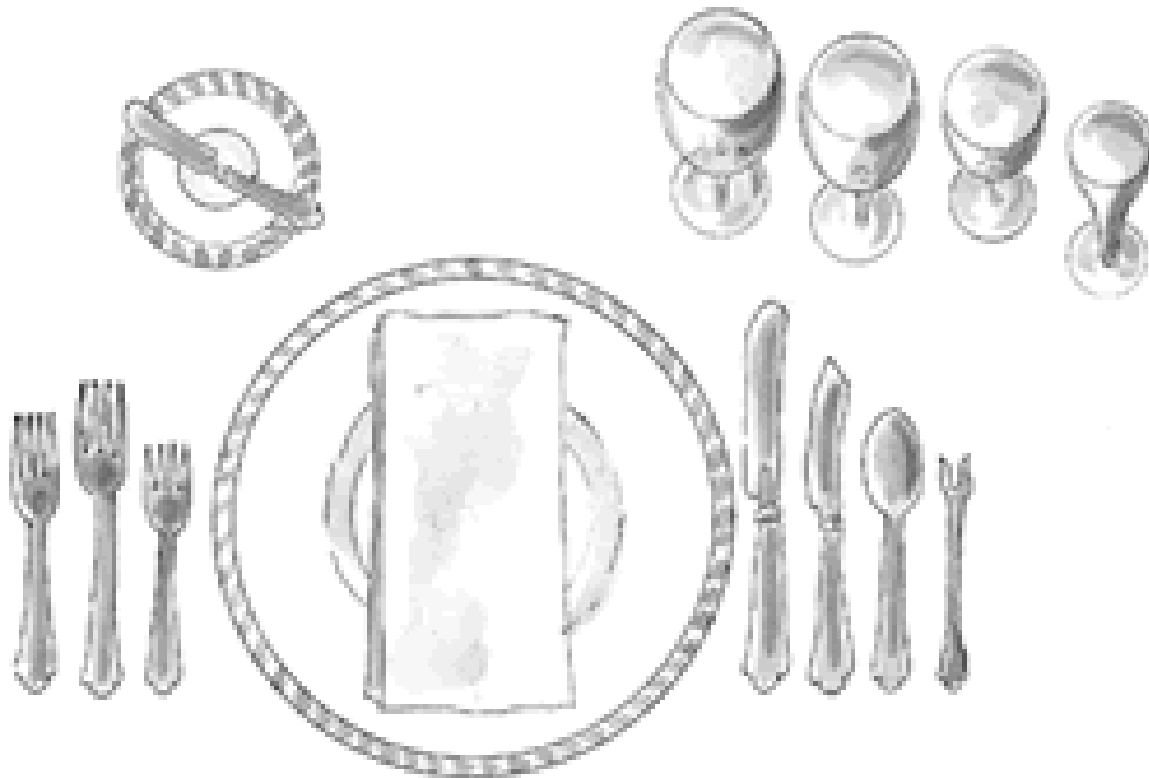


Table Settings

5. Basic Table Setting

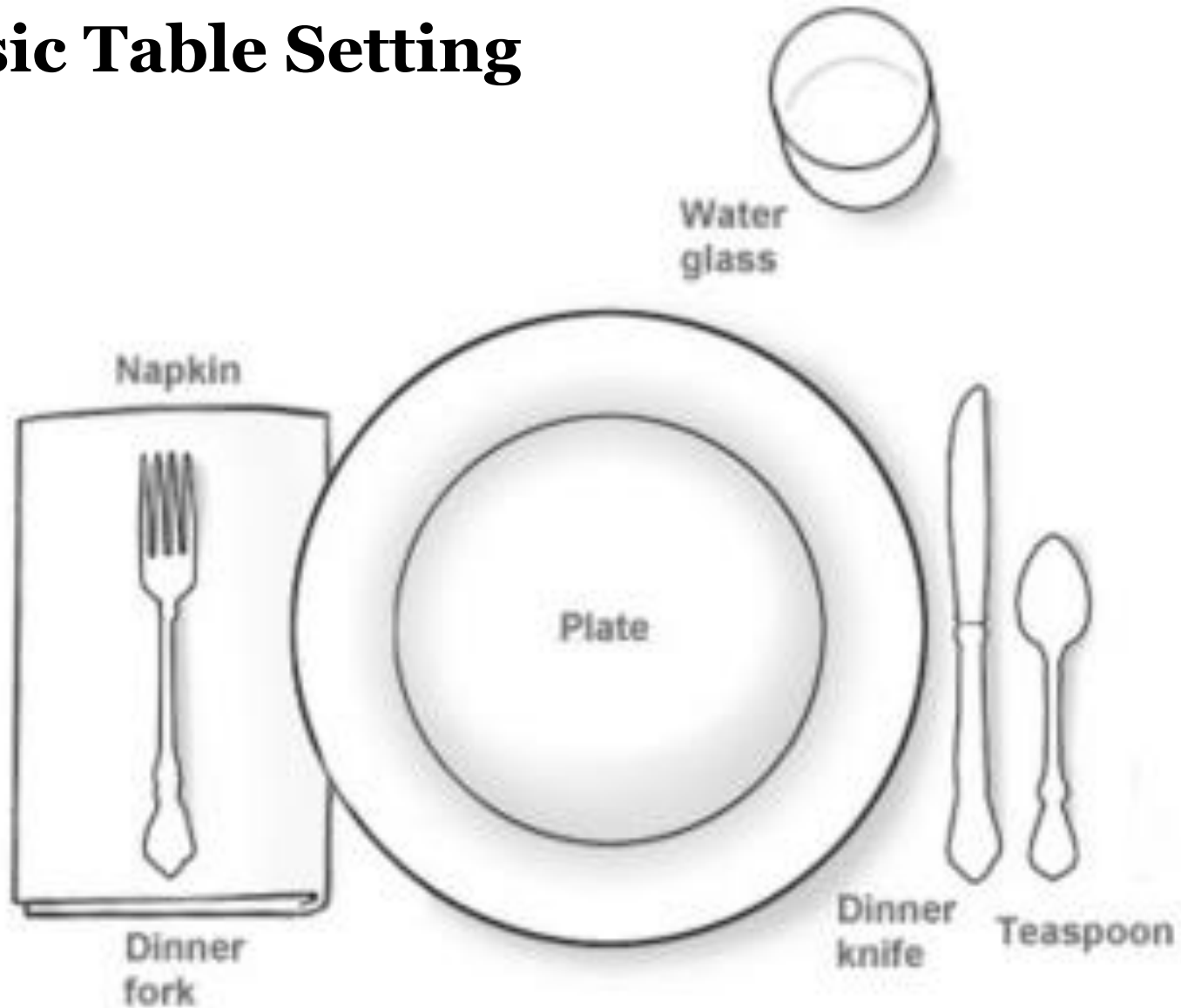


Table Settings

6. Informal Table Setting

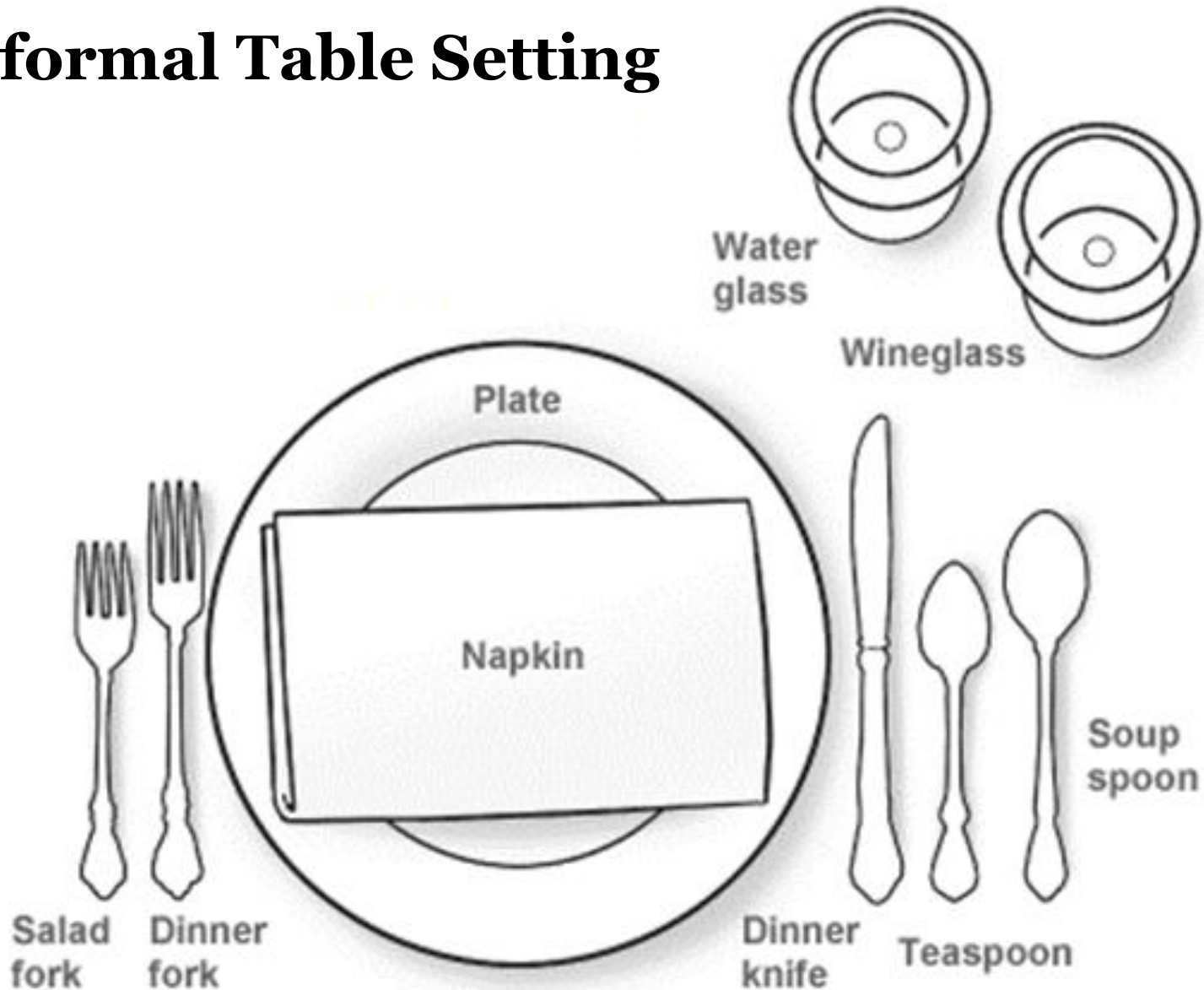
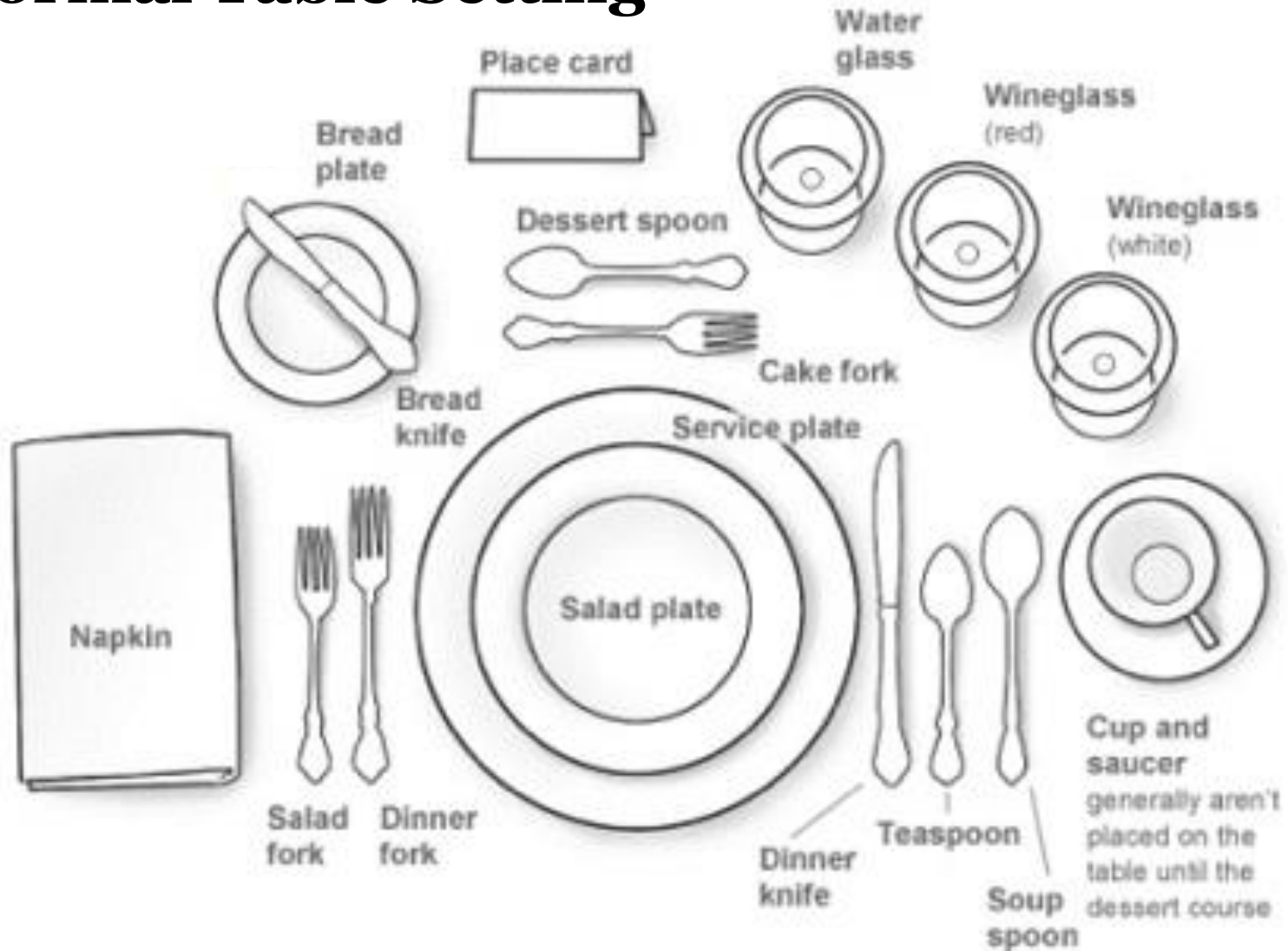
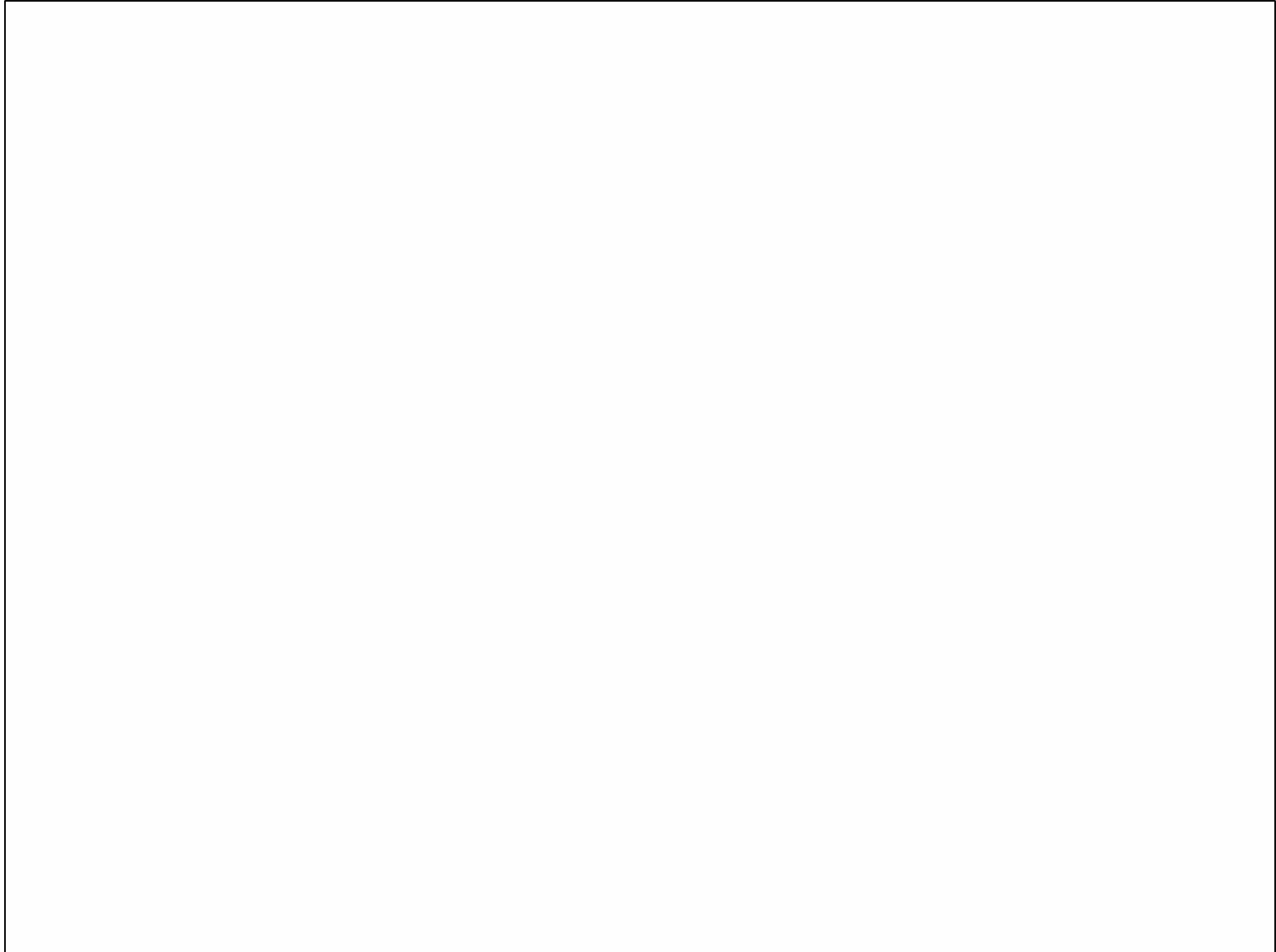


Table Settings

7. Formal Table Setting



Video Clip



Napkin Folding

A folded dinner napkin can turn any meal into a fancy feast. Let's practice!



The Pyramid

- 1. Lay the napkin face down in front of you.**



The Pyramid

2. Fold the napkin in half diagonally.



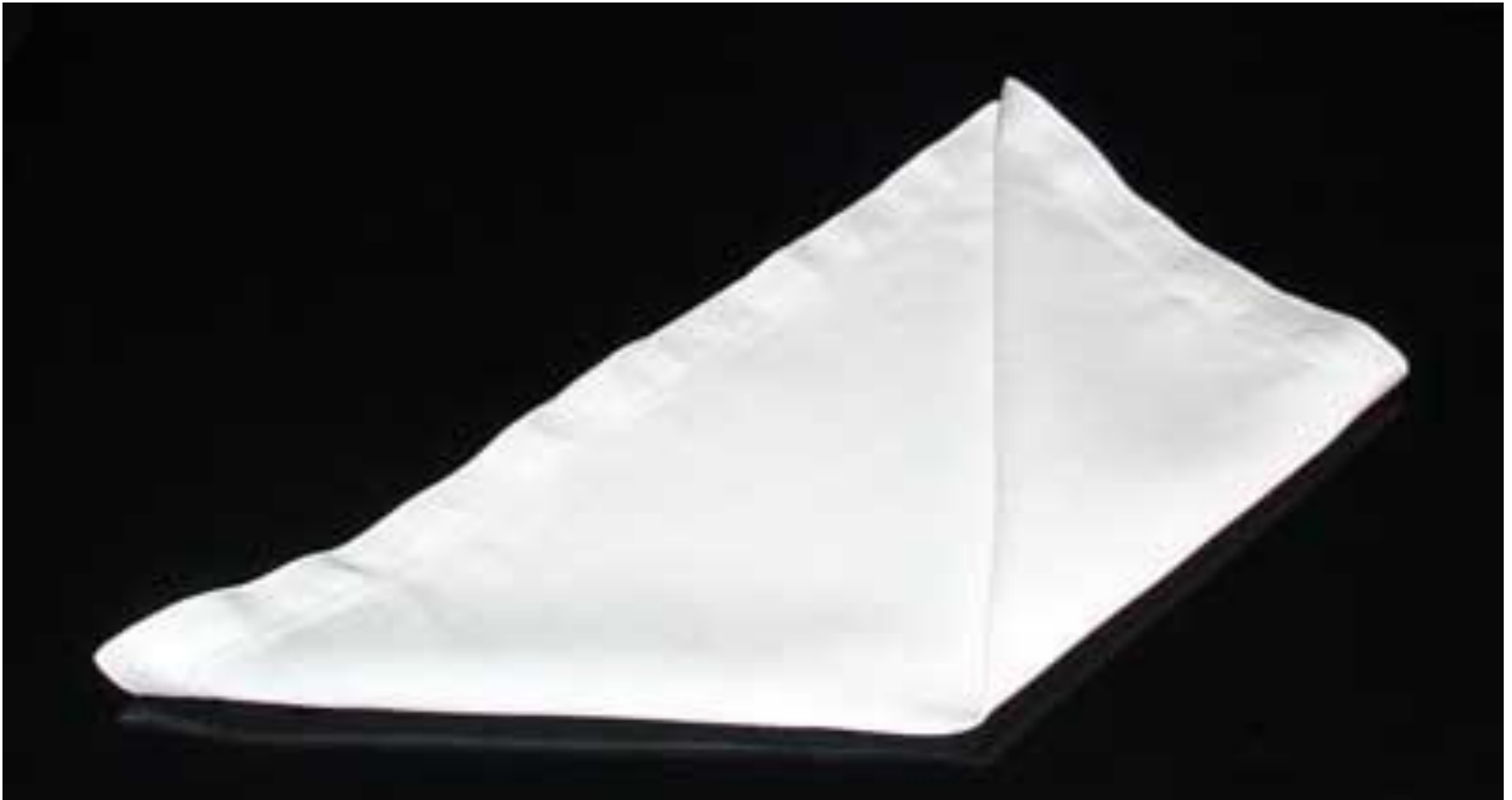
The Pyramid

3. Rotate the napkin so the open end faces away from you and the folded end is closest to you.



The Pyramid

4. Fold the right corner up to meet the center corner.



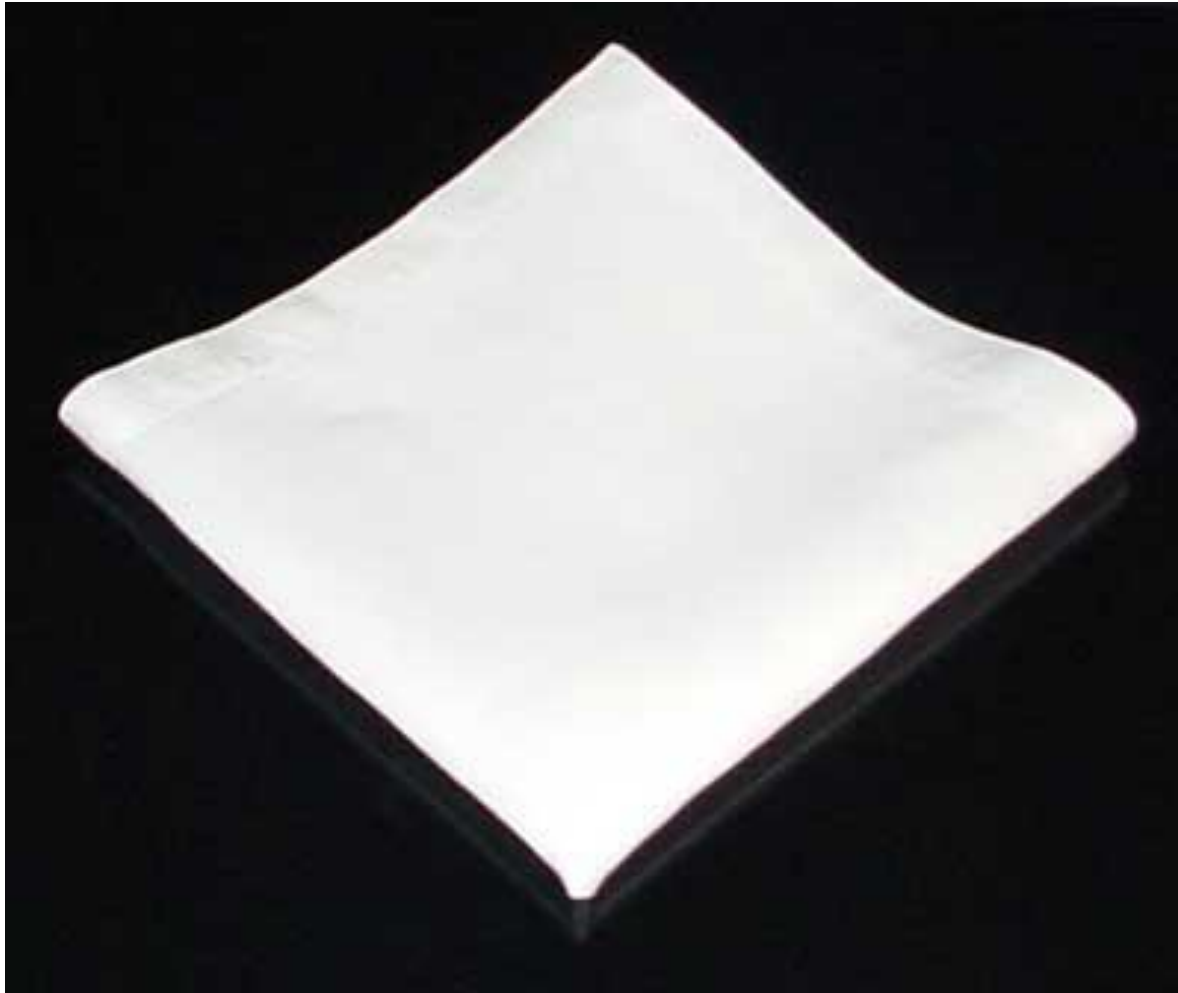
The Pyramid

5. Fold the left corner up to meet the center corner. This will create a diamond shape with a opening running down the center.



The Pyramid

6. Turn the napkin over, keeping the open end facing away from you.



The Pyramid

7. Fold the napkin in half by bringing the farthest point of the diamond down to the point closest to you.



The Pyramid

8. Turn the napkin over again, this time keeping the open end facing toward you.



The Pyramid

9. Fold the napkin along the center seam and stand it up on a flat surface. Be sure the “chicken wings” are inside the fold, not outside.

