

## **Salad**

- If the dressing is near you, offer it first to the person on your right.
- If you're not sure you will like the dressing, you may sample a little, pass it on, then have it passed back to you later.
- To eat cherry tomatoes, using both knife and fork, pierce them carefully to relieve pressure with the sharp point of your knife or fork first, then cut them.
- If you order a salad as your entrée, use the large fork.

## **Bread or Rolls**

- Pass bread and butter to the right (counterclockwise).
- Place bread on the plate to your left.
- Place butter on the bread plate before you butter the bread (if in foil, fold foil and place under rim of plate).
- Don't cut bread; tear off bite-sized pieces and butter them a bite at a time just before you eat them.

## **Eating your Entrée**

- If you have bones, pits, seeds or other objects that can't be swallowed in your mouth, remember this rule: what goes in with a fork, comes out with a fork, in with the hand, out with the hand, e.g. olives, grape seeds. If the object to be removed is something unsightly, remove it with and leave it in your napkin.
- If crumbs or other food get on the table, leave them there.
- If you have peas or other difficult food to capture with your fork, push them to the side of your meat; don't touch food with your hands that should be eaten with a fork.
- Try to eat food evenly; don't eat all of one item first.
- Leave a little at the end to show you are satisfied (not "full").

## **Dessert**

- After your dinner plate is removed, remember to slide your dessert fork and or spoon down (which are set above your dinner plate).

## **Picking up the Tab**

- Whoever initiates the meal usually takes the tab.
- If it is unclear who should pay, offer once to pay your own portion, then don't argue. If your offer is refused, simply say thank you.



# Dining with Style

HANOVER COLLEGE  
CAREER CENTER

**W**hile they may seem mind-boggling at first, the rules of dining etiquette are pretty clear and simple once you understand them. Below they are outlined according to the time they are encountered during a meal.

### **Napkins**

- Open your napkin just above your lap as soon as everyone is seated and place it on your lap with the crease toward you.
- If you have to leave in the middle of the meal, do so between courses, leaving the napkin on your chair.
- After all at the table have finished the entire meal, fold it loosely, and lay it to the right of your plate.
- At a formal meal, if it falls to the floor, ask the server for another to replace it.

### **Table Setting**

- Utensils are arranged according to use, from outside in. There should not be any extras to confuse you.
- Shrimp forks (2 tines) are the only forks set on the right, just to the right of or on the soup spoon.
- The dessert spoon and/or fork are located above plate; pull them down together after the entrée has been removed.
- A teaspoon will be served with your cup and saucer if the latter are not already laid.
- Your bread and salad are to your left if laid before; your glasses and cup are to your right.

### **About Elbows**

- Keep your elbows off the table tucked close to your sides. British school children are taught to do this by holding books under their arms while they eat.

### **Use of Utensils**

- Hold the utensils by allowing them to rest gently on your fingers rather than grasping them in a fist.
- Always lay your knife at top of plate with the blade facing you when it is resting between uses.
- Cut only one or two pieces of food at a time.

- At end of the course, signal you are finished by bringing knife and fork together at an angle to the right their points crossing the center of the plate (for easy removal).
- As you finish, don't leave any utensils in a dish that is not flat. If eating soup or dessert from a bowl or cup or drinking from cup, always leave your spoon or fork *on the plate below* the bowl or cup when you are finished to signal to the waiter that they are ready to be removed.
- If you need to keep your knife (after the salad course, for example), place it on your bread plate.

### **Beverages**

- If you want to add sugar or sweetener, use no more than two packets for the whole meal, tear them  $\frac{3}{4}$  across, and leave the empty wrapper below the rim of your plate.

### **Begin Eating**

- Wait until everyone at your table is served to begin eating.
- If you are at someone's home, rather than at a business meal, wait for your hosts to begin eating so that you don't find yourself with a spoon in your mouth when they offer a blessing.

### **Soup**

- Move the spoon away from yourself to fill it, then sip *silently* from its side, rather than inserting it into your mouth. Don't slurp! Wait for it to cool a little if you need to.
- Tilt the bowl away from you if you want to get a last bite.
- A few soups are hard to eat: for French onion, if you can't cut cheese with side of spoon against the bowl, leave the cheese behind; cut noodles in noodle soup with the side of the spoon.

### **Salt and Pepper**

- Salt and pepper should not be used until the food is tasted first, even when you know that it will need seasoning.
- They are always passed together and placed near the person beside you, not handed to them.
- Don't use salt and pepper while they are on the way to the person who asked for them; instead ask to use them next.