



What is Etiquette?

Etiquette can be defined as “behaviour that is deemed appropriate in certain cultural, social, and/or professional situations”. Your ability to behave appropriately in a dining situation will demonstrate a sense of competence, and will likely create credibility.

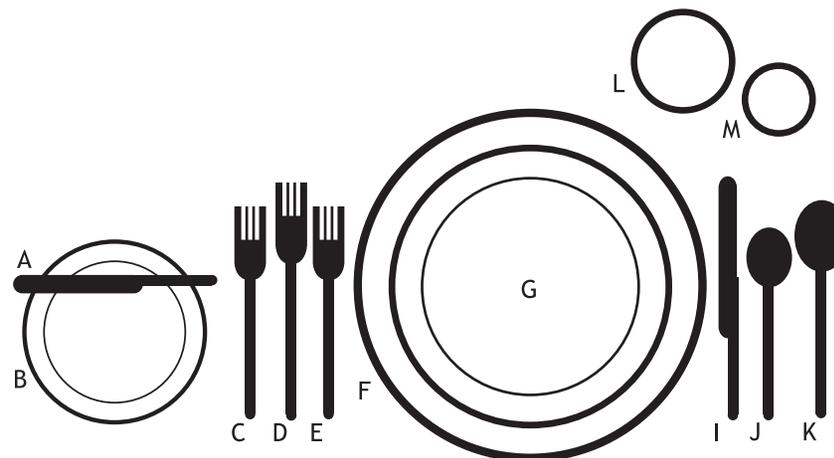
Basic Rules

- Wait until all are served before beginning to eat.
- Eat to your left, drink to your right. Any food dish to the left is yours, and any glass to the right is yours.
- Starting with the knife, fork, or spoon that is farthest from your plate, work your way in, using one utensil for each course.
- Tear off a small piece of bread to butter (a portion size that you can reasonably fit in your mouth). Never butter the whole slice.
- Pass food from the left to the right.
- Taste your food before seasoning it.
- Try a little of everything on your plate.
- The napkin rests on the lap until the end of the meal.
- Unless you are cutting something that requires both hands, your idle hand should be in your lap.
- Thank your host(s) for a wonderful meal.
- Keep your cell phone on vibrate or silent - and don't constantly glance at it.

Appropriate Handling of Silverware

Both styles are commonly used and appropriate within proper dining etiquette.

- **American Style:** Knife in right hand, fork in left hand holding food. After a few bite-sized pieces of food are cut, place knife on edge of plate with blades facing in. Eat food by switching fork to right hand (unless you are left handed).
- **Continental/European Style:** Knife in right hand, fork in left hand. Eat food with fork still in left hand. The difference is that you don't switch hands-you eat with your fork in your left hand, with the prongs curving downward.



- A - Butter Spreader
- B - Bread & Butter Plate
- C - Salad Fork
- D - Dinner Fork
- E - Dessert Fork
- F - Service of Dinner Plate
- G - Soup Bowl
- I - Dinner Knife
- J - Teaspoon
- K - Soup Spoon
- L - Water Goblet
- M - Wine Glass

Dietary Concerns

If you have specific dietary requirements (such as vegetarian or food allergies), it is best to advise your host(s) in advance. However, if you are not provided with the opportunity, here are a few suggestions:

- Find a server or attendant prior to taking a seat at your table and inquire about alternative meal options.
- If you cannot find an attendant prior to the meal being served, discretely ask the server for an alternative meal if possible.
- Be prepared to answer questions about your diet in a non-political or confronting manner. This is not the time to get involved in a political debate about animal rights or religious beliefs, nor is it appropriate to divulge personal details about any health conditions. A simple, discrete response is appropriate.
- Consider the rules of etiquette when traveling abroad or participating on international exchanges. Business etiquette is based around cultural values and norms. Do your research in advance to know what is appropriate and what to expect.

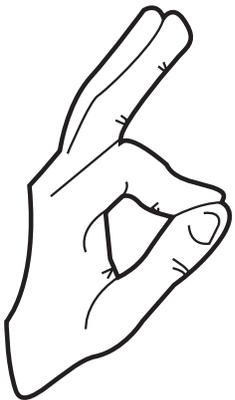
How to be the Perfect Guest

1. Call the host a day in advance to confirm the date, time and location of meeting.
2. Phone ahead if you are late.
3. Dress appropriately.
4. Mingle with other guests (you were invited for a reason).
5. Contribute to the meal by offering good conversation, maintaining good listening skills and staying aware of other's needs.
6. Sit when invited to by your host.
7. Let your host direct you to the most appropriate chair.
8. When ordering follow the lead of your host.
9. Only order alcohol, appetizers or dessert if your host does or offers.
10. Formally thank your host for their generosity.

Top Dining Etiquette Mistakes

1. Talking with food in your mouth.
Cut one piece of food at a time and place small pieces in your mouth.
2. Consuming too much alcohol.
Follow your host's lead.
3. Discussing inappropriate topics.
Prepare topics of conversation and questions that show an interest in your guest ahead of time.
4. Eating from the wrong plate.
Remember: "b" = bread plate on your left and "d" = drink, glasses on the right.

b
BREAD



d
DRINK

