

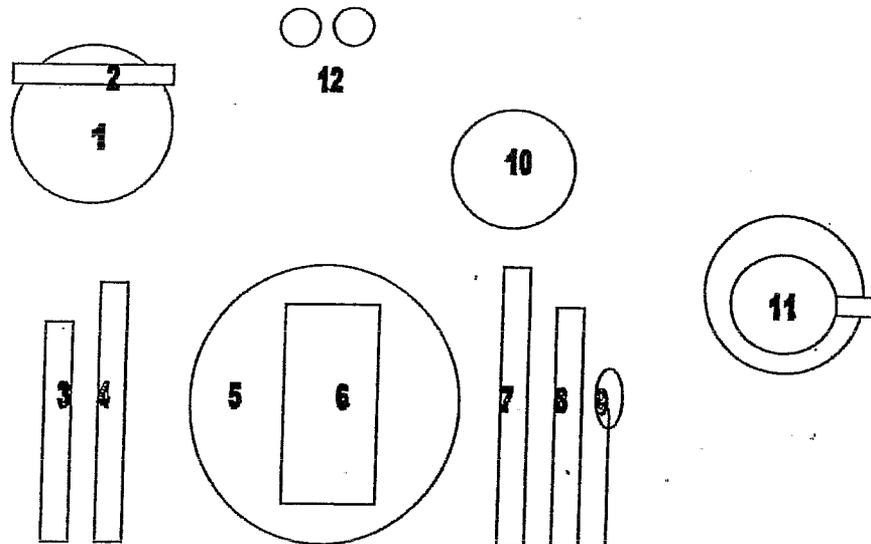
## DINING TIPS

- Sit up straight with feet flat on the floor
- Hold utensils correctly
- Chew with your mouth closed
- Start at the outside of the place setting and work inwards
- Pass BOTH salt and pepper
- Break bread into small pieces
- Place your napkin on your chair if you leave the table during the meal
- Place your napkin to the right of your plate when finished eating – not on the plate
- Pass food to the right
- Season food ONLY AFTER you've tasted it
- Food is served on the left and dishes are removed from the right
- No elbows on the table
- Cut only one bite at a time
- Wait for everyone at your table to be served before you begin eating

## ETIQUETTE TIPS

- Make certain your cell phone/beeper is turned completely off – not on vibrate
- Greet people with a smile and firm handshake. Look them in the eye
- Be punctual – arrive a few minutes early
- "Less is more" in a business setting
- Say "Please" and "Thank you"
- Smile
- Polish your shoes
- Clothes must be neat, pressed and fit well
- Excuse yourself to the restroom to blow your nose, pick your teeth, etc. Wash hands before returning to the table
- Men – rise when the woman next to you leaves her chair and returns to her chair

## BASIC TABLE SETTING



- |   |                       |    |                     |
|---|-----------------------|----|---------------------|
| 1 | bread plate           | 7  | entrée knife        |
| 2 | butter knife/spreader | 8  | salad knife         |
| 3 | salad fork            | 9  | teaspoon            |
| 4 | entrée fork           | 10 | water goblet        |
| 5 | plate                 | 11 | coffee cup & saucer |
| 6 | napkin                | 12 | salt & pepper       |