

# ETIQUETTE AT A GLANCE

Principles of kindness, thoughtfulness and common sense

## I. TABLESETTING

## II. TABLE MANNERS

### A. Restaurant:

1. Being seated? By who?
2. "Wallet" orders first
3. Napkin know-how:
  - a. time—when seated
  - b. placement—on lap and 1/2 unfolded
  - c. use—not a tissue
  - d. leave—put on chair
  - e. after meal—on table; neat, but not refolded
4. Utensils:
  - a. outside in
  - b. European vs. American—both acceptable
  - c. after meal at 5 and 10 o'clock across plate

### B. Home/Party:

1. Follow host/hostess—seating and eating
2. Pass food to the right
3. Wait for all at table to be served
4. Serve right, pick-up left
5. Don't like?—take a little or none at all
6. Reach for food only in front of you; remember please and thank-you's
7. Practice makes perfect!!!

## III. CONVERSATION

1. Plan ahead—current events, variety, concise, share, etc.
2. Keep it pleasant during meals
3. Introductions:
  - a. eye contact
  - b. firm handshakes
  - c. introduce—old to young, woman to man, higher to lower status
  - d. repeat name

## IV. GENERAL DATING

1. Don't be late
2. Making date: be unique and specific
3. Say no with tact
4. Attention goes to your date
5. Thank you's
6. Be yourself!!!