**TABLE SETTING AND ETIQUETTE**

**STUDY GUIDE**

**Name:\_\_\_KEY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period:\_\_\_\_\_**

1. **Setting the table influences**
	1. *Appearance of the food served.*
	2. *Sets the tone/feeling of the meal.*
	3. *Makes people feel important.*
2. **Three Components of a Place Setting**
	1. *Dinnerware*
	2. *Flatware*
	3. *Glassware*
3. **Cover**
	1. *Arrangement of a place setting for one person.*
	2. *Allow 20-24” for each cover with the dinner plate in the middle.*
4. **Proper Dinnerware Placement**
	1. *Dinner Plate: 1” from the table edge*
	2. *Bread/Butter Plate: Top left and above the salad plate*
	3. *Salad Plate: Lower left and above the napkin*
	4. *Soup Bowl: On the dinner plate or a separate soup plate*
5. **Types of Flatware**
	1. *Soup spoon – larger than teaspoon*
	2. *Salad/dessert fork – smaller than a dinner fork*
	3. *Butter knife – shape and size smaller than dinner knife*
6. **Proper Flatware Placement**
	1. How many inches from the table’s edge? *1 to 1 ½”*
	2. Forks: *left of the plate; dessert fork placed above the center of plate*
	3. Knives and Spoons: *right of plate; dessert spoon above center of plate*
	4. Arrange in order of what? *Use; starting at the outside and working toward the center.*
	5. Forks with tines where? *Tine up*
	6. Knives with sharp cutting edge towards where? *Towards the plate*
	7. Spoons with the bowls (of the spoon) where? *Bowls up*
	8. Butter knife placed where? *On the bread/butter plate*
7. **Proper Glassware Placement**
	1. Water goblet: *Tip of the knife blade.*
	2. Other beverage glasses: *right of goblet, slightly forward & diagonal*
	3. Cup and saucer: *lower right*
8. **Placement of Napkin**
	1. Three places:
		1. *Left of the forks*
		2. *Center on the dinner plate*
		3. *In the water goblet*
	2. When napkin is removed, it should never what? *Disturb the flatware*
9. **Common Rules of Etiquette**
	1. Sitting down: *From the left side of your chair.*
	2. Passing food: *to the right.*
	3. Napkin:
		1. *Place on lap before starting to eat*
		2. *Cover your mouth and nose if you must cough or sneeze.*
		3. *Leave on your chair if leaving the table and returning during a meal.*
		4. *Leave to the left of the plate when finished with the meal*
	4. When eating with a small group: *wait until everyone is served before eating*
	5. Follow the actions of whom? *Host/Hostess*
	6. Avoid talking with what in your mouth? *Food*
	7. Chew with your mouth what? *Closed*
	8. Cut food: *Into bite-sized pieces; as you eat, not all at once.*
	9. How should you sit at the table? *Sit up straight*
	10. Avoid leaning on what at the table? *Elbows*
	11. When finished with soup: *Place spoon on soup plate*
	12. Eating a roll/bread:
		1. *Break one piece off at a time, butter and eat.*
		2. *Place butter on your own plate before buttering your bread/roll*
	13. Tipping Etiquette: *For good service: 15-20% of the total bill*
	14. Where to tip? *Restaurants and beauty salons*
	15. Cell Phone Etiquette:
		1. *Turn your cell phone to vibrate or off.*
		2. *Avoid checking your phone.*
		3. *If it is an emergency, excuse yourself from the table*
		4. *Keep your voice down when talking on a cell phone*