

Introductions and Etiquette

1. What do you do if you can't remember the name of the person to whom you are introduced?
Approach them privately to refresh memory
2. What do you do about rising when you are introduced to an older person?
Men always rise, women rise if a large age difference 21– 50 not 40–50
3. What do you do when you are introduced to someone whom you have just met?
Build a conversation
4. What do you do if another couple joins your group and no one introduces you?
Introduce yourself to the group
5. What do you do if you are wearing gloves when you are introduced?
Women do not remove gloves, men remove gloves
6. How should you acknowledge an introduction?
“How do you do!”
7. How should you introduce your parents to the principal of the high school?
Mother, may I introduce Mr. Jones.
8. How should you introduce a newcomer to a roomful of people?
Sally Smith, John Jones; Sally Smith, may I introduce John Jones
9. How should you introduce your date to two other couples when he doesn't know any of the others?
John Smith, may I introduce Susan Bell and Joe Mann
10. How should you introduce a clergyman?
Bishop, Father, Mr. or by their correct title
11. How should you introduce another girl and your sister to each other?
Janice Bell, may I introduce my sister, Jane.
12. Does a man always shake hands with another man?
Yes, unless in a dining room or a crowded restaurant
13. Does a woman rise when she meets another woman?
Miss 21 should rise for Mrs. 50, but Mrs. 40 does not for Mrs. 50
14. What does a man do when he is introduced to a woman?
Rise
15. Does a woman shake hands with another woman?
If they wish. English shake hands, Americans prefer to smile and nod
16. Does a woman rise when she meets an older man?
Yes
17. Does one use academic titles—professor, doctor, dean—when making introductions?
Yes
18. Where do you put your dinner knife and fork when you have finished the dinner course?
On the plate in the middle
19. Where do you put your iced-tea spoon when no coaster is provided?
Leave in glass
20. Where do you put your napkin when you are called to the phone during dinner?

Neatly folded and placed to the left side of your place setting

21. What would you do if you found a fly in your dessert and you were dining at a friend's house?
Eat what you can and plead a poor appetite if the situation is too unpleasant
22. What would you do if you got a piece of gristle in your mouth which you couldn't swallow?
Don't attempt to conceal it behind a napkin or cupped hand. Use fingers to remove it
23. What would you do if you spilled jam or catsup on the tablecloth at a dinner party?
Bring it to the attention of the hostess
24. Would you leave food on the floor in a certain cafeteria if you had spilled it?
Call a waiter
25. Would you cut your head lettuce with a knife?
Yes
26. Would you put your napkin upon the table before everyone had finished?
No
27. Would you dip your napkin in your finger bowl?
No
28. Would you wait for the hostess at your table to begin eating before you started?
Yes
29. Would you break a hamburger sandwich in two before eating it?
Yes
30. Would you butter a whole slice of bread at once?
No