

# Dining Etiquette

## When will you use dining etiquette?

- **Pre-Interview** - Open house, club event, networking event
- **Interview** - Lunch or dinner interview
- **Internship event** - Lunch or a party at the end of an internship
- **Client meeting**
- **Company celebration** - Office parties, retirement parties, etc.
- **Social events (outside of work)** - Weddings, dates, dinner with your in-laws, etc.

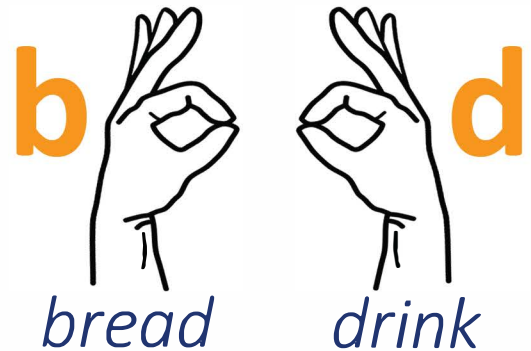


### When you first sit at the table...

- Do not sit at the table until the host has sat down or instructed you to do so.
- Introduce yourself to others at your table (stand if you are already seated and somebody approaches you.)
- Place the napkin on your lap. If it is dinner, unfold the napkin all the way; for lunch, fold the napkin in half with the "point" pointing towards your knee.
- DO NOT eat off the charger plate (if there is one there). The charger plate is a large plate (often made of some material other than china) which stays at your place and dinner plates are placed on top of it.

### Bread

- Your bread plate is always on your left and your drink glasses on your right.
- Follow the lead of your host. Do not serve yourself bread until they do. This is the same for every course.
- Pass to your left.
- Place a pat of butter on your plate, rather than slathering the entire roll at once.
- Break apart bite-sized pieces of bread one at a time and butter each piece individually.



With this easy trick, you'll never have to guess which bread plate or drink glass belongs to you

### Soup

- Scoop the soup in the direction away from you.
- Sip the soup from the side.
- Never blow on hot soup, wait for it to cool.
- Never pick up your bowl to drink the final drops.
- When done, place your spoon on the right side - on the saucer under the soup bowl.

### Salad

- Use the salad dressing then pass to your left. If there is a handle, pass with the handle pointing toward the person you are passing to.
- Lift croutons off your plate, do not stab them.
- Do not stab cherry tomatoes - they may fly away.
- It is okay to cut large pieces of lettuce.

## Remember to AVOID...

- ✗ Tucking your napkin into your shirt.
- ✗ Ordering alcohol. There are sometimes exceptions to this rule, but it is always better to play it safe.
- ✗ Ordering food that is hard to eat (lobster, spaghetti, etc.)
- ✗ Ordering the most expensive item on the menu. If you're not sure how much to spend, ask your host what they recommend - that way, you can inquire about what tastes good and what is a reasonable price.
- ✗ Chewing with your mouth open!

# Dining Etiquette

## Main Course/Entree

- Small bites! If you are asked a question, you do not want to respond with a mouth full of food.
- Cut only the food you will eat immediately; do not cut all your food at once.
- Pace yourself to the pace of the host.
- If you are resting your utensils, they always go on the plate, never on the linens.
- To signal that you are done, place your fork tines up across the plate with your knife alongside it.



*I'm resting*



*I'm finished*

## Condiments

- Never add salt or pepper before tasting.
- Pass salt and pepper together, even when someone asks for only one.
- If your server adds pepper, parmesan cheese, etc., the proper way to say "stop" is "thank you."

## Coffee/Dessert

- If you want coffee, place your cup right side up to be served.
- Keep your coffee or tea spoon on the saucer.

### FORMAL

