

# dining etiquette

## When Will You Use Dining Etiquette?

- Pre interview - *Open house, club event, etc.*
- Interview - *Lunch or group 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 toward 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 right
- Place a pat of butter on your plate, rather than lathering the entire roll at once
- Break apart bite-sized pieces of bread one at a time and butter each piece individually

## Soup

- Scoop the soup in the direction away from you
- Sip the spoon 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 right. 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

## Condiments

- Never add salt or pepper before tasting
- Pass salt and pepper together (even some one just asked for the salt)
- If your server adds pepper, parmesan cheese, etc., the proper way to say "stop" is "thank you"

## 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 upside down across the plate with your knife alongside it

## Coffee/Desert

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

## NEVER:

- Tuck your napkin into your shirt
- Order alcohol. There are sometimes exceptions to this rule, but it is always best to play it safe.
- Order food that is hard to eat (lobster, spaghetti, etc)
- Order the most expensive item on the menu. If you're not sure how much to spend, ask your host what they recommend, this will make it seem as if you are inquiring about what tastes good, rather than what has a reasonable price.
- Chew with your mouth open!

