

# Important Points to Ponder

## 1. Gender courtesies

- Business - Men/women seat themselves
- Social - acceptable to pull a chair out for a woman

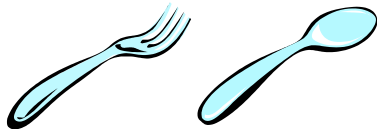
## 2. Table posture

- Comfortable - not rigid or slouchy
- Hands in lap when not in use, no elbows on table during courses



## 3. Silverware

- Move from outside in toward plate
- Hold utensils with forefinger on top, forearms parallel with tabletop
- Politely ask server for clean if it's dirty or dropped
- Never put used silverware on clean linen
- Place silverware in the 5:00-10:00 position on plate to let server know you have finished eating



## 4. Napkins

- Don't UNFURL - fold lies towards you on lap
- Put on chair seat if you excuse yourself during meal
- Fold neatly to right of plate when all at your table are finished with dessert

## 5. Ordering

- Select a medium-priced meal
- Ask host for recommendations
- Stay away from finger foods and anything that flips, slips, drips, squirts, or splats.
- Be courteous to servers, but not overly talkative
- No need to offer or argue to pick up tab - it is the host's responsibility
- Don't order more than you intend to eat



## 6. Drinks

- Don't clank loudly while stirring
- No chewing on ice cubes
- Never stir with the



common sugar spoon

- Stay away from alcohol just one drink if you do

## 7. Courses

- Pass *clockwise*
- *Taste* food before salting
- Pass salt & pepper *together*
- Don't stack plates when finished



### SOUP-

- Spoon away
- Don't dunk or crumble crackers

### SALAD-

- If salad on plate, knife may be used
- If salad in bowl - NO
- Used knife should be placed on butter plate

### ENTRÉE-

- Cut one or two pieces of meat at a time - not all at once
- Place pats of butter on butter plate. After placing roll/bread on bread plate, tear off only one bite's worth, butter it and eat

# Rules of THUMB:

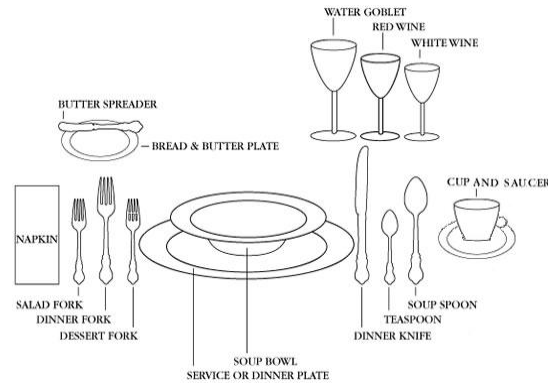


The meal is part of the interview

1. Be prepared with small talk
2. Follow the lead of your host
3. Wait for your fellow diners...to be seated...to start eating...to end the evening
4. If you must excuse yourself, do so between courses
5. Server serves from your left, removes from your right
6. Solids on the left, liquids on the right
7. Remember to thank your host



## Table Setting



### The Basic 4

Pace your eating -  
don't inhale - don't dawdle



Never talk with food in your mouth

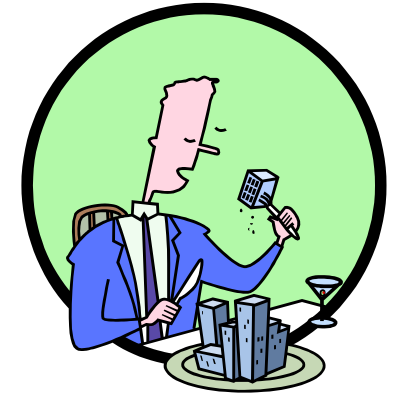


When chewing food,  
keep your mouth closed



Put medium-size bites of  
food in your mouth

# Manners Matter



Compliments of:  
Career Services  
The University of Toledo