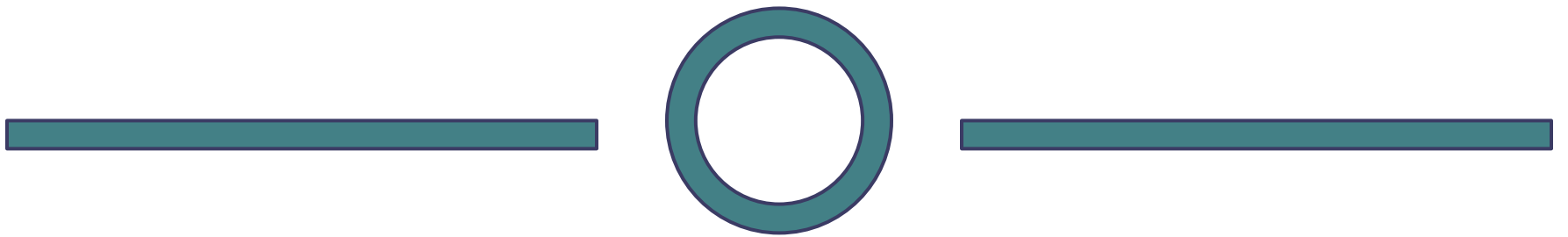


# Manners & Etiquette

*Codes of Polite Behavior*

A series of horizontal lines in shades of teal and white, located to the right of the subtitle.

# 1. What is Etiquette?

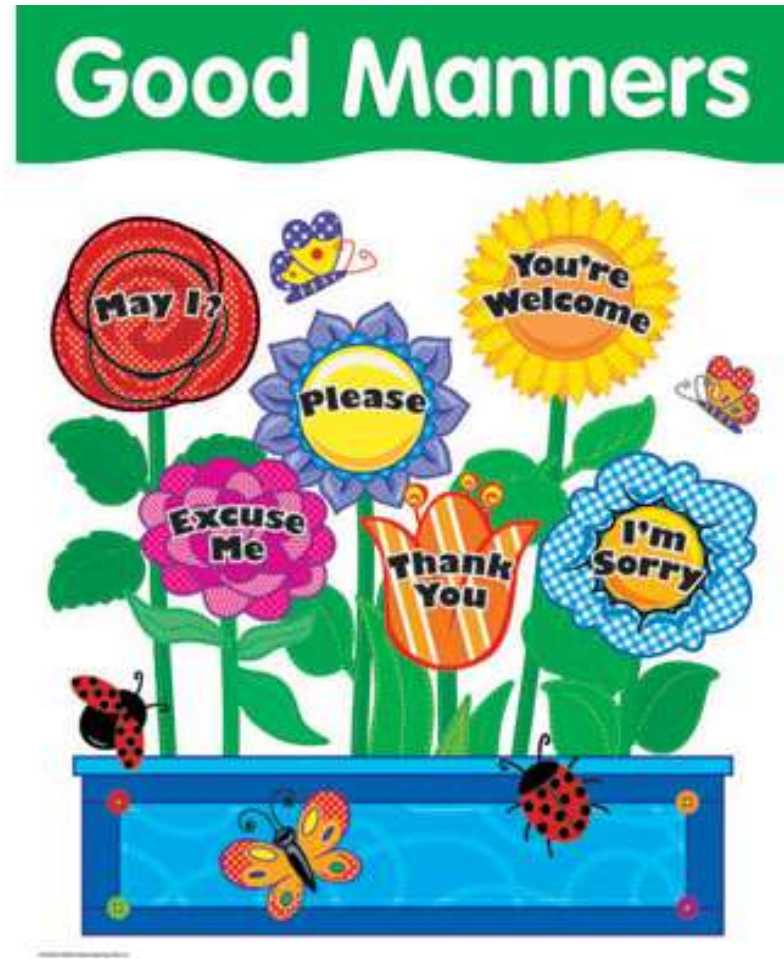
- a. Codes of polite **behavior** used in our society
- b. There are different codes of etiquette all around the **world**
- c. **Etiquette** involves much more than using the correct fork when dining out
- d. Using good manners and etiquette shows **respect** for the people and places around you

\*Where are places you can show good manners?

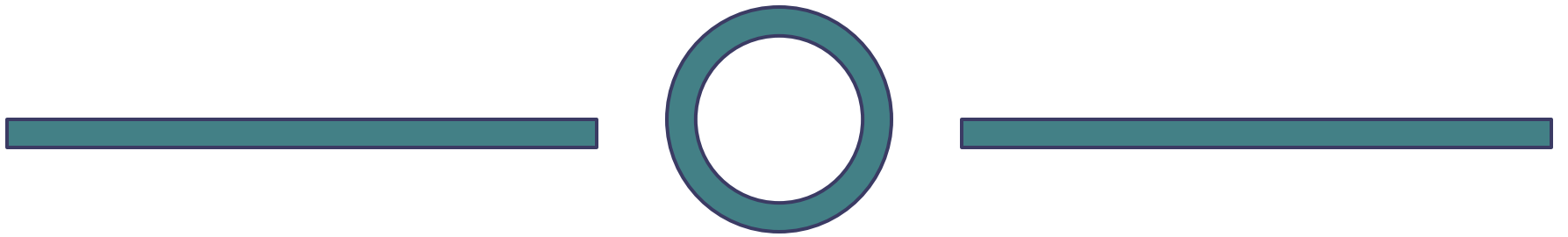


## 2. Basic Social Etiquette

- Be polite
- Say “Please” and “Thank You”
- Remove hats when indoors
- Hold the door for others
- Do not groom yourself in public
- Keep gum chewing to a minimum
- Turn your phone ringer OFF when appropriate
- Keep conversations polite and appropriate
- Be punctual
- Do not pick (nose, ears, etc.)
- Do not swear
- Do not stare



# Basic Dining Etiquette



# Basic Dining Etiquette

- 1. Don't talk with your mouth full. Chew with your mouth closed.**



# Basic Dining Etiquette

**2. Don't reach in front of others. Ask for food to be passed to you.**



# Basic Dining Etiquette

- 3. Don't forget to use your napkin. Place it on your lap during the meal. Don't tuck it into the neck of your shirt.**



# Basic Dining Etiquette

4. Avoid slurping or smacking your food, blowing your nose or other gross noises at the table.





# Basic Dining Etiquette

- 5. Don't use your utensils like a shovel. Take your time and enjoy your meal.**



# Basic Dining Etiquette

- 6. Don't use your phone when dining, especially with company. Turn it off completely or at least put it on silent.**



# Basic Dining Etiquette

- 7. If your dinner party is small, wait until everyone has been served their meal before beginning to eat.**



# Basic Dining Etiquette

- 8. Cut large food items into bite-sized pieces. Don't try to put the whole thing in your mouth at once. Cut only one piece at a time.**



# Basic Dining Etiquette

**9. Don't prop your elbows on the table **WHILE** eating.**



# Basic Dining Etiquette

**10. Say “Excuse Me” if you need to leave the table.**



# Dining Styles & Table Settings



# Dining Styles

- 1. There are two basic dining styles:**
  - a. American**
  - b. European / Continental**





# American Style

## **2. In the American Dining Style:**

- **Food is cut with the knife in the right hand and the fork in the left hand.**
- **After the food is cut, the knife is placed down and the fork transferred to the right hand. Food is placed in the mouth with the tines facing up.**

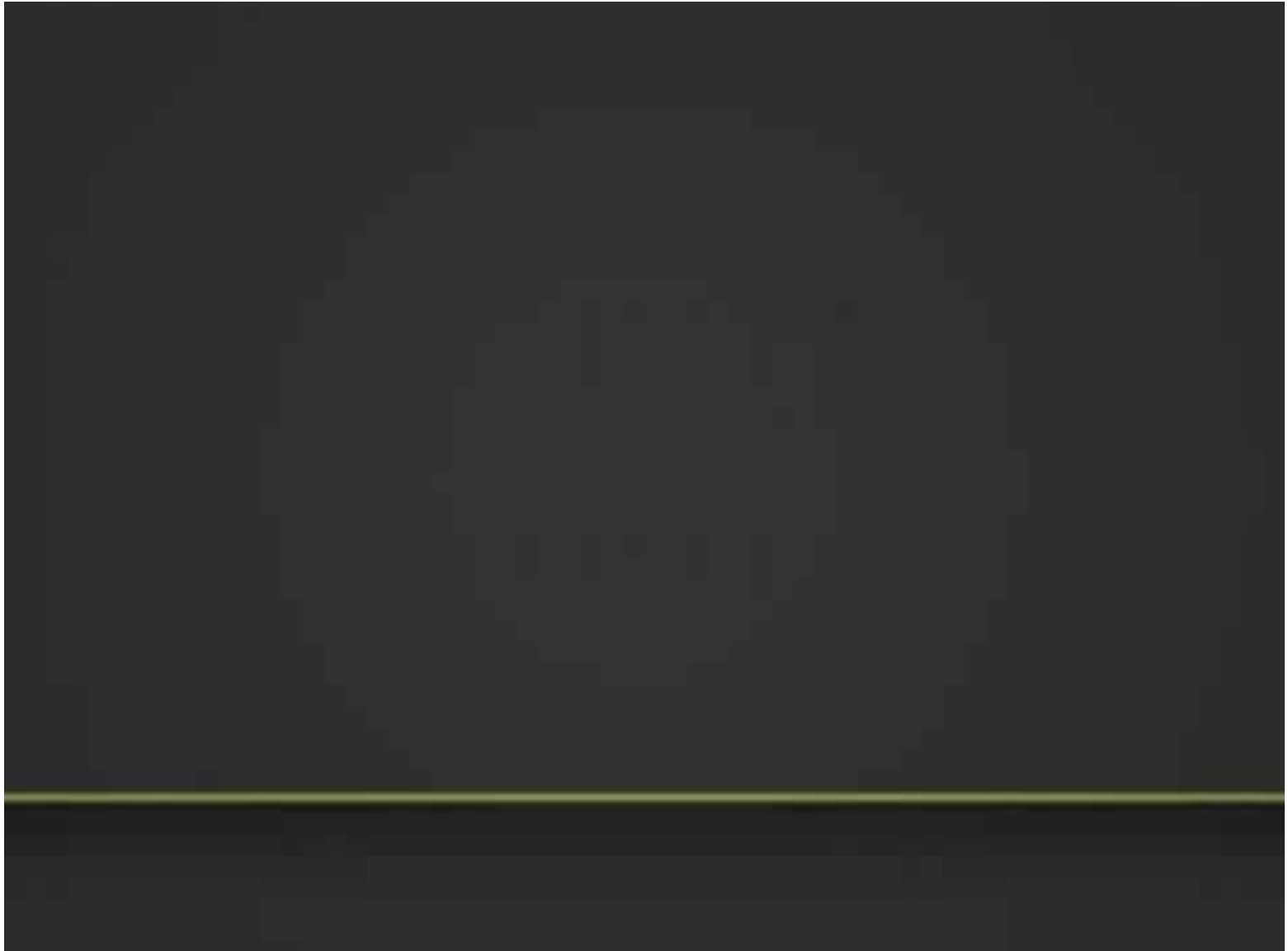


# European/Continental Style

- 3. In the European/Continental Dining Style:**
- Food is cut with the knife in the right hand and the fork in the left hand.
  - After the food is cut, the fork remains in the left hand and food is placed in the mouth with the tines facing down.

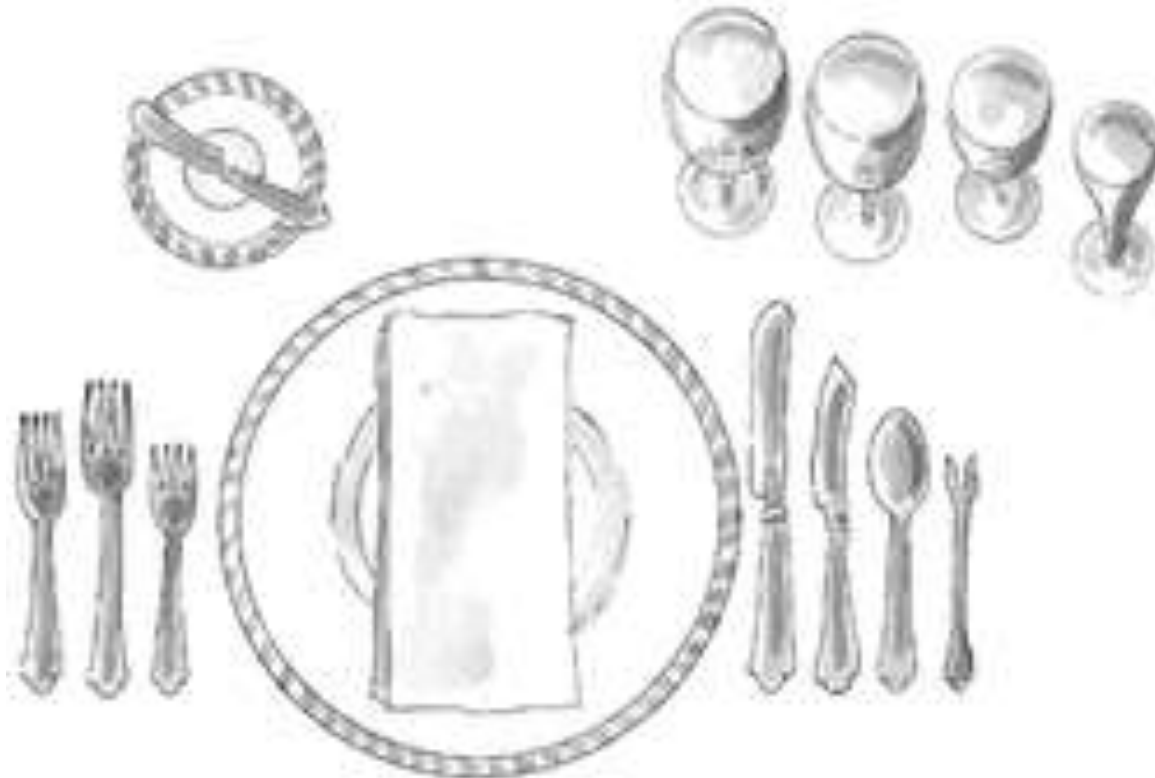


# Video Clip



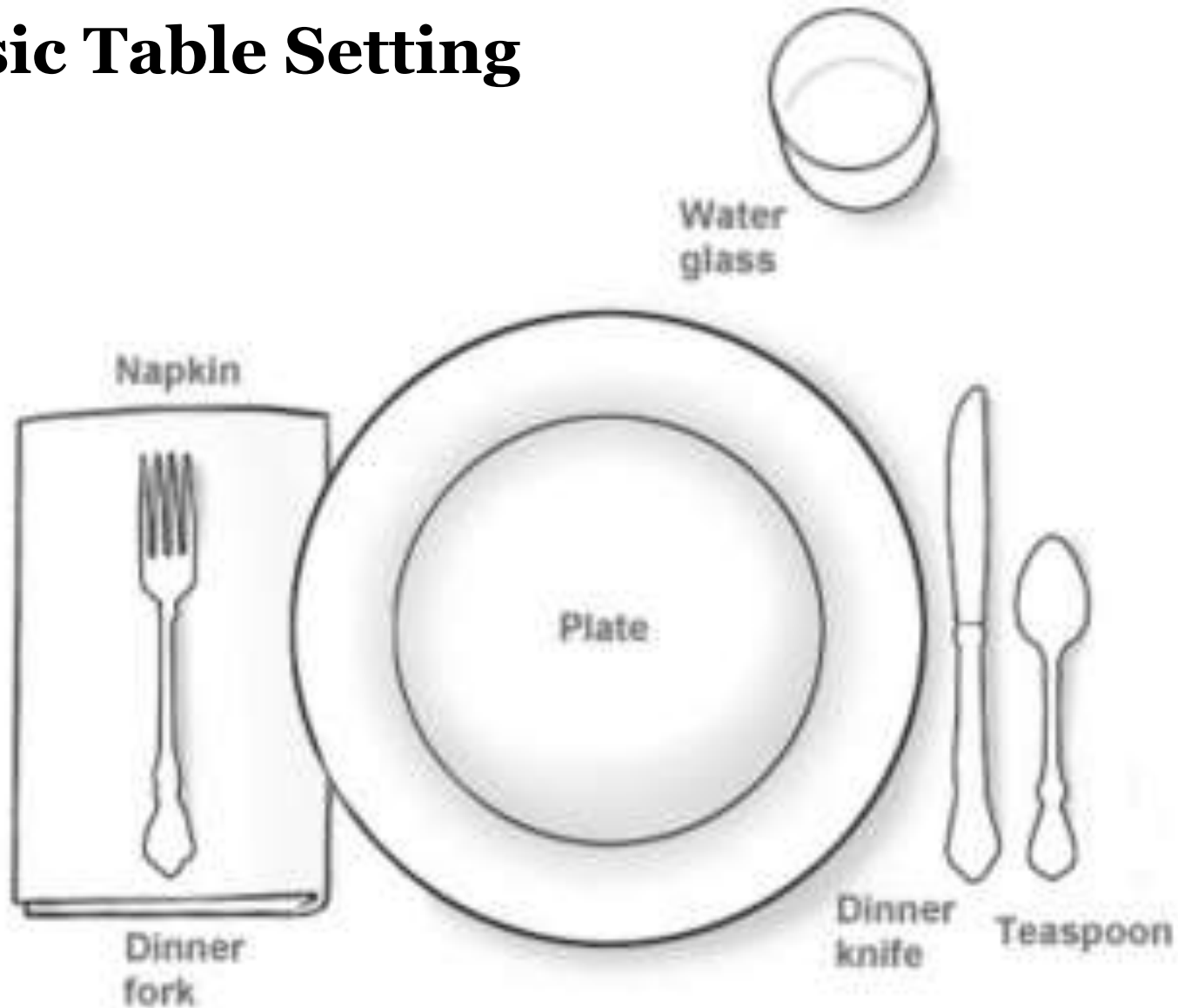
# Table Settings

- 4. Basic things to remember about table settings:**
- a. Utensils are placed in the order of use.**
  - b. Use utensils from the outside in toward the plate.**
  - c. Forks go to the left of the plate.**
  - d. Knives and then spoons go to the right of the plate.**



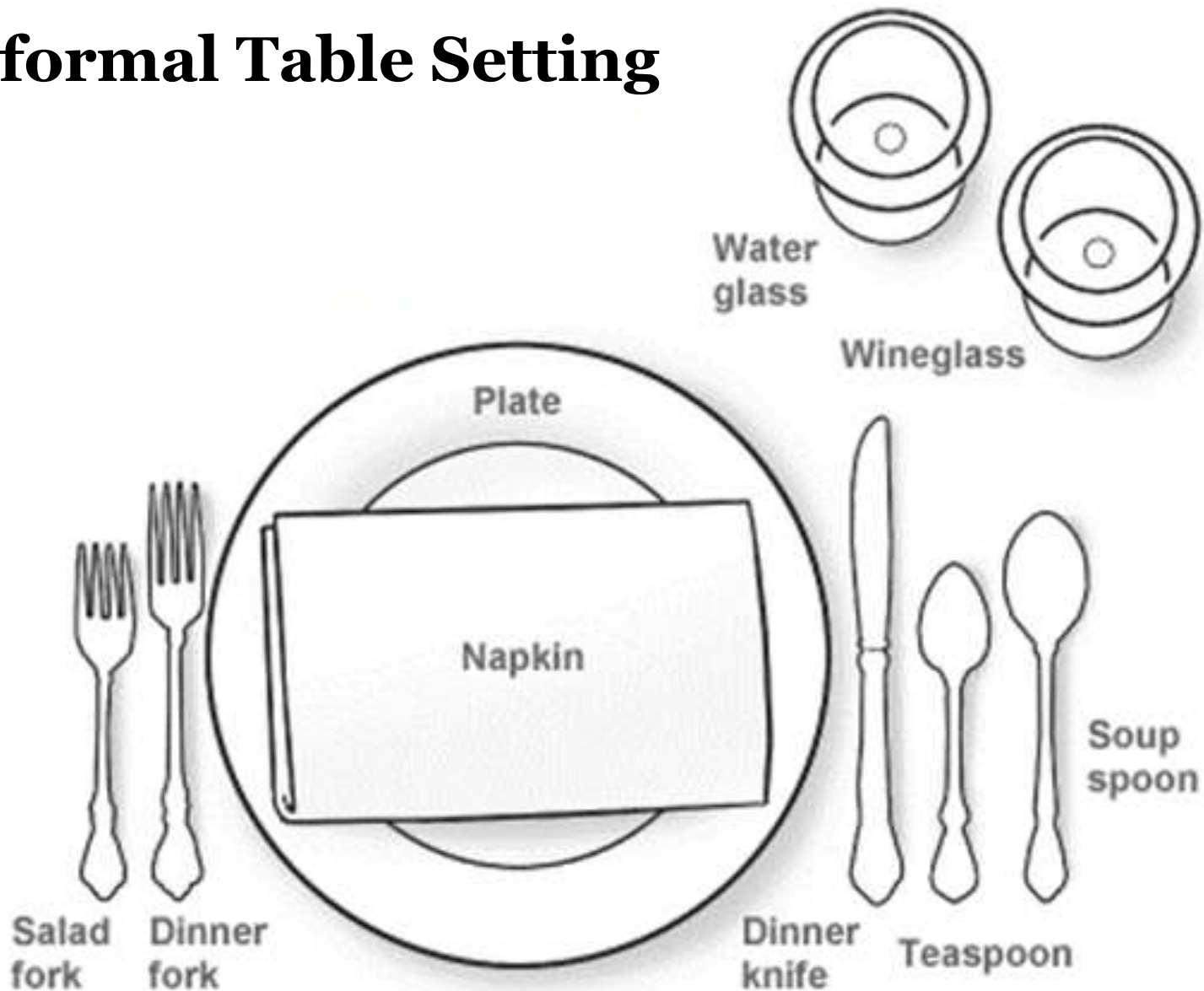
# Table Settings

## 5. Basic Table Setting



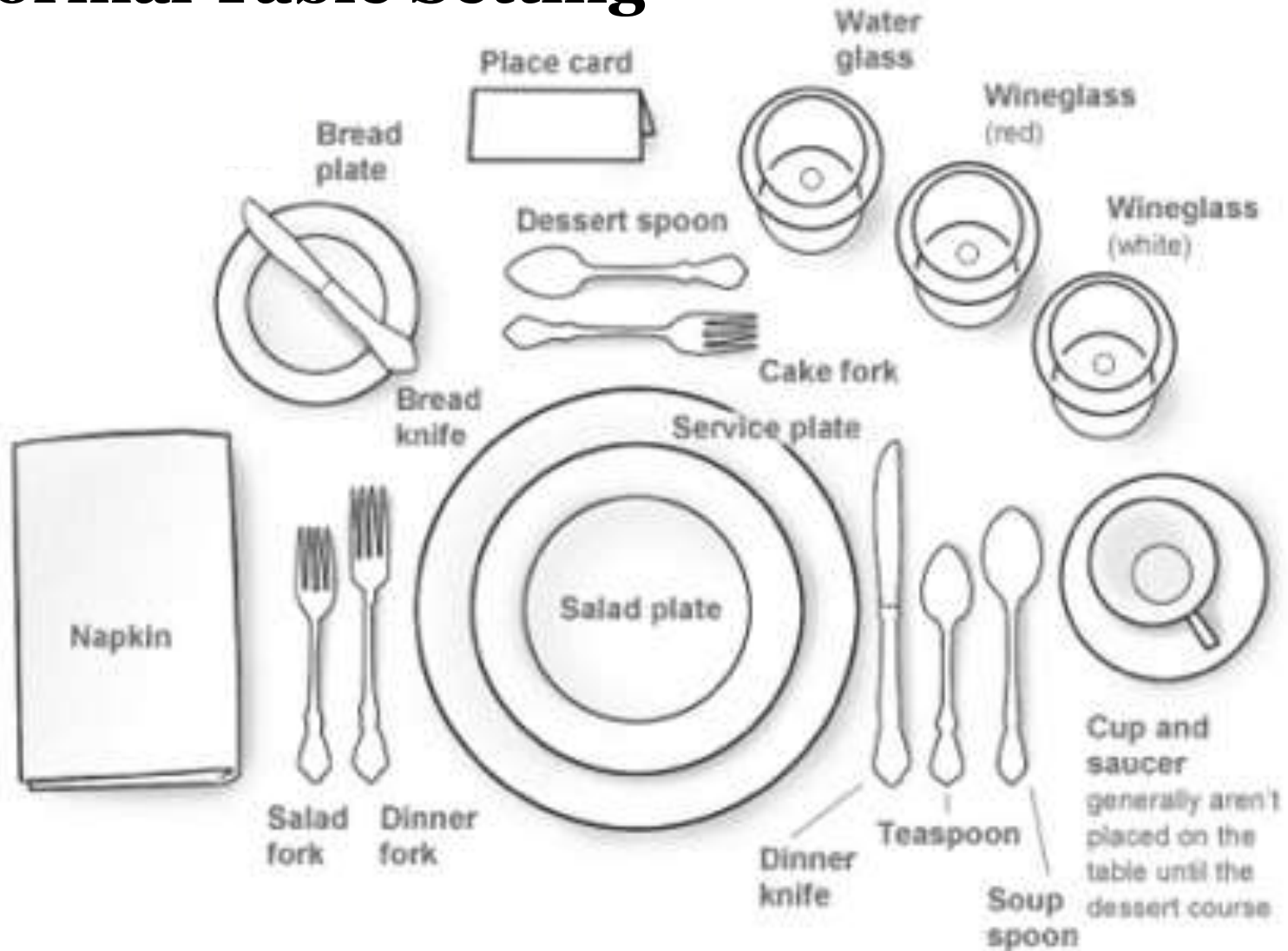
# Table Settings

## 6. Informal Table Setting



# Table Settings

## 7. Formal Table Setting



# Video Clip





# Napkin Folding

**A folded dinner napkin can turn any meal into a fancy feast. Let's practice!**



# The Pyramid

- 1. Lay the napkin face down in front of you.**



# The Pyramid

**2. Fold the napkin in half diagonally.**



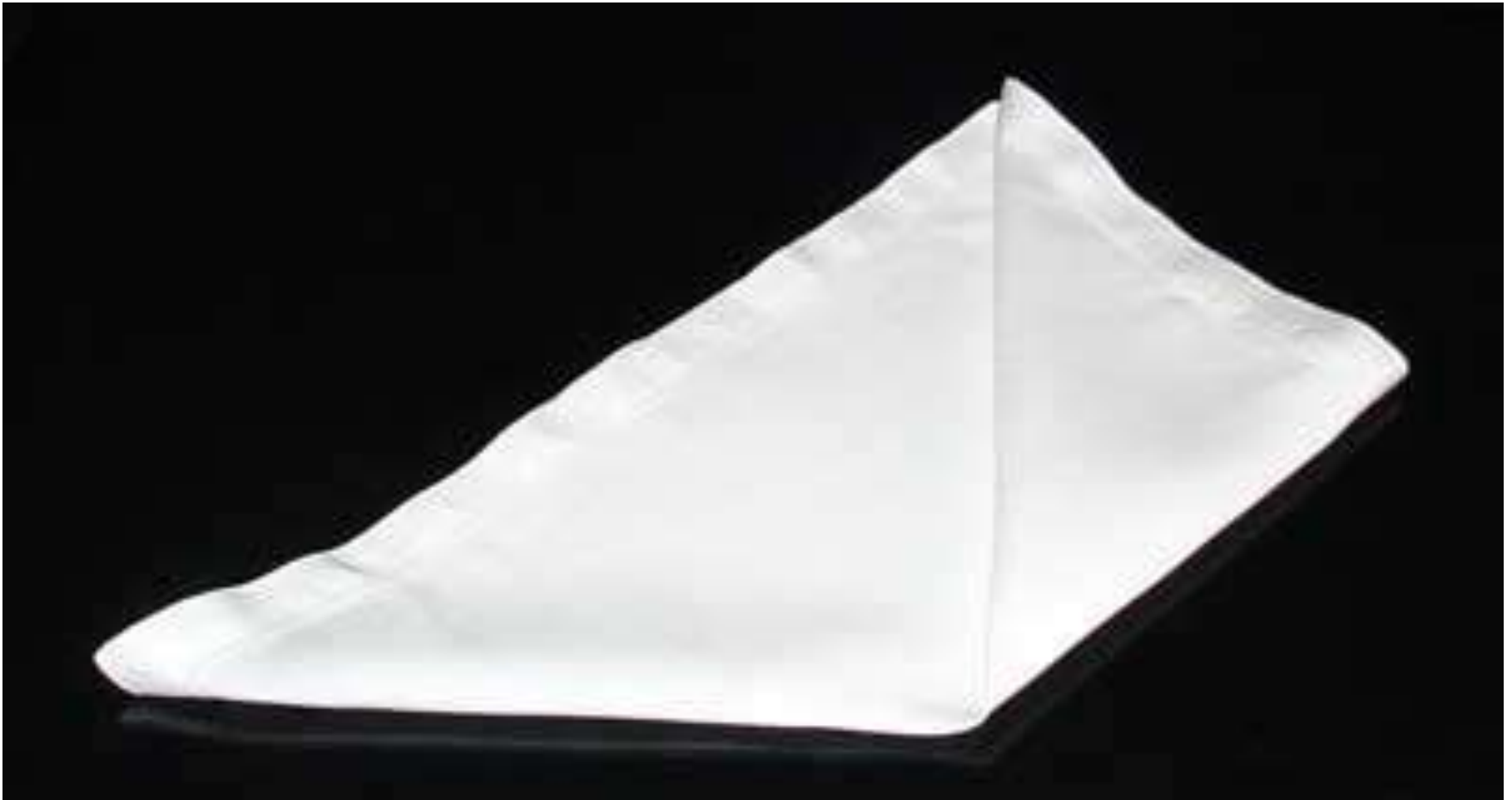
# The Pyramid

**3. Rotate the napkin so the open end faces away from you and the folded end is closest to you.**



# The Pyramid

**4. Fold the right corner up to meet the center corner.**



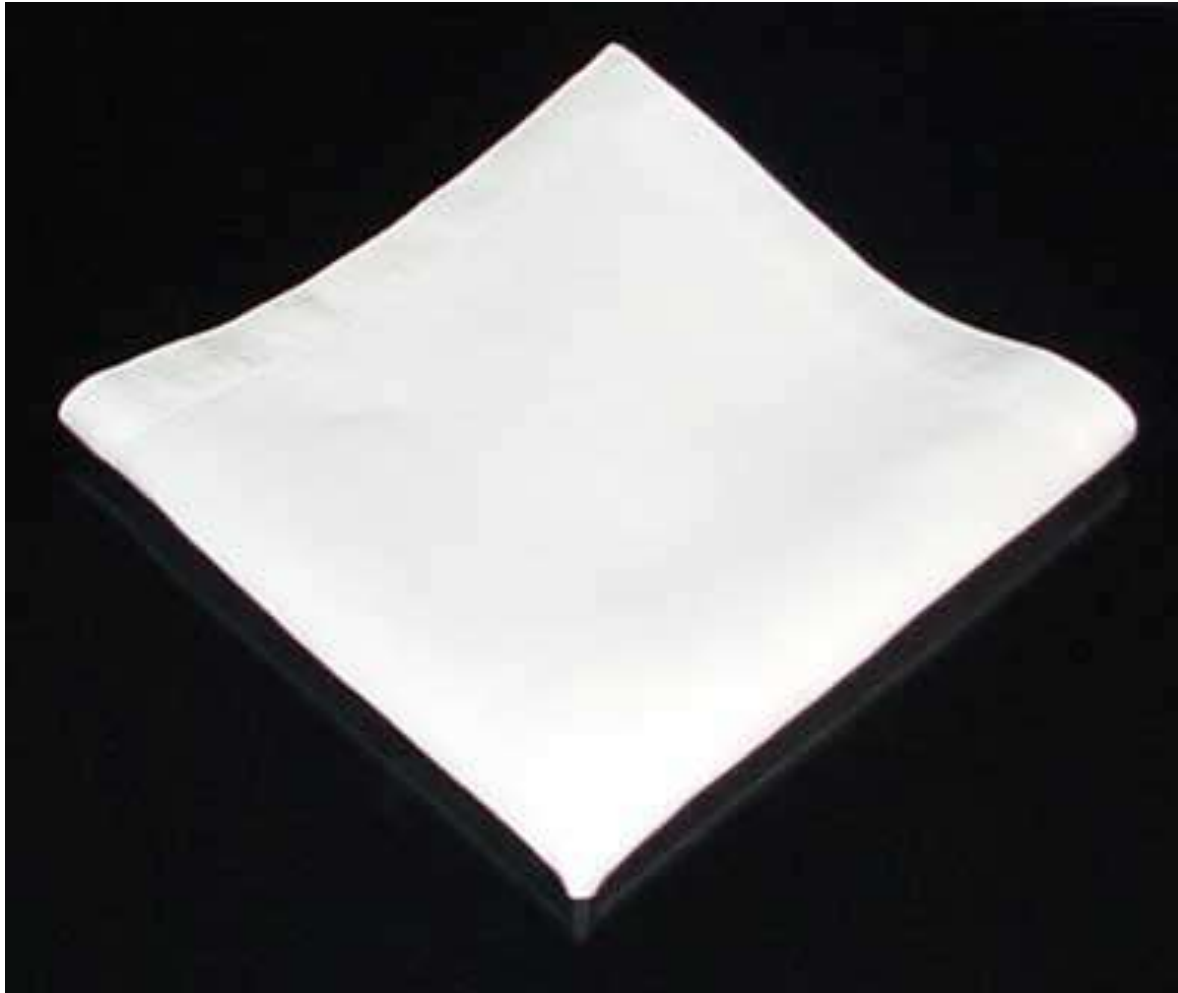
# The Pyramid

**5. Fold the left corner up to meet the center corner. This will create a diamond shape with a opening running down the center.**



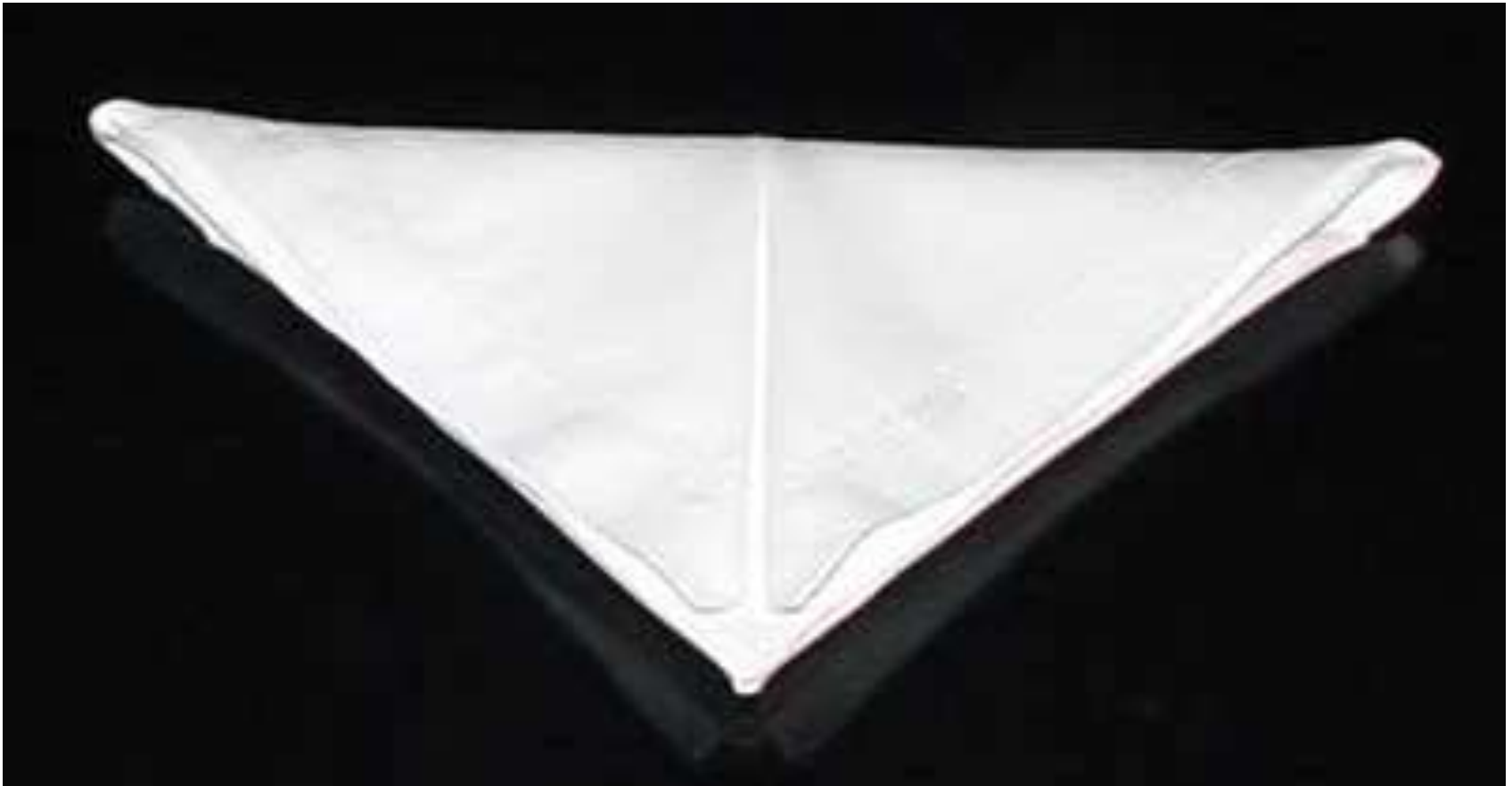
# The Pyramid

**6. Turn the napkin over, keeping the open end facing away from you.**



# The Pyramid

**7. Fold the napkin in half by bringing the farthest point of the diamond down to the point closest to you.**





# The Pyramid

**8. Turn the napkin over again, this time keeping the open end facing toward you.**



# The Pyramid

**9. Fold the napkin along the center seam and stand it up on a flat surface. Be sure the “chicken wings” are inside the fold, not outside.**

