



Dining Etiquette

Compiled by Casey Mull, Marilyn Poole, and Cheryl Varnadoe

Etiquette: Dining with Grace and Elegance.

Graciousness and Kindness are also integral parts of courteous behavior. Graciousness is the ability to make others feel welcome, comfortable and at ease. Kindness reflects the warmth from your heart.

Remember the magic words, “Please and Thank you.” “Please” changes a command into a request. “Thank you” shows that you appreciate what has been done for you.

DINING TIPS and PLACE SETTING HINTS:

- Be Respectful to everyone at your table: pleasant tone of voice, pleasant topics of conversation, introductions to everyone at table, talk to everyone, no cell phones, do not talk with food in your mouth.
- Do not start to eat until you have been given the signal by the host, hostess or head table. Also, wait to begin eating until everyone at your table has been served with a plate.
- Place your napkin in your lap. If you leave the table during the meal, place your napkin on the table to the left of your plate. At the end of a meal, place your napkin to the left of your plate. Do not tuck your napkin under your chin.
- To use silverware, always start from the OUTSIDE IN toward the plate. For example, if you have two forks, you would start with the smallest one on the outside which is a salad fork.
- A few tips to help you remember about place settings:
- B/D Bread and Drinks (Make the okay sign with your fingers). Bread plate to your left, and drinks on your right.
- BMW: Bread, Meat and Water – (left to right), bread plate on the left, meal or meat on the plate in the middle, and water on the right.
- FORKS: When setting the table, Fork comes first, O for the plate in the middle, Right side Knife and Spoon. The knife blade is always pointed toward the dinner plate or toward you on the bread and butter plate.
- Don't be overwhelmed about how to be proper at the table. Relax, follow the hostess and ENJOY!

BASIC TABLE MANNERS

- Pass food to the right.
- Salt and pepper are a couple – pass together! Also, pass salad dressing with saucer and spoon together, butter plate with knife or spreader, if there.
- Ask or wait for food to be passed with a please and thank you. Do not reach in front of others.
- Do not talk with food in your mouth, take small bites.
- Use good posture, no elbows on the table.
- Try a little of everything, unless you know you are allergic to that food. If you have special dietary requests, please ask in advance, if possible.
- Swallow your food, before drinking your beverage. Blot your mouth with your napkin.
- Be polite – no interrupting, licking fingers, burping, slurping or complaining. Be nice!
- Break one piece of bread to butter or to eat at a time. Only cut 1-2 pieces of meat at a time.
- If you drop a piece of silverware or a piece is dirty, simply ask for a replacement.
- Say thanks to those responsible for the meal. Place knife and fork at 4:20 clock position when finished with the meal to indicate to the waiter.
- Do not groom yourself at the table.
- Do not push your plate away or stack your dishes in front of you when you have finished your meal
- In a buffet line, serve only what you will eat and what your plate will hold. Do not reach across others. Serve only from the food in front of you. Once seated, do not begin eating until others around you or at least half of your table is seated and ready to eat.

COMPILED and WRITTEN by: Mandy Marable, State 4-H Staff

Casey Mull, State 4-H Staff

Marilyn Poole, UGA Senior Public Service Associate

Cheryl Varnadoe, State 4-H Staff

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PEER REVIEWED by:

Dr. Janet Fox, Louisiana State University Extension, LSU State 4-H Staff.

Dr. Lori Gallimore, University of Tennessee Extension, Tennessee State 4-H Staff.



Beverly Sparks
Associate Dean for Extension



Arch D. Smith
State 4-H Leader/Director of 4-H

J. Scott Angle, Dean and Director, College of Agricultural and Environmental Sciences

Group Curriculum #3GC3

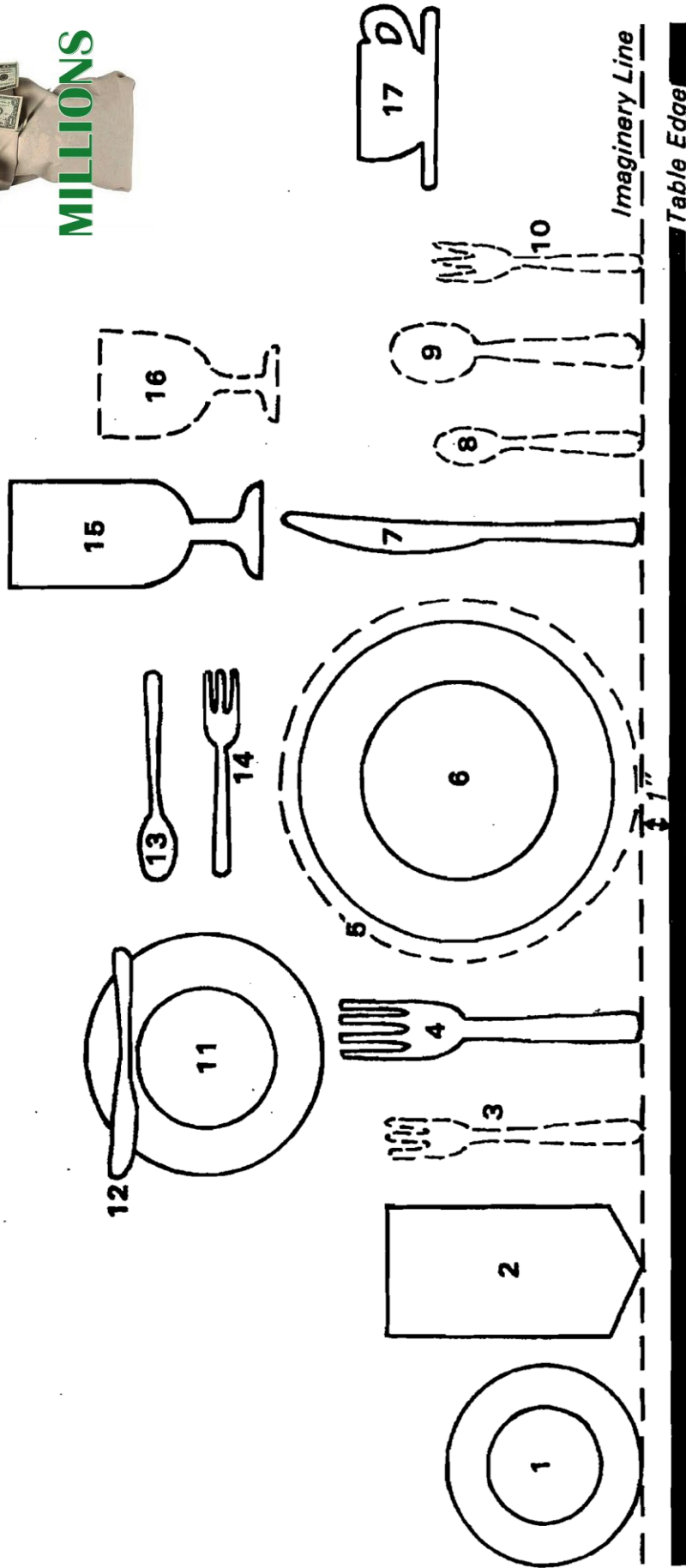
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Formal/Banquet Place Setting

Diagram 1.



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|----------------|---------------------------|--------------------------|
| 1. Salad | 9. Soup Spoon | 13. Dessert Spoon |
| 2. Napkin | 10. Seafood Fork | 14. Dessert Fork |
| 3. Salad Fork | 11. Bread 'n Butter Plate | 15. Water Goblet |
| 4. Dinner Fork | 12. Butter Spreader | 16. Wine Goblet |
| | | 17. Coffee Cup 'n Saucer |

Note: Dotted lines indicate items that would likely be seen on very formal and/or adult dinners. When only a dessert fork is placed above the plate, the handle is turned to the right.