



Manners Bowl

Compiled by Marilyn Poole and Cheryl Varnadoe

1. It is ok to complain, if you do not like the food at your friends home. True or False **False**
2. If you do not write a thank you note to your 4-H donor for DPA, other 4-H'ers will send enough thank you notes. True or False **False**
3. When sitting down at a formal dinner place setting, you should begin with the small fork on the left farthest from the dinner plate. True or False **True (Salad Fork)**
4. It is ok to have gum during an interview. True or False **False**
5. It is more common now for couples to share the costs of prom which would include tickets, meal, flowers, and other expenses. True or False **True**
6. Is it proper to ask a hostess for seconds at a family style meal? **Yes**
7. What should you do with empty sugar packets or butter wrappers? **Place on or under your saucer or plate.**
8. If a boy asks a girl to the prom, the boy traditionally pays for:
 - a. Prom tickets
 - b. transportation
 - c. dinner
 - d. girls flowers
 - e. **all of the above**

9. If you notice in the middle of a course that everyone else is using another fork, what should you do? **Nothing, be discreet and do not call attention to one's mistake.**
10. Is food passed to the right or the left? **To the right**
11. Is it permissible to stack your dishes at your place setting? **No**
12. After being introduced to someone, you should always shake their hand and repeat their name. True or False **True, It's nice to meet you, Mrs. Jordan**
13. It does not matter what color the girls prom dress is to match her corsage. True or False **False**
14. In a restaurant, if your silverware is not clean or you drop your fork, it is better to wipe it off with your napkin than to ask for a replacement. True or False **False – Ask for a clean fork.**
15. It is proper to tuck your napkin under your chin. True or False, **False The napkin always goes in your lap!**
16. When setting the table, remember to follow the guide, FORKS. First comes the Fork on the left, O for dinner plate in the middle, To the Right, comes the Knife with the cutting edge toward the plate then the Spoon. True or False **True**
17. The most common questions for an interview include:
- What is your greatest strength
 - What are your weaknesses
 - What are your career goals
 - All of the above**

18. Your people skills, manners attitude and appearance will play a major role in your interview, as well as your background, education and experience. True or False **True**
19. If the prom attire is formal, boys should wear a tuxedo and girls should wear a long formal gown. True or False **True**
20. When you introduce a person to another person or a group, it is courteous to tell them about something about each person so the conversation will have a starting point. True or False **True**
21. You should practice answering interview questions with a parent or friend before going to the actual interview. True or False **True**
22. Things that girls should avoid wearing for interviews include florals, short skirts, low cut tops, and very high heels. True or False **True**
23. If you are being introduced and the person introducing you forgets your name, it is proper, as well as kind, for you to say your name to avoid further embarrassment. True or False **True**
24. If a girl asks a boy to the prom, she pays for :
- prom tickets,
 - his flower
 - pays for dinner or makes dinner arrangements with other couples going to prom
 - all of the above**
25. It is appropriate to write a thank you note to the employer and thank them for the opportunity for the interview. True or False **True**
26. You should always make introductions whenever you talk with a person who does not know the other person with you. True or False **True**

27. When being introduced to someone, you should look at them in the eye and shake their hand with 2 quick firm shakes. True or False **True**
28. If prom attire is semi-formal, that usually means sports coats and ties for guys and short dresses for girls. True or False **True**
29. The nametag should be worn on the right side. True or False **True**
30. It is ok to show up at the exact time for the interview rather than being early to the office. True or False **False**
31. When introducing 2 people, say, "I would like to introduce TO YOU" True or False **True**
32. It is preferred to wait 4-6 months to write a thank you note. True or False **False (write or reply within 4-7 days)**
33. The most popular choice for a corsage for prom is a wrist corsage. True or False **True**
34. For prom, a boy can blow the horn when he arrives at the girl's house for her to come out to the car. True or False **False**
35. When writing a thank you note, you should be sincere and express gratitude for the kindness of the gift. True or False **True**
36. In making introductions, a man is always presented to a woman. True or False **True Mrs. Jones, I would like to introduce to you, Mr. Smith**
37. The best choice for a job interview for guys is a dark suit with a coordinating dress shirt, white is usually the best choice for business. True or False **True**
38. A young person is always presented to an older person. True or False **True Dad, I would like to introduce to you my friend**

39. Boys should have a clean car and a full tank of gas before going to pick up his date for prom. True or False **True**
40. After being seated for a meal, what is the very first thing you do? **Put your napkin in your lap**
41. How do you know when to begin eating at a formal meal? **When the hostess begins or the person presiding announces "Please enjoy your meal."**
42. How is the napkin placed in the lap? **With fold toward the waist**
43. It does not matter if your shoes are in bad condition for your interview, since they will not be seen. True or False **False**
44. Your clothes will say a lot about you to your potential employer, so it does not matter if you make a good impression. True or False **False**
45. If you are going out to eat before prom, you should have dinner reservations and to help you plan time to allow for dinner. True or False **True**
46. It is ok to wear jeans and a t shirt for an interview. True or False **False**
47. Should fruit in a fruit cup be eaten with a spoon or fork? **Spoon**
48. After you finish eating at a banquet or a restaurant, where do you place your fork and knife? **In the 4:20 clock position**
49. After you finish eating, where do you put your napkin? **To the left of your plate**
50. You do not need your prom tickets to attend prom. True or False **False**

51. How many pieces of meat should you cut at one time? **One, no more than 2**
52. After cutting the meat, where do you place the knife? **On the top of the plate with the cutting edge pointing inside toward you**
53. At a formal meal, you should only break one piece of bread and butter one piece at a time. True or False **True**
54. You can pass the salt alone. True or False **False, Salt and pepper are always passed together as a couple.**
55. When making the b and d signs with your hands to help you remember about dining, the b stands for breakfast and the d for dinner. True or False **False - B stands for bread and butter plate on your left side and D stands for drinks on your right side**
56. A fork or spoon at the top of the dinner plate is there for dessert. True or False **True**
57. The water glass is placed at the top of the dinner knife. True or False **True**
58. For girls, the best choice of clothes for a Job Interview is a dark color suit with coordinating blouse. True or False **True**
59. At a banquet, it is acceptable to begin eating when you are given your meal. True or False **False Wait until everyone at your table is served with a plate**
60. After spending the night at a friend's house, you should write a thank you note to your friend's parents. True or False **True**
61. It is okay to interrupt someone when you have something important to say. True or False **False**

62. Thank you notes should be written in black or blue ink. True or False

True

63. It is best to dress conservative for an interview. Solid colors (rather than prints or florals) present a more serious, business like appearance. True or False

True

64. Good Manners show respect for others by treating them with kindness and being polite. True or False

True

65. It is ok to answer an interview question, then pause and wait for them to ask another question. Do not keep talking on and on. True or False

True

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