

You and your best friend were invited to a very elaborate dinner party. Upon arrival, you look at the place cards and notice that while you are assigned to the same table, you are not seated next to each other. This makes you sad.

What do you do?

Your host/hostess has arranged seating for a particular reason. Do not move place cards or asked to be moved. Sit where you are assigned!

*Correct: Move forward one space.
Incorrect: Move back one space.*

You have just finished your delicious dinner meal. You blot your lips with your napkin and decide that you need to apply a little lipstick/lip gloss. Which of the following do you do?

- A. Discreetly apply your makeup at the table.
- ★ B. Excuse yourself to the ladies' room.
- C. Don't make a big deal! Simply do it!

*Correct: Move forward to a spoon.
Incorrect: Move back two spaces.*

You are seated at a formal dinner in between two people you don't know. One is an outgoing lady who has traveled the world and is sharing stories of her many adventures. The other is an older man who hasn't said anything. What do you do?

- A. Ignore the man.
- ★ B. Engage both parties in conversation the best you can.
- C. You feel sorry for the man, so talk only to him.

*Correct: Move forward to a fork.
Incorrect: Move back two spaces.*

Yum! Yum! Your lunch interview meal was delicious. But, you couldn't eat at all. It's hard to talk and eat at the same time. You ask the wait staff to bring you a to-go box. You don't want your host to think you are not appreciative. Appropriate or not?

Not! Doggy bags are perfectly acceptable for casual or informal dining. But this is an absolute "no-no" for formal dining occasions -- especially job interviews.

*Correct: Move forward to a knife.
Incorrect: Move back two spaces.*

Your cousin is having a formal dinner following his wedding. You and your sister attend. The guests may select from two different entrees. You and your sister decide to get one of each and share the meals. Appropriate or not?

Not! It's one thing to share appetizers at O'Charleys on a Saturday night. But sharing food is considered inappropriate at a wedding or any formal dinner.

*Correct: Move forward one space.
Incorrect: Move back one space.*

The banquet hall is going to be full. There are so many people at this event. In formal dress, you run to snag a table for you and all of your friends. You immediately plop down and make yourself comfortable. Appropriate or not?

No! No! No! Stand behind your chair until all the guests at your table have arrived. Shake hands with all of the guests and greet them as they arrive. Then you may be seated.

*Correct: Move forward one space.
Incorrect: Move back one space.*

After taking your seat at the banquet table, you reach for your napkin, but then stop. Your placecard is lying on top of the napkin. What do you do?

While discretion is much appreciated, the proper thing to do is to place your place card above the dessert utensils.

*Correct: Move forward three spaces.
Incorrect: Move back three spaces.*

You have just taken your seat at the banquet table. Thanks to your 4-H Dining Etiquette training, you know there is something that you are supposed to do with the napkin. What is it?

Immediately place it in your lap -- folded in half with the opening edges away from you.

*Correct: Move forward to a fork.
Incorrect: Move back to a fork.*

Whew! You should not have had those two soft drinks before you arrived to the banquet! You politely excuse yourself from the banquet table but plan to return and finish your meal. How do you signal the wait staff that you are not finished?

- ★ A. Lay the napkin to the left of your plate.
- B. Lay the napkin to the right of your plate.
- C. Make sure your friends tell the wait staff.

*Correct: Move forward two spaces.
Incorrect: Move back two spaces.*

To rest between bites of food, cross your knife and fork at 5:00 and 7:00 respectively to indicate to the wait staff that you are simply resting. Which direction does the knife blade point?



Regardless of whether you are using the American or European styles of dining, rest your knife blade pointed towards you.

Correct: Move forward one space.
Incorrect: Move back one space.

The invitation to your friend's birthday party says to R.S.V.P. What does that mean?

R.S.V.P. is the French phrase, "répondez, s'il vous plaît," which means "please reply." You are indicating if you plan to attend or not. You should respond promptly.

Correct: Move forward to a spoon.
Incorrect: Move back to a spoon.

When using the American style, the fork and knife lay beside each other with a significant gap between the two utensils to indicate that you are simply resting between bites. Is this true or false?



True! You may also cross your knife at 5:00 and fork at 7:00. When using the American style, the tines on your fork point up.

Correct: Move forward to a knife.
Incorrect: Move back to a knife.

When using the European style, lay your knife and fork parallel at 4:00 to indicate to the wait staff that you have completely finished your meal. Do your fork tines point up or down?



Down.

With American style the fork tines are up; with European style the tines are down. Which ever style you start with ... is the style you finish with ... **NO CHANGING!**

Correct: Move forward two spaces.
Incorrect: Move back one space.

A fish course will be served. You know this because there is a fish knife -- different looking from a dinner or salad knife. When it is time to use the fish knife, how do you hold it?



Fish knives are held the same way you hold a pencil. They are used to pick and remove skin, bones and cut down the back of the fish.

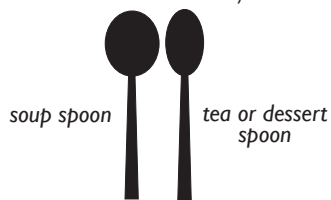
Correct: Move forward three spaces.
Incorrect: Move back one space.

Mmmm! Your favorite soup is served! You grab your spoon and begin shoveling it into your mouth! It is so, so good! You notice your friends, scooping the soup AWAY from them. Which way is correct?

A spoon is an utensil ... not a farm or garden implement. Soup spoons, in particular, should be held like a pencil. Soup should be scooped AWAY from you ... not towards you!

Correct: Move forward one space.
Incorrect: Move back one space.

A soup spoon is different from a tea or dessert spoon in two ways. What are they?



- A. Smaller and Shorter
- B. Larger and Shorter
- C. Smaller with a deeper well
- ★ D. Larger with a deeper well.

Correct: Move forward to a fork.
Incorrect: Move back one space.

If a soup course is offered and served in a soup plate (shallow bowl), it will be place directly on your service plate or charger. Where does the spoon rest?

With a soup plate, the soup spoon may rest in the bowl. With a soup cup/bowl, the spoon should rest on the liner which sits on a service plate or charger.

Correct: Move forward to a spoon.
Incorrect: Move back one space.

During dessert service at the 4-H Congress banquet, the wait staff brings around coffee. You flip your coffee mug upside down in the saucer to indicate that you do not want coffee. Is this acceptable or not?

This is acceptable. It is also proper to simply pass your hand over the top of your coffee cup and tell the wait staff, "No, thank you."

Correct: Move forward to a knife.
Incorrect: Move back one space.

You have been asked to present a toast at your big brother's college graduation. What do you do to get everyone's attention?

- ★ A. Simply clear your throat or call everyone's attention.
- B. Pick up your glass and gently tap the side of it with your dinner knife.
- C. Wait for the fireworks.

Correct: Move forward one space.
Incorrect: Move back one space.

"Manners are a sensitive awareness of the feelings of others. If you have that awareness, you have good manners, no matter what fork you use." What does this mean?

This quote by etiquette guru, Emily Post, suggests that best efforts are much appreciated. You don't have to be an expert ... simply be aware and do your best!

Correct: Move forward two spaces.
Incorrect: Move back two spaces.

Oh, the confusion! You sit down at a round, banquet table with 11 other people. Everyone is trying to figure out which plate and glass goes with which person's place setting. Help them out! Is your glass on the right or left?

Right. To remember this ... make an "okay" sign with both hands -- it looks like a "b" with your left hand -- for bread -- and a "d" with your right for drink.

Correct: Move forward three spaces.
Incorrect: Move back three spaces.

Amy is sitting across the table from you at the banquet. She has asked for the salt. Your friend, James, picks up both the salt and pepper shakers and pass them to her. Is this correct?

Yes! The salt and pepper shakers are "married" -- they always travel together -- even if only one of them is requested.

Correct: Move forward to a fork.
Incorrect: Move back one space.

Your delicious banquet meal includes homemade rolls and a caesar salad. As soon as you sit down, you grab the butter and salad dressing and help yourself. You pass these items if and when requested. Is this correct?

No. All condiments - with the exception of salt and pepper - should begin their journey around the table the moment you sit down.

Correct: Move forward two spaces.
Incorrect: Move back one space.

Oh, good grief! Passing food at a banquet table is so confusing. Your tablemates get into a heated debate over whether to pass things to the right or to the left. Which direction is correct?

Food items should be passed to the right.

Correct: Move forward three spaces.
Incorrect: Move back one space.

Oh my goodness! The rolls at your lunch banquet are hard as a rock! Maybe butter will soften them up?! This is an etiquette conundrum. How do you eat your roll?

Hard or soft -- bread should be broken into bite-sized pieces -- one at a time. Likewise, butter should be applied to each bite before eating.

Correct: Move forward to a fork.
Incorrect: Move back one space.

One of your tablemates -- half way around the table -- has requested the bread basket. Hmmmm! Bread? That sounds great! You reach in and grab a roll as the basket comes around. This is incorrect etiquette and is called ... ?

★ A. Fumbling
B. Short Stopping
C. Fouling
Pass the item to whomever requested it. If you want something, request it yourself.

Correct: Move forward one space.
Incorrect: Move back one space.

Decisions! Decisions! You have been served a delicious Cobb salad. You have both a salad fork and a salad knife. You opt to just use the salad fork knowing that you can cut with it just as well as the knife. Is this correct etiquette?

Yes. It is appropriate to use just the fork and cut with the side of the fork when eating salad.

Correct: Move forward one space.
Incorrect: Move back one space.

Your banquet meal consist of a salad, pork chop, mashed potatoes and green beans.

You know that you are going to need to add salt and pepper to the mashed potatoes.
What do you do?

A. Politely ask for the salt and pepper.

B. Assume that salt/pepper won't help banquet food and forgo it all together.

★ C. Taste the food first.

You always taste the food before adding any kind of seasoning to avoid offending the chef.

*Correct: Move forward one space.
Incorrect: Move back one space.*

Oh, yay! It's a fabulous T-bone steak!
One of your favorites!
But wait ... you need steak sauce!
You politely make your request to the wait staff.
Is this correct?

No. It is impolite to ask for special sauces -- especially in a fancy restaurant.

Typically, the wait staff will ask if you want steak sauce. If they don't offer ... you don't ask!

*Correct: Move forward one space.
Incorrect: Move back one space.*

Oh, geez!
Meats are so difficult to cut!
You are afraid that you will either shake the table or that your food will go flying off your plate.
Is it okay to ask for help in cutting your meat?

Uh ... no!

Unless you are three-years-old, you should cut your own meat. Besides, you should not cut all your meat at once - one or two bites at a time.

*Correct: Move forward two spaces.
Incorrect: Move back two spaces.*

You've been hired as a waitress at a local restaurant.
Two questions:
(1) Food will be served from right or left?
(2) Food will be cleared from right or left?

Your food will be served from the left and cleared from the right.

*Correct: Move forward to a knife.
Incorrect: Move back one space.*

The chocolate ice cream was simply delicious! So good, in fact, you licked your spoon clean.
You lay your spoon next to your plate ... hey ... you can just use the spoon for your coffee.
What's wrong with this scenario?

Once you pick up a utensil from the table, it never goes back on the table. There are specific utensils for each course. And you NEVER lick your spoon clean.

*Correct: Move forward to a fork.
Incorrect: Move back one space.*

Ryan has requested cream to go with his coffee.
You pick up the creamer and point the handle towards or away from Ryan as you pass it to him?

Towards him.
Remember, if it is possible, you should also pick up the creamer by its handle -- this goes for any object with a handle.

*Correct: Move forward to a spoon.
Incorrect; Move back one space.*

My! My! My! Look at you!
You are sitting up straight in your chair, quietly stirring your coffee and taking silent sips.
But what do you do with your spoon?

No slouching. No clanging.
No slurping. It's rude!
And don't forget -- never leave your spoon in your tea or coffee cup.
Place it on the liner (plate).

*Correct: Move forward to a spoon.
Incorrect: Move back one space.*

It's tea time!
You have added steaming water to your cup along with a tea bag of your favorite flavor. After steeping, how do you remove the tea bag?

A. Wind the tea bag string around the spoon and place it on the liner (saucer).

★ B. Use the spoon to remove the tea bag from the cup and place it on the liner (saucer).

C. Leave it in the cup.

*Correct: Move forward one space.
Incorrect: Move back one space.*

You just spooned a big bite of ice cream and cherries from your bowl. Delicious! But the cherries on top of your ice cream dessert have pits. You descretely spit them into your napkin and lay your napkin back into your lap.
Correct or incorrect etiquette?

Incorrect.
The utensil you use to put the food in your mouth (fork, spoon, fingers), should be the same one you use to remove the object. Place it on the side of your plate ... not in your napkin.

*Correct: Move forward to a knife.
Incorrect: Move back one space.*

You've just gotta have a little sugar to go in your iced tea. Once served, you have to decide between the two different spoons at your place setting. Which one is the tea spoon? The one closest to your plate or the one at the top of your plate?

The fork and spoon at the top of your service or dinner plate are reserved for dessert. Your tea spoon should be the one closest to your plate.

*Correct: Move forward one space.
Incorrect: Move back one space.*

You are headed to a dinner party with two other couples. You notice that the gentlemen assist the ladies in taking their seats. You giggle ... thinking how old-fashioned that is! Or is it?!

Thumbs up to your gentlemen friends! If you are a gentleman, it is proper etiquette to help a lady to her seat in a formal dinner setting. Business event? Forget it!

*Correct: Move forward one space.
Incorrect: Move back one space.*

You have been served an appetizer of jumbo shrimp cocktail. Six beautiful shrimp with the tails already removed. Do you have to use the cocktail fork or can you just use your fingers for this one?

Tails on? Use your fingers. But if the shell fish have the tails removed, you need to use a cocktail fork. You may take two bites and can leave the fish on the fork while you rest.

*Correct: Move forward two spaces.
Incorrect: Move back two spaces.*

Oh good grief, Derrick just made a pig of himself! He crammed an entire jumbo shrimp in his mouth. He argues that you should eat shrimp in one bite. You think you can take more than one bite. Who is right?

Shrimp this size require the use of a cocktail fork. You can take more than one bite. You may put the shrimp on the plate and cut to make smaller bites. P.S. You should NEVER correct someone's etiquette at a dinner function. Poor manners!

*Correct: Move forward to a knife.
Incorrect: Move back one space.*

It's a diner's worst nightmare -- corn on the cob! What do you do? After much deliberation, you decide to just go for it ... picking up with your fingers. Is this correct?

This is correct etiquette. You should just take two or three bites at the most. And don't forget to wipe your hands! It is also correct to cut the corn off the cob. You pick!

*Correct: Move forward to a knife.
Incorrect: Move back to a knife.*

You are at a very, nice dinner. All of the sudden, a huge sneeze comes on. You grab your napkin to sneeze and blow your nose. Is this correct etiquette?

No. Excuse yourself from the table. A napkin is for blotting your mouth only ... not for blowing your nose or any other grooming task.

*Correct: Move forward one space.
Incorrect: Move back one space.*

You were served a funny-looking dish during a dinner party. The appetizer is a food you have never seen. Through all the whispers, you learn that it is escargo. You have no idea what that is ... or how to eat it. What do you do?

Some foods can be very difficult to eat -- especially in a social setting. Take cues from those around you and/or your host/hostess. P.S. Escargo is snail -- a delicacy.

*Correct: Move forward two spaces.
Incorrect: Move back one space.*

Spaghetti is a very messy food. There is just no way to eat this without slurping up the noodles. But ... you make a best effort by cutting your spaghetti with a fork. Is this okay to do?

Emily Post says, "No!" Roll two or three (max) strands onto your fork using the side of your plate as a barrier or use a spaghetti spoon.

*Correct: Move forward one space.
Incorrect: Move back one space.*

You have just been seated at the dinner party table. Oh my! There are so many pieces of silverware -- three forks and knives, two spoons, etc. You have no idea which utensil goes with which course. You select the biggest fork to begin. Is this correct?

Try again! Work from the outside in with your utensils for each course. Remember to take your dining cues from others who may have more knowledge/experience.

*Correct: Move forward one space.
Incorrect: Move back one space.*

Etiquette dictates that you should follow your host. But you are at a banquet table with your 4-H leader and nine other 4-H members ... so there is not really a host. You just follow your leader since she is the oldest. Is this correct etiquette?

Correct!

The person at the table with the highest position or who is the oldest will be the table host in a banquet setting. If you are all the same age, follow each other.

*Correct: Move forward one space.
Incorrect: Move back one space.*

Uh Oh!

You dropped your fork and it bounced across the room. Etiquette dictates that if it fell beside you, you should reach down and pick it up. But this is different! Or is it? How do you retrieve it?



- A. Excuse yourself from the table and go across the room to pick it up.
- B. Indicate to the wait staff that you have had a mishap with your fork.
- C. Ignore it ... the wait staff will pick it up.

*Correct: Move forward one space.
Incorrect: Move back one space.*

You stopped for a Starbucks® hot mocha latte drink on the way to a formal dinner party. You still have coffee left in your cup upon arrival to the party, but throw it away before entering the banquet hall. Was this necessary?

Yes! Do not bring drinks or food in from the outside to a banquet setting. If your favorite beverage is not being served, you can get one after the event has ended.

*Correct: Move forward one space.
Incorrect: Move back one space.*

You are allergic to eggs. At the annual county 4-H Awards Banquet, you are served foods that you know are made with eggs. You can't eat this! What do you do?

When you have a food allergy, it is your responsibility to make the host aware when you R.S.V.P. so that they can make proper adjustments. If you don't, then prepare to not eat.

*Correct: Move forward one space.
Incorrect: Move back one space.*

You are served Pecan Pie for dessert. You have a fork and a spoon as your dessert utensils. You pick up the fork only to eat your pie. Is this proper etiquette?

This is fine.

It is also acceptable to eat your pie with your spoon or both utensils. Hold the pie with your fork. Cut and eat the pie with the spoon.

*Correct: Move forward two spaces.
Incorrect: Move back two spaces.*

You receive an invitation to a Christmas party. The invitation is addressed only to you. You don't want to go alone. Is it okay to bring a friend?

No! No! No! Unless the invitation indicates that you may bring a guest, you do not. Nor do you call your host and ask if you can bring a guest. This is RUDE!

*Correct: Move forward two spaces.
Incorrect: Move back two spaces.*

Oh my goodness! You've always been taught to put your hands in your lap at the table. But the lady at your table who was eating European style rested her wrist on the table all the way thru the meal! Is this acceptable?

It is permissible to rest your wrist on the table with utensils in hand if eating European style. If using American style, your hands go in your lap.

*Correct: Move forward one space.
Incorrect: Move back one space.*

The gentleman sitting beside you asked you a question ... just about the time you take a bite of food. What do you do? You take a moment to chew and swallow your food before responding.



- A. Please take your time to chew and swallow your food carefully before attempting to talk.
- B. Don't leave him hanging! Place your hand over your mouth while talking.
- C. Buy yourself some time and pretend like you didn't hear him.

*Correct: Move forward one space.
Incorrect: Move back one space.*

During a meal at a friend's house, you are asked if you like brussel sprouts. The truth is ... you really dislike brussel sprouts! What do you say?

- A. Simply respond with "No, thank you."
- B. Express your true feelings with a loud "Eeewwww!"
- C. Lie and say "Yes, thank you", and then force yourself to eat them.

*Correct: Move forward one space.
Incorrect: Move back one space.*