You receive a telephone call from your supervisor. He would like to schedule a lunch meeting with you. But this time it will not be in his office or on the company’s premises. This time, he has asked you to go to lunch. Why? You ask yourself. Is it because he has no one else to eat with? Think again. The reason for this invitation is to meet you in a more relaxed, social setting - to get to know the "real" you.

This meeting will be different. Different questions will be asked. Perhaps, questions about you. As important as your answers - will be your table manners.

This tip sheet has been developed to raise your level of awareness about "the rules mother never taught you." It will reinforce other table manners rules that she did teach you, but may not have seemed important at the time. It will give you the ability to concentrate on what is being said, rather than having to worry about which fork to use or when to begin eating.

You will learn:

• The six commandments for using napkins.
• "Super" soup eating tips.
• Some of the most commonly-asked questions about eating bread and rolls.
• The difference between the "American" and "European" styles of dining.
• The 10 most commonly-made table manners faux pas.

Bon appetit!

The "European" Style of Dining

STEP I. - Follow step one of the American style of dining.
STEP II. - Rather than transferring the fork to your other hand, leave the knife and fork in the same positions as described in Step I. As you keep your knife in your right hand, lift your fork (containing the bite-size piece of food) to your mouth, tines down.
STEP III. - When you want to cut the next piece, repeat step one.
STEP IV. - When you choose to lay down your utensils, place your knife on the plate first, with its handle on the lower right of the plate. Lay your fork, tines down, on the lower left of the plate across the knife. (See Diagram 3)
STEP V. - When you have finished, follow Step V of the American Style of dining. (See Diagram 4).

THE 10 MOST COMMONLY-MADE TABLE MANNERS FAUX PAS

1. Putting your napkin on your lap when you sit down, rather than waiting until everyone at the table has been seated.
2. Blowing on soup or stirring it, rather than allowing it to cool naturally.
3. Acting as though ice cubes are the edible part of a beverage by chewing them.
4. Beginning to eat when your food has been served rather than waiting to begin until everyone at the table has been served.
5. Eating a dinner roll by breaking it in half (rather than tearing a bite-size piece), buttering it and munching on the bread.
6. Talking with food in your mouth.
7. Chewing with your mouth open.
8. Eating a larger than bite-size piece of food.
9. Blowing your nose at the table.
10. Pushing your plate away from you and stacking dishes when you have completed your meal, rather than leaving them in the same place as they were served to you.
THE SIX COMMANDMENTS FOR USING NAPKINS

I. Thou shalt place thy napkin on thy lap as soon as everyone is seated.
II. Thou shalt place thy napkin folded in half with its crease toward you.
III. Thou shalt know that it is appropriate to use thy napkin either before taking a drink, after taking a drink - or both - whichever is necessary.
IV. Thou shalt place thy napkin on thy chair or to the left side of thy plate when excusing thyself from the table for a "fleeting moment."
V. Thou shalt leave thy napkin on thy lap until everyone at thy table has finished dining.
VI. Thou shalt place thy napkin to the right of thy plate when leaving the table at the end of the meal.

*Thou shalt excuse thyself from the table only when it is necessary, since thine exit can break the momentum of the meal. If thou need to leave the thy table, thou shalt do so between courses.

SUPER SOUP EATING TIPS

- When you order soup, a soup spoon will be provided. If it is a pre-arranged meal, your soup spoon will be found to the right of your teaspoon.
- It is appropriate to hold the soup spoon with your thumb across the top of the handle, rather than holding the handle in the palm of your hand.
- When eating soup, take the soup spoon AWAY from you rather than toward you. Why? It will keep the soup from dripping on you. Instead, it will drip back into the bowl.
- When sipping broth, do so from the side of the spoon, rather than using the front of the spoon. When eating vegetables or meats in soup, you may insert the spoon "forward march."
- It is appropriate for oyster crackers to be placed in soup. Other crackers - Saltines or Ritz - should be eating with the soup rather than by crumbling them into the soup.
- A soup cup/bowl may be tipped if it contains a handle. If you choose to tip it, be sure you do so away from you rather than toward you. If a soup cup/bowl does not contain a handle, stop eating when you begin to hear yourself clinking and clanking. Remember, it is not your last supper.
- When "resting," place the soup spoon in the cup/bowl rather than on the service plate.
- When you have finished, place the soup spoon on the right of the service plate* (plate underneath the soup cup/bowl). *If the soup has not been served with a service plate, the spoon should remain in the cup/bowl with the spoon handle to the right of the service plate.
- Serving etiquette dictates that waiters "serve" from the left and "remove" from the right. That is the reason for your soup spoon handle to be placed on the right hand side of the service plate/soup bowl.

QUESTIONS ABOUT EATING BREAD AND ROLLS

1. Q. "I have experienced the embarrassment of using someone else's bread and butter plate. Rather than risking that embarrassment again, I now wait to see which plate is available before 'staking' out my territory."
   A. You will never have to experience that "moment of hesitation" again if you remember the phrase, "Solids on your left, liquids on your right." Your solids - bread plate, pre-set salad plate - will always be found on the left-hand side of your place setting. Your beverage(s) will always be found on the right hand side of your place setting.
2. Q. "How should a dinner roll and other breads be eaten?"
   A. Rolls and other dinner breads are among few foods that may be eaten with your fingers - even when you are "dining." It is appropriate to break off a bite-size piece, butter it and then enjoy that piece. It is inappropriate to break the roll in half, butter it and begin munching.
3. Q. "After buttering a bite-size piece of a roll, where should I place my knife?"
   A. If a butter knife was part of the table setting, when you have finished eating the roll it should be placed across the center of the bread and butter plate - with the knife handle to the right hand side of the plate ad the serrated (blade) edge facing you. If a butter knife is not part of the place setting and you have used your main course knife to butter your roll, once you have finished eating your roll, you should transfer your "main course" knife to across the top of your main course plate.

"AMERICAN" AND "EUROPEAN" STYLES OF DINING

The "American" Style of Dining

STEP I. - When cutting a piece of food, place your fork in your left hand, with the handle hidden in the palm of your hand and the fork tines down. Place the knife in your right hand, also with the handle hidden and the serrated edge facing the plate.
STEP II. - After cutting one piece of food, the next step is to lay the knife across the top of the plate, with the knife's serrated edge facing you. Transfer the fork from your left hand to your right hand - this time with the fork handle showing between your index finger and thumb.
STEP III. - After you have chewed and swallowed the piece of food, repeat step one.
STEP IV. - If you decide you would like to lay your utensils down to get a sip of a beverage or to listen more intently to the person with whom you are dining, the "rest position" is to place the knife across the top of the plate with the blade toward you and the fork on the plate with it's handle on the right side of the plate, tines up. (See Diagram 1)
STEP V. - When you have finished the meal, your fork should be placed across the center of the plate, with the handle to the right and the fork tines placed down. The knife should be brought down from the top of the plate next to the fork, with the blade still facing you. (See Diagram 2)