

Dining Etiquette

**College of Pharmacy and
Pharmaceutical Sciences**



“Dining Etiquette”



DINING ETIQUETTE & TABLE MANNERS

An AoM Instructional Film

The Basics

- **Good Manners** come from the inside and do not change
- **Etiquette Rules** come from the outside and are always changing
- Knowing the “rules” is essential because it puts you in the position of knowing when it’s appropriate to bend them.
- A person’s feelings are always more important than strictly adhering to the rules

The Invitation

- Invitations should plainly inform you whether your company alone is requested or if you may bring a guest.
- Whether the invitation is for a small party or a large function, there will be space or price considerations to be dealt with and limitations must be imposed by the host.

RSVP Translated:

- *Repondez, s'il vous plait*
- Respond if you please
- Kindly give me an answer
- The favor of a reply is requested
- Tell me if you're comin'

**No matter how you interpret
the message,
PLEASE respond!**

Breaking a Commitment

In the matter of dining engagements, the following **may not** be broken under any circumstances short of sudden death:

- Seated dinners for ten or fewer people.
- Restaurant meals when you have promised to meet one other person and cannot notify him or her that you will not be there.
- Any written invitation that you have RSVP'd with your planned attendance.

Source: *Dining with Etiquette*,

<http://www.fordham.edu/images/Facilities/food/pdfs/etiquette2.pdf>

Dining Etiquette



- A set of rules that govern the expectations of social and dining behavior in a workplace, group or society.
- Table manners are visible signs that you are a polished and knowledgeable professional.

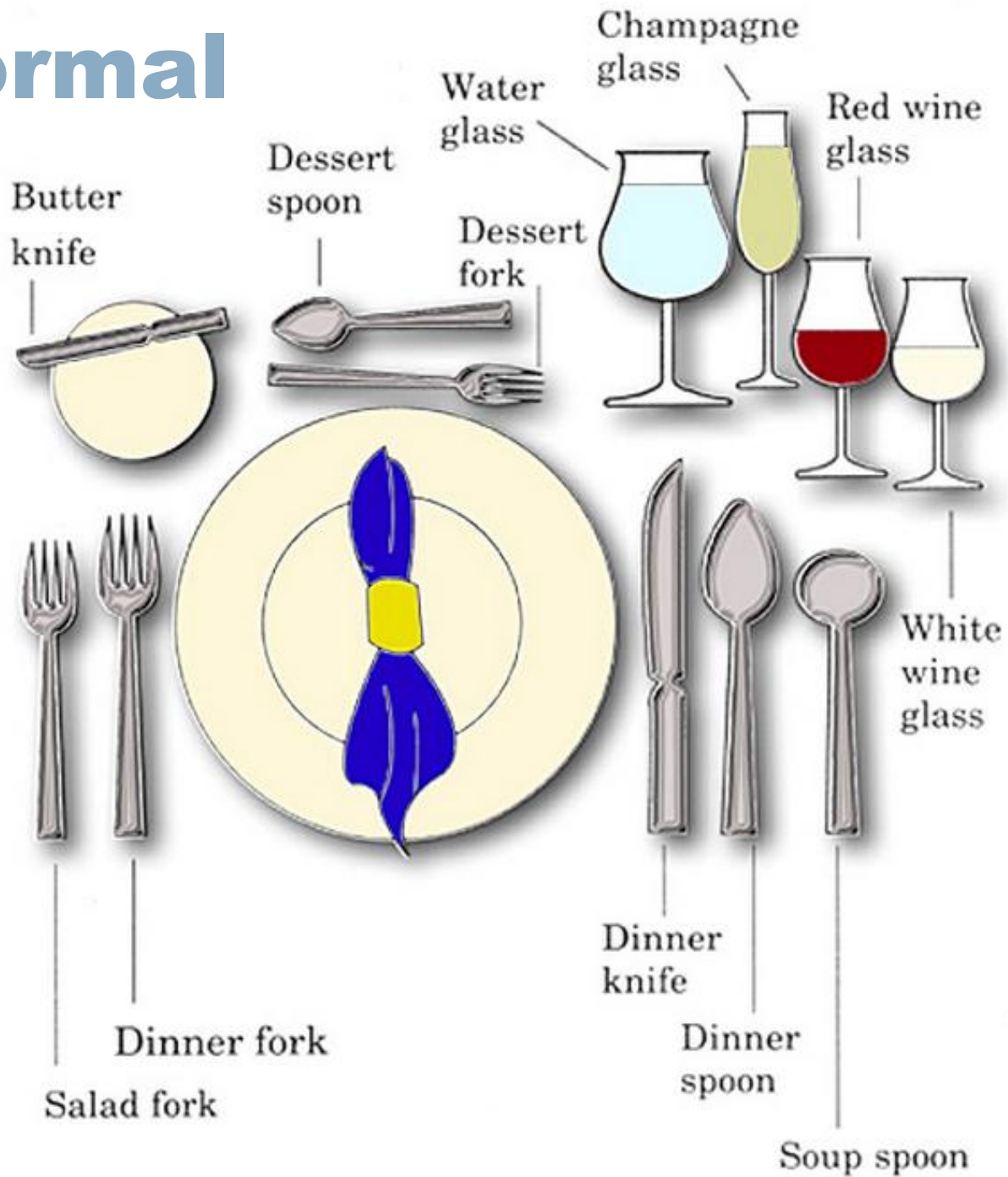
Interviewing Meals

- Arrive at least 10 minutes early unless otherwise specified. **Never arrive late!**
- Employers need to trust you can represent them in social settings with customers, clients, colleagues and competitors. They will be watching your dining manners.
- The focus is on the interview, not the food!

Table Settings

- Solids to the left – Liquids to the right
 - “b”read and “d”rink
- Pick up silverware from the outside in – toward your plate
- Put napkin on lap as soon as host does. Napkins remain on your lap until completion of meal. Never use as a bib.

Formal



Ordering

- Take your lead from your host when ordering.
- Do not order the most expensive item on the menu.
- Order something that will be easy to eat and not messy – no spaghetti, chicken wings, ribs, etc.
- Do not order alcohol! If the host orders a bottle of wine and insists, only have ONE glass.

Utensils

- Do not make a fist around the handle of the utensil.
- **Continental style:** cut food one bite at a time, use the fork in left hand, tines down, to spear the food and bring to mouth.
- **American Standard style:** cut food a few bites at a time, lay the knife across the plate (sharp edges toward you), and switch fork to right hand to eat.

Service

- Wait for your host to pick up his/her fork to eat first.
- Wait until everyone at the table has been served before beginning to eat.
- Never reach across the table for something, always ask for it to be passed.

Service

- Salt and pepper are always passed together.
- Food is served from the left and dishes are cleared from the right.
- Everything gets passed to the right.
- If you are first to take the bread basket, offer to your left first, take your piece, then pass to the right.

Eating Tips

- Do not talk with food in your mouth.
- Chew with your mouth closed.
- Do not blow on your soup to cool it; stir it gently to cool off. Spoon soup away from you to eat.
- Do not leave the spoon in the bowl – put it on the saucer/platter.

More Eating Tips

- Eat rolls by tearing off bite size pieces and buttering only one piece at a time.
- Cut your salad if the leaves are too large.
- Never rest your elbows on the table – forearms are ok.
- Taste your food before seasoning it.

Even More Eating Tips

- If you need to remove food from your mouth, remove it the same way it went in. Do not spit it into a napkin.
- For hard to scoop items, use your knife to push the items onto your fork.
- If you don't like something, don't eat it, but don't make a big deal out of it.

When You Are Finished

- Place your fork and knife (sharp side of knife inward), at the 4:00/10:00 position.
- Leave plate where it is – don't push it away.
- Used napkin goes next to your plate, not on top of the plate.
- Do not ask for a doggy bag or to-go bag.
- Do not ask for a toothpick.

Special Needs/Allergies

Dietary Restrictions

- Tell the host when you accept the invitation (especially if meal is in their home)
- New restaurant--call ahead to inquire
- Never make this a topic of conversation
- Dieting? **Not** when you accept an invitation to eat compliments of someone else

Common Sense Etiquette

- Turn off phone before any meal or interview. Do not place phone on the table.
- Men should never wear a hat at the table.
- Do not smoke before or at an interview meal.
- Excuse yourself to go to the restroom to blow your nose – don't blow your nose into your napkin.

Additional Tips

- If you drop a utensil, pick it up and ask for a new one. If you can't reach it, let the server know it's down there.
- Don't salt your food before you taste it--shows you make hasty decisions
- If you need to excuse yourself, put your napkin on your seat or next to your plate.
- Nothing that touched your mouth should ever directly touch the table

Conclusion

Statistics from 3 separate research projects by Harvard, Carnegie Foundation and Stanford Research Institute--

Success in getting, keeping and advancing in a job depends 85% on people skills and 15% on technical knowledge and skills.

A Final Thought...

When In Doubt:

Smile-

**it is the ultimate
gesture
understood by all!**



Questions?

Resources:

- *Don't Slurp Your Soup, A Basic Guide to Business Etiquette*, Betty Craig
- *The Polished Professional*, National Press Publications
- *Power Etiquette*, Dana May Casperson
- *Professionalism is for Everyone*, James R. Ball
- *Guide to Business Etiquette*, Cook, Cook and Yale
- Specific food type etiquette guide:
<http://whatscookingamerica.net/Menu/DiningEtiquetteGuide.htm>

