



Workshop: Etiquette – Table Manners

<i>Objective</i>	To teach proper table manners, table setting, serving and dining rules
<i>Grade Level</i>	Middle and High School (ages 12-18)
<i>Time Duration</i>	1 Hour
<i>Materials</i>	China Formal Place Setting - Project 31 Formal and Informal Dining Placemat Guide - Bread and Butter
<i>Prompt</i>	Name the fanciest place you've ever eaten. What are some rules for good table manners?
<i>Discussion</i>	<ul style="list-style-type: none">- Top Ten Table Manners- Passing Food- Cutting & Biting- Unexpected Situations- Place Settings (Basic, Informal & Formal)- Finishing Meals
<i>Activities/Events</i>	Mock meal time: Students will practice setting the table from memory; passing food in the correct direction; proper cutting and meal time scenarios
<i>Challenge</i>	Tomorrow you will have the opportunity to put into practice all that you have learned Today. I will be giving a special award for "BEST TABLE MANNERS"
<i>Author/Sources</i>	Jennifer Goss Emilypost.com, Cindy It's My Party Rentals - Alpharetta (supplies)
<i>Core Values</i>	<i>#poised #beautiful #modest</i>



Discussion Notes

- **Top Ten Table Manners**

1. Chew with your mouth closed
2. Avoid slurping, smacking, blowing your nose, or other gross noises (if necessary, excuse yourself from the table)
3. Don't use your utensils like a shovel or stab your food
4. Don't pick your teeth at the table
5. Remember to use your napkin at all times
6. Wait until you're done chewing to sip swallow a drink
7. Cut only one piece of food at a time
8. Avoid slouching and don't place your elbows on the table while eating (though it is okay to rest your elbows between courses)
9. Instead of reaching across the table for something, ask for it to be passed to you
10. Always say 'excuse me' whenever you leave the table

- **Passing Food**

Food is passed around the table in a counter clockwise direction (to the right). This is a guideline. Common sense comes into to play too. If someone only a few places away from you on your left ask for something to be passed, pass it to the left instead of sending it all the way around to the right. In general, what's important is that when several dishes are being passed, they go in the same direction.

- **Cutting and Biting**

You only want to cut what you will put into your mouth, it is considered childish to cut all of your food at one time.

- **Unexpected Situations**

- If something that tastes funky or foul ends up in your mouth, you can raise your fork to your mouth and subtly use your tongue to remove the object from your mouth and place it on your fork. (Easy rule: if it went in with a utensil, it comes out on a utensil; if it went in with your fingers, it comes out with your fingers.) Then place the item to the side of your plate.

- If you discover an insect or a hair in your food, try not to make a big deal of it (especially if you're eating at someone's house). Instead, put your fork or glass down, and wait to signal the server to get you a fresh plate or glass. If you are in someone's home, simply remove the foreign object, set it to the side of your plate, and (if you aren't overly grossed out), continue eating. You do not mention to your host in the middle of a dinner party that you found something gross in the food. No way.

- Signaling that you are finished

Imagining your plate as a clock, set your utensils on the plate so that both handles are resting on the numeral 4. Then leave your plate exactly where it is. Pushing it away is not considered polite.

- Basic, Informal and Formal Place Settings



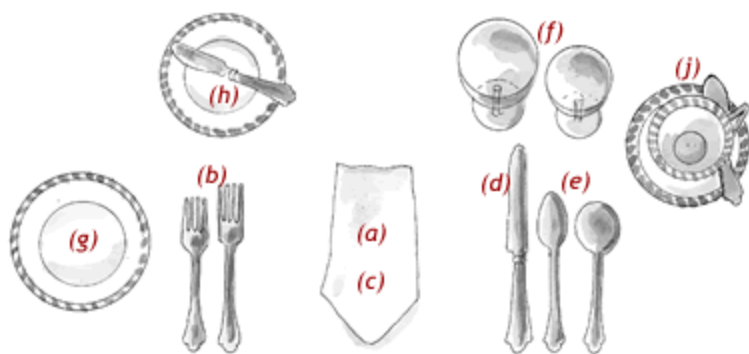
For a **basic table setting**, here are two great tips to help you remember the order of plates and utensils:

Picture the word "FORKS." The order, left to right, is: F for Fork, O for the Plate (the shape!), K for Knives and S for Spoons. (Okay, you have to forget the R, but you get the idea!)

Holding your hands in front of you, touch the tips of your thumbs to the tips of your forefingers to make a lowercase 'b' with your left hand and a lowercase 'd' with your right hand. This reminds you that "bread and butter" go to the left of the place setting and "drinks" go on the right.

Some other things to know:

- Knife blades always face the plate
- The napkin goes to the left of the fork, or on the plate
- The bread and butter knife are optional



Informal Place Setting

(a) Dinner Plate: This is the "hub of the wheel" and is usually first to be set on the table. In our illustration, the dinner plate would be placed where the napkin is, with the napkin on top of the plate.

(b) Two Forks: The forks are placed to the left of the plate. The dinner fork, the larger of the two forks, is used for the main course; the smaller fork is used for a salad or an appetizer. The forks are arranged according to when you need to use them, following an "outside-in" order. If the small fork is needed for an appetizer or a salad served before the main course, then it is placed on the left (outside) of the dinner fork; if the salad is served after the main course, then the small fork is placed to the right (inside) of the dinner fork, next to the plate.

(c) Napkin: The napkin is folded or put in a napkin ring and placed either to the left of the forks or on the center of the dinner plate. Sometimes, a folded napkin is placed under the forks.

(d) Dinner Knife: The dinner knife is set immediately to the right of the plate, cutting edge facing inward. (If the main course is meat, a steak knife can take the place of the dinner knife.) At an informal meal, the dinner knife may be used for all courses, but a dirty knife should never be placed on the table, place mat or tablecloth.

(e) Spoons: Spoons go to the right of the knife. In our illustration, soup is being served first, so the soup spoon goes to the far (outside) right of the dinner knife; the teaspoon or dessert spoon, which will be used last, goes to the left (inside) of the soup spoon, next to the dinner knife.

(f) Glasses: Drinking glasses of any kind -- water, wine, juice, iced tea -- are placed at the top right of the dinner plate, above the knives and spoons.

Other dishes and utensils are optional, depending on what is being served, but may include:

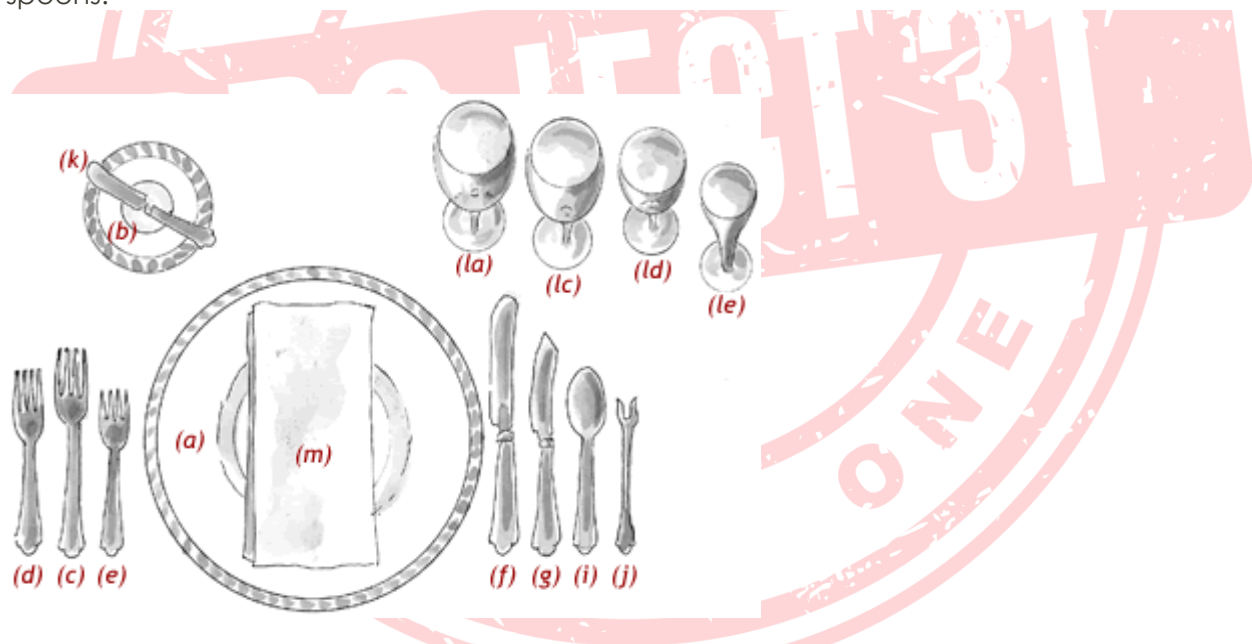
(g) Salad Plate: This is placed to the left of the forks. If salad is to be eaten with the meal, you can forgo the salad plate and serve it directly on the dinner plate. However, if the

entree contains gravy or anything runny, it is better to serve the salad on a separate plate to keep things neater.

(h) Bread Plate with Butter Knife: If used, the bread plate goes above the forks, with the butter knife placed diagonally across the edge of the plate, handle on the right side and blade facing down.

(i) Dessert Spoon and Fork: These can be placed either horizontally above the dinner plate (the spoon on top with its handle facing to the right; the fork below with its handle facing left); or beside the plate. If placed beside the plate, the fork goes on the left side, closest to the plate (because it will be the last fork used) and the spoon goes on the right side of the plate, to the right of the dinner knife and to the left of the soup spoon.

(j) Coffee Cup and Saucer: Our illustration shows a table setting that would be common in a restaurant serving a large number of people at once, with coffee being served during the meal. The coffee cup and saucer are placed above and to the right of the knife and spoons. At home, most people serve coffee after the meal. In that case the cups and saucers are brought to the table and placed above and to the right of the knives and spoons.



The placement of utensils is guided by the menu, the idea being that you use utensils in an "outside in" order. For the illustrated place setting here, the order of the menu is:

- Appetizer: Shellfish
- First Course: Soup or fruit
- Fish Course
- Entree
- Salad

(a) Service Plate: This large plate, also called a charger, serves as an underplate for the plate holding the first course, which will be brought to the table. When the first course is cleared, the service plate remains until the plate holding the entree is served, at which point the two plates are exchanged. The charger may serve as the underplate for several courses which precede the entree.

(b) Butter Plate: The small butter plate is placed above the forks at the left of the place setting.

(c) Dinner Fork: The largest of the forks, also called the place fork, is placed on the left of the plate. Other smaller forks for other courses are arranged to the left or right of the dinner fork, according to when they will be used.

(d) Fish Fork: If there is a fish course, this small fork is placed to the left of the dinner fork because it is the first fork used.

(e) Salad Fork: If the salad is served after the entree, the small salad fork is placed to the right of the dinner fork, next to the plate. If the salad is to be served first, and fish second, then the forks would be arranged (left to right): salad fork, fish fork, dinner fork.

(f) Dinner Knife: The large dinner knife is placed to the right of the dinner plate.

(g) Fish Knife: The specially shaped fish knife goes to the right of the dinner knife.

(h) Salad Knife (*Note: there is no salad knife in the illustration*): If used, according to the above menu, it would be placed to the left of the dinner knife, next to the dinner plate. If the salad is to be served first, and fish second, then the knives would be arranged (left to right): dinner knife, fish knife, salad knife.

(i) Soup Spoon or Fruit Spoon: If soup or fruit is served as a first course, then the accompanying spoon goes to the right of the knives.

(j) Oyster Fork: If shellfish are to be served, the oyster fork goes to the right of the spoons. *Note: It is the **only** fork ever placed on the right of the plate.*

(k) Butter Knife: The small spreader is placed diagonally on top of the butter plate, handle on the right and blade down.

(l) Glasses: These can number up to five and are placed so that the smaller ones are up front. The water goblet (*la*) is placed directly above the knives. Just to the right are placed a red (*lc*) or white (*ld*) wine glass. A sherry glass, or champagne flute, to accompany a first course or for an opening toast, go to the right of the wine glasses (*le*).

(m) Napkin: The napkin is placed on top of the charger (if one is used) or in the space for the plate. It can also go to the left of the forks, or under the forks if space is tight.

In General:

- Knife blades are always placed with the cutting edge toward the plate.
- No more than three of any implement are ever placed on the table, except when an oyster fork is used in addition to three other forks. If more than three courses are served before dessert, then the utensil for the fourth course is brought in with the food; likewise the salad fork and knife may be brought in when the salad course is served.
- Dessert spoons and forks are brought in on the dessert plate just before dessert is served.

