



Table Setting and Etiquette

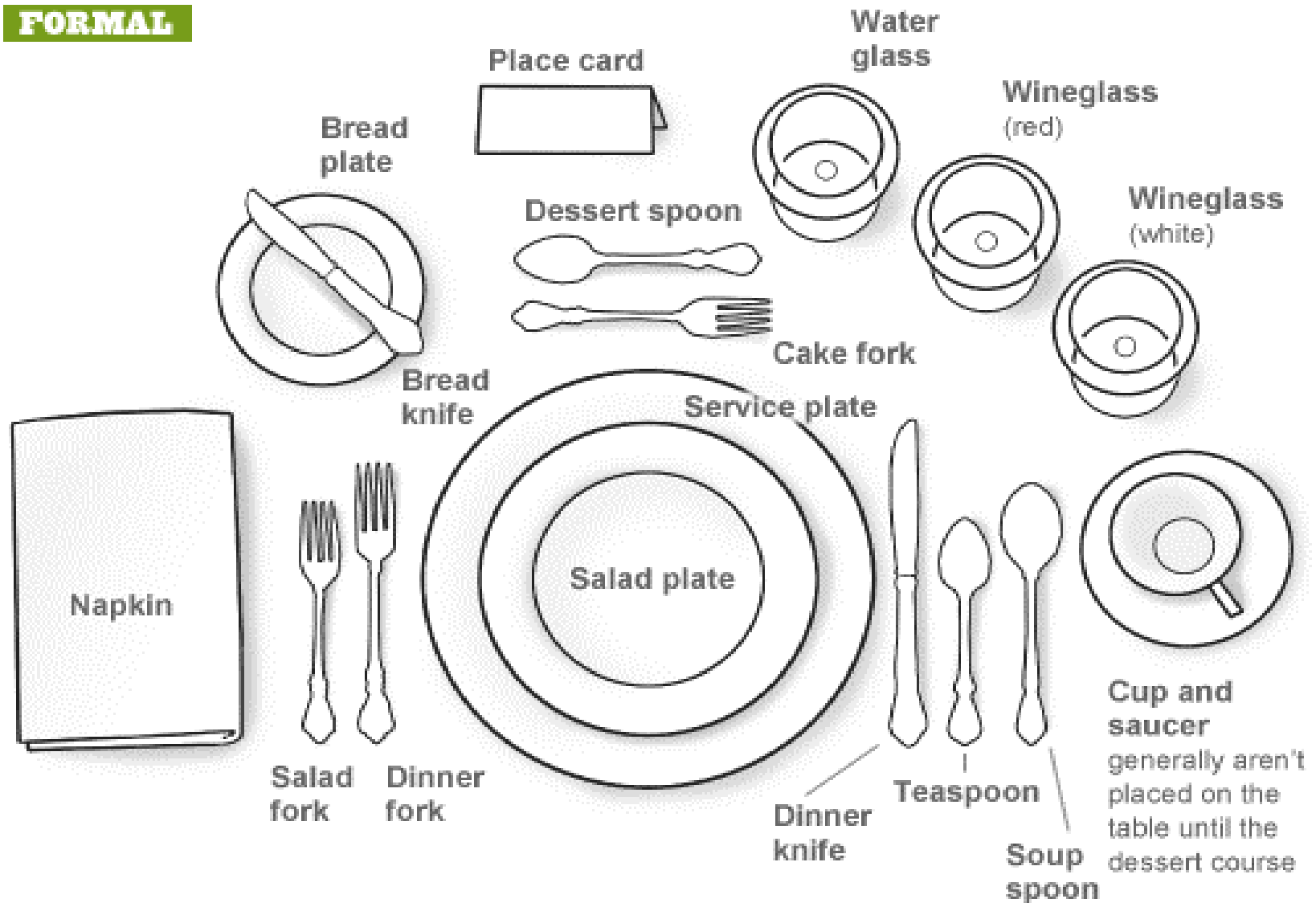
How to Set a Table

- Complete the Table Setting Worksheet.



Proper Table Setting

FORMAL



Setting the Table Influences

- Appearance of the food served
- Sets the tone/feeling of the meal
- Makes people feel important



Three Components of a Place Setting

- Dinnerware
 - Plates, cups, bowls, saucers, platters and other serving pieces
- Flatware
 - Butter, dinner and steak knives; salad/dessert, dinner fork; soup, dessert and teaspoons.
- Glassware
 - Water goblet, milk and wine glasses, sherbet glass



Cover

- Arrangement of a place setting for one person.
- Allow 20-24" for each cover with the dinner plate in the middle.



Proper Dinnerware Placement

- Dinner Plate
 - 1” from the table edge
- Bread/Butter Plate
 - Top left
 - Above the salad plate



Proper Dinnerware Placement

- Salad Plate
 - Lower left
 - Above the napkin
- Soup Bowl
 - On plate or separate



Types of Flatware

- Soup spoon
 - Larger than teaspoon
- Salad/dessert fork
 - Smaller than dinner fork
- Butter knife
 - Shape and size smaller than dinner knife



Proper Flatware Placement

- 1 to 1½" from the table edge
 - Handles are lined up and the utensils are even with the plate
- Forks
 - Left of the plate
 - Dessert fork placed above the center of the plate



Proper Flatware Placement

- Knives and Spoons
 - Right of the plate
 - Dessert spoon is sometimes placed above the center of the plate.
- Arrange in order of use
 - Starting at the outside and working toward the center.



Proper Flatware Placement

- Forks
 - Tines up
- Knives
 - Sharp cutting edge toward plate
- Spoons
 - Bowls up
- Butter knife
 - On bread/butter plate



Proper Glassware Placement

- Water goblet
 - Tip of the knife blade.
- Other beverage glasses
 - Right of goblet, slightly forward and diagonal.
- Cup and saucer
 - Lower right.



Placement of Napkin

- Three Places
 - Left of the forks
 - Center on the dinner plate
 - In the water goblet
- When removed, should not disturb the flatware.



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"WHAT DO YA MEAN? I'VE GOT PLENTY OF MANNERS. I JUST CHOOSE NOT TO USE 'EM."

Class Activity on Etiquette

- Table Manners Worksheet



Table Etiquette

- Courtesy shown by good manners at meals.
- Reflect part of your personality to others.
- Makes eating a pleasant experience for everyone
- Most rules of etiquette involve common sense and consideration of other people.



Common Rules of Etiquette

- Sitting down
 - From the left side of your chair.
- Passing food
 - To the right.



Common Rules of Etiquette

- Napkin
 - Place on lap before starting to eat.
 - Cover your mouth and nose if you must cough or sneeze.
 - Leave on your chair if leaving the table and returning during a meal.
 - Leave to the left of the plate when finished with the meal.



Common Rules of Etiquette

- When eating with a small group
 - Wait until everyone is served before eating
- Follow actions of host/hostess
- Avoid talking with food in mouth.
- Chew with mouth closed.



Common Rules of Etiquette

- Cut food into bite-size pieces
 - As you eat, not all at once.
- Sit up straight
- Avoid leaning on elbows while eating.



Common Rules of Etiquette

- When finished with soup
 - Place spoon on soup plate
- Eating a roll/bread
 - Break one piece off at a time, butter and eat.
 - Place butter on your own plate before buttering your bread/roll.



Common Rules of Etiquette

- Tipping Etiquette
 - For good service: 15% to 20% of total bill
- Where to tip?
 - Restaurants
 - Beauty Salons



Common Rules of Etiquette

- Cell Phone Etiquette
 - Turn your cell phone to vibrate or off.
 - Avoid checking your phone.
 - If it is an emergency, excuse yourself from the table.
 - Keep your voice down when talking on a cell phone.



Summary

- If you apply basic principles of setting the table, table service and manners you can create a pleasant atmosphere so that your relationships and appearance of food are enhanced.
- Good manners show respect for others.

