

Table Etiquette 101

Did you know? Food is served from the left.
Dishes are removed from the right.



Salt and/or pepper: They should be passed together, even when only one is requested.



Stemware: Glassware is filled from the right.



Napkin: Once seated, drape the napkin over the lap.

Cutlery: The rule is to use it from the outside in. Once a utensil has been used it should not touch the table again. Always rest forks, knives, and spoons on the side of your plate.



Proposing the Toast If you clink, do so with care, since glass is fragile. Usually, you can raise the glass in the direction of the person being toasted. Depending on the wedding, toasts may be limited to the immediate friends and family or it may be appropriate for just about everyone to make a speech.

For the toasts can you change the order:
Kaupai (KAHN pi): Japanese
L'shalem (leh KHY yim): Yiddish
Prosit (PRO sit): German
Salud (SA lud): Spanish
Sante (SAN tay): French/Quebec
Skål (SKAHL): Danish/Norwegian/Swedish
Slainte (SLANT tay): Gaelic



Resting Position When you take a break from eating, your knife and fork should be crossed across your plate. Leave your napkin on your chair.



Finished Position At the end of the meal, the knife and fork should be placed diagonally on the plate at the 5 o'clock position. The napkin is placed to the left of the table setting.



Do not talk, text, tweet, e-mail or surf the web at table. It's rude, say 63% of diners. A whopping 73% advise turning off ringers. If you have urgent business to deal with, step away from the table briefly to handle matters.



Serving tea or coffee signifies that the formal part of the evening is over. Guests may feel free to leave, or linger.



Dip the spoon into the soup, moving it away from the body, until it is about two-thirds full, then sip the liquid (without slurping) from the side of the spoon (without inserting the whole bowl of the spoon into the mouth).



It is perfectly fine to tilt the bowl slightly to get the last spoonful or two of soup.

Always scoop food, using the proper utensil, away from you.

Table Etiquette

with the ladies of

Alpha Kappa Alpha Sorority, Inc.

2. No **electronic hand held gadgets/phones** or **pets** are to be brought to the table

3. Take your **cap/hat** off at the dinner table

4. Place **table napkin** on lap when seated, it is good etiquette and useful too

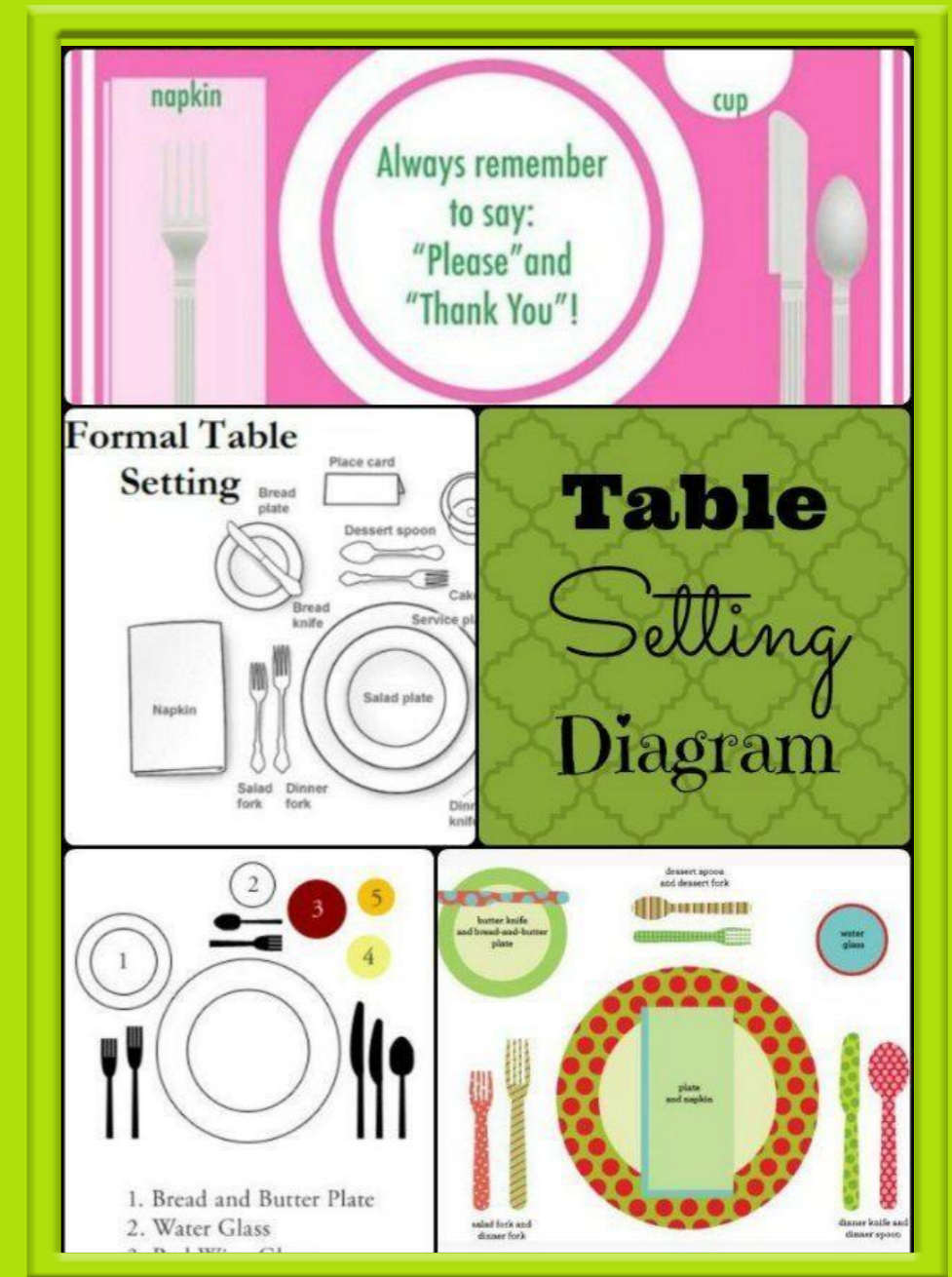
5. Wait for everyone to be **seated** before starting to eat when you are an invited guest at someone's home



are at a seated event or restaurant

7. Don't **stretch** across the table, ask someone to pass what you need

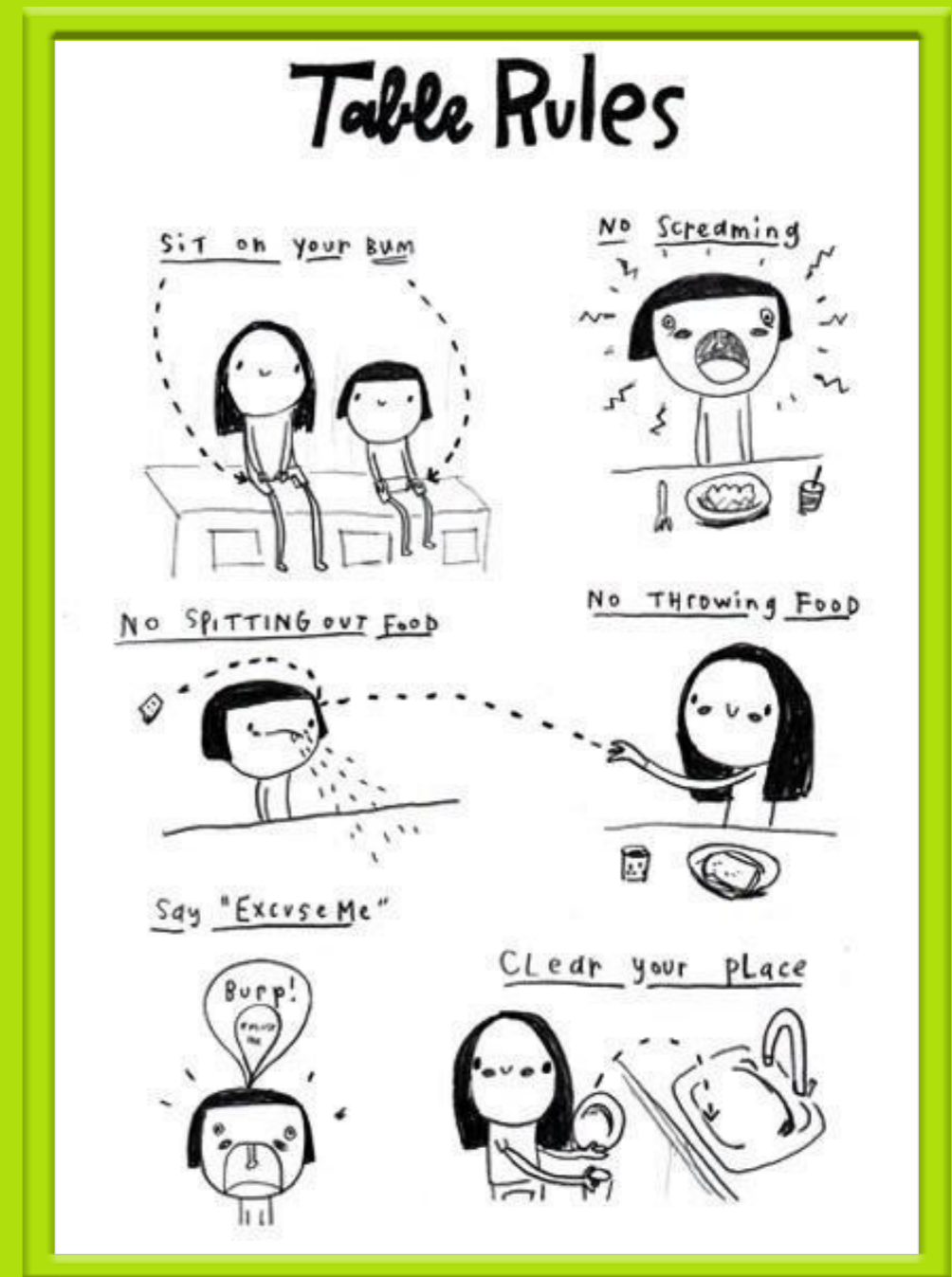
8. **Say** please and thank you - not only at the dinner table, it is generally considered to be good manners



9. Don't **talk** when you have food in your mouth and watch your portion size when eating

10. **Cut** your food to bite size pieces, i.e. don't just stab the sausage and take bites from the fork

11. Chew with your **mouth closed** always and don't smack your lips noisily



12. If the food is **too hot**, don't blow on it. Wait for it to cool or eat from the edges where its cooler

13. Don't play or comb your hair at the dinner table

14. Don't wave your **cutlery** around, it is messy and dangerous. Place your cutlery on the edge of the plate when not in use



15. Take butter from the serving dish and **place it** on your side of your bread plate then butter your bread from there

16. Use your cutlery and not your **hands** to eat

17. Don't put your **knife** in your mouth

18. Don't **play** with your food



19. Rude **comments** about the food is not only bad mannered, it is hurtful to the person who prepared the meal

20. Don't monopolize the **conversation** at the table or talk over adults. It is good manners to **let adults lead** the way

21. Don't take food from **other people's plates** at the table



22. **Ask** for seconds if you are still hungry, don't just help yourself



23. **Sit up straight**, no slouching, no elbows on the table

24. Ask to be **excused** from the table

25. Don't pick or blow your **nose** at the table, excuse yourself and go to the restroom





TOP TEN TABLE MANNERS TIPS!

- **Place your napkin in your lap**
- **Turn off your phone**
- **Wait for everyone to be served before eating**
- **Use a knife and fork to cut meat**
- **Cut your food one piece at a time**
- **Chew with your mouth closed**
- **Don't reach across the table**
- **Don't talk with your mouth full**
- **Don't pick your teeth at the table**
- **Say "excuse me" when leaving the table**

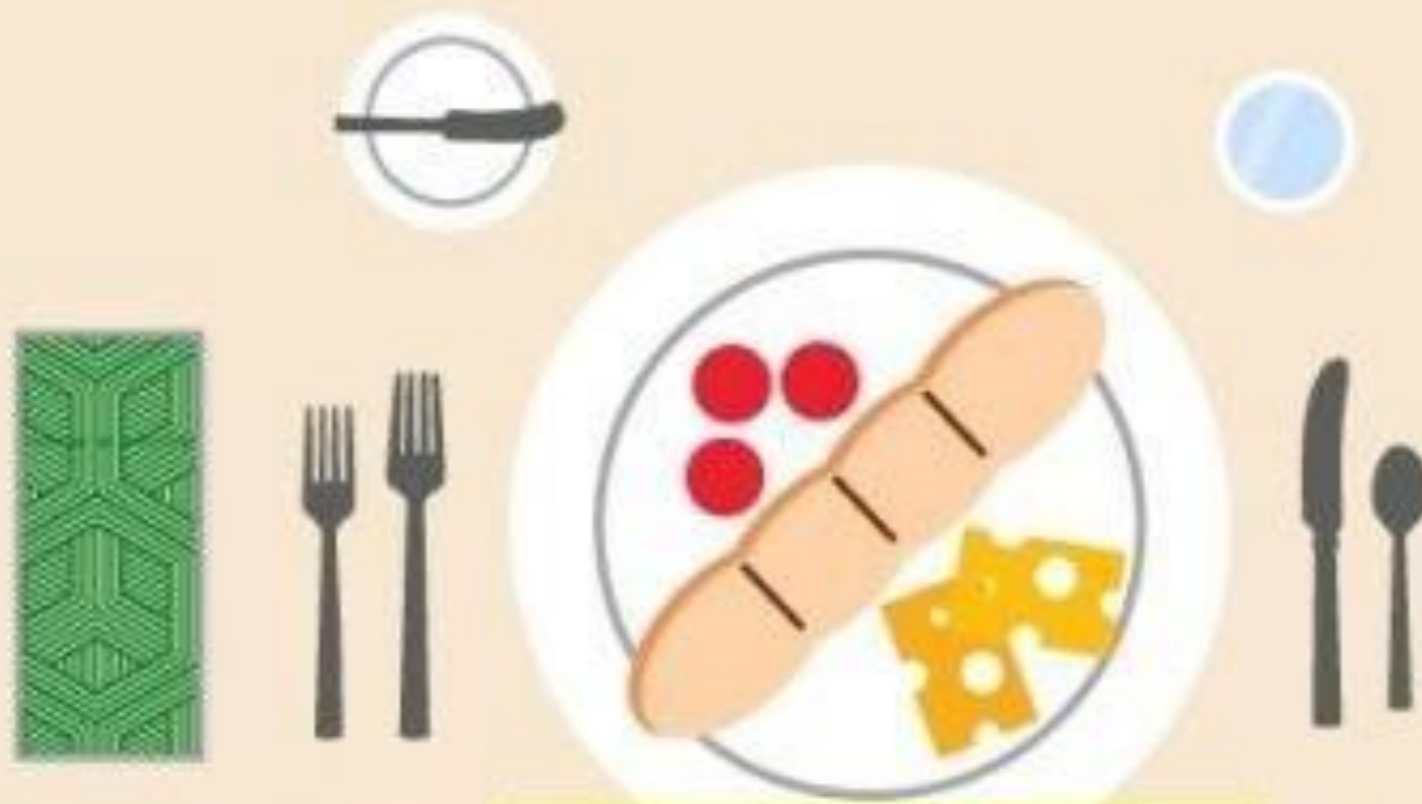
Table Settings





Breakfast

From left to right (top): Butter Plate & Spreader - Water Glass - Juice - Cup & Saucer Set - Teaspoon.
From left to right (bottom): Napkin - Luncheon (or dinner) Fork - Luncheon Plate - Cereal Bowl - Luncheon (or dinner) Knife - Table Spoon.



Casual Lunch

From left to right (top): Butter Plate & Spreader - Water Glass.
From left to right (bottom): Napkin - Salad Fork - Luncheon (or dinner) Fork - Luncheon Plate - Luncheon (or dinner) Knife - Teaspoon.



Formal Lunch

From left to right (top): Butter Plate & Spreader - Water Glass - Red Wine - White Wine.
From left to right (bottom): Napkin - Salad Fork - Dinner Fork - Dessert Fork - Service Plate - Soup Bowl - Dinner Knife - Teaspoon -
Soup Spoon.



Informal Dinner

From left to right (top): Water Glass - Wine Glass.
From left to right (bottom): Salad Fork - Dinner Fork - Plate (with Napkin) - Dinner Knife - Teaspoon - Soup Spoon.



FORMAL DINNER

From left to right (top): Butter Plate & Spreader - Place Card - Dessert Spoon - Cake Fork - Water Glass - Red Wine - White Wine - Cup & Saucer Set (Generally not placed on the table until the dessert course)
From left to right (bottom): Napkin - Salad Fork - Dinner Fork - Service Plate - Salad Plate - Dinner Knife - Teaspoon - Soup Spoon.



Still eating - Done eating

Finger Foods





Tea Party Etiquette



Pick up your cup and saucer together – holding the saucer in one hand and cup in the other





Contrary to popular belief the ring and pinkie fingers should not be extended, but should rest by gently curving back toward your wrist





Do not stir tea, but move the tea with your spoon without clinking the sides of the cup. Do not leave the spoon in the cup, but place the spoon quietly on the saucer on the right hand side under the handle





Never dip a scone in jam or cream. Think of it as a dinner roll. Break off a bitesize piece of the scone and add the jam and cream from your plate. Scones are to be eaten with your fingers.



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Never sip your tea from the spoon or place your fingers in your mouth to taste the dessert





Take small bites. Never stuff the whole sandwich or dessert in your mouth even if it appears small enough

Questions?

