



# Table Setting and Etiquette

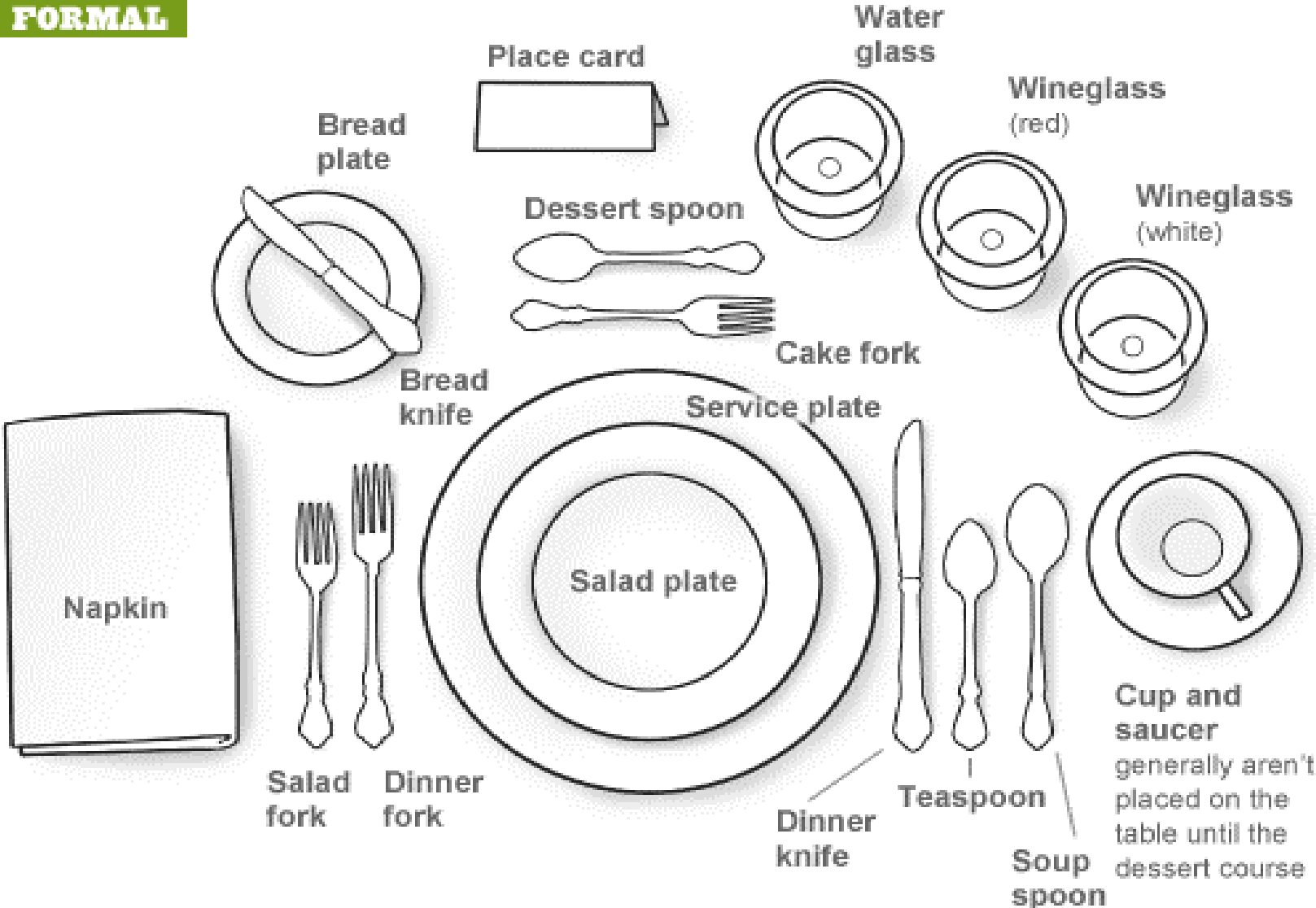
# How to Set a Table

- 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.





"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.

