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# The Graduate School Dining Etiquette

April 00, 20xx



# The Basics

## Dinner as part of the interview/job

- Employers want to see how you conduct yourself in a social situation. It is likely that your manners will be closely scrutinized, especially if your job requires a certain standard of conduct with clients and colleagues
- Always arrive 10 minutes early unless otherwise directed
- If given a name tag, place it on the right hand side of jacket



# Arrival and Greeting

## When meeting someone

- Rise if seated
- Smile and extend your hand
- Repeat the other persons name in your greeting
- A firm handshake should last three to four seconds
- Do not remove your jacket unless your host does
  - If you are extremely hot, you may ask the hosts permission to remove your jacket but remember some restaurants require a sport coat



# Posture

- Sit straight up with your feet on the floor
- You may cross your ankles, but crossing your legs causes slouching and you to look too casual
- Keep your elbows off the table and your left or right hand in your lap



# Cell Phone/Blackberry

- Your cell phone or blackberry should not be part of the dining experience
- They should be put on silent and left out of sight
- Checking them at the table implies that you have something more important going on than conversing with or listening to your hosts and is considered rude

# Set Your Tables!



Prize to the most correct table setting!

Courses:

Bread

Salad

Main

Dessert

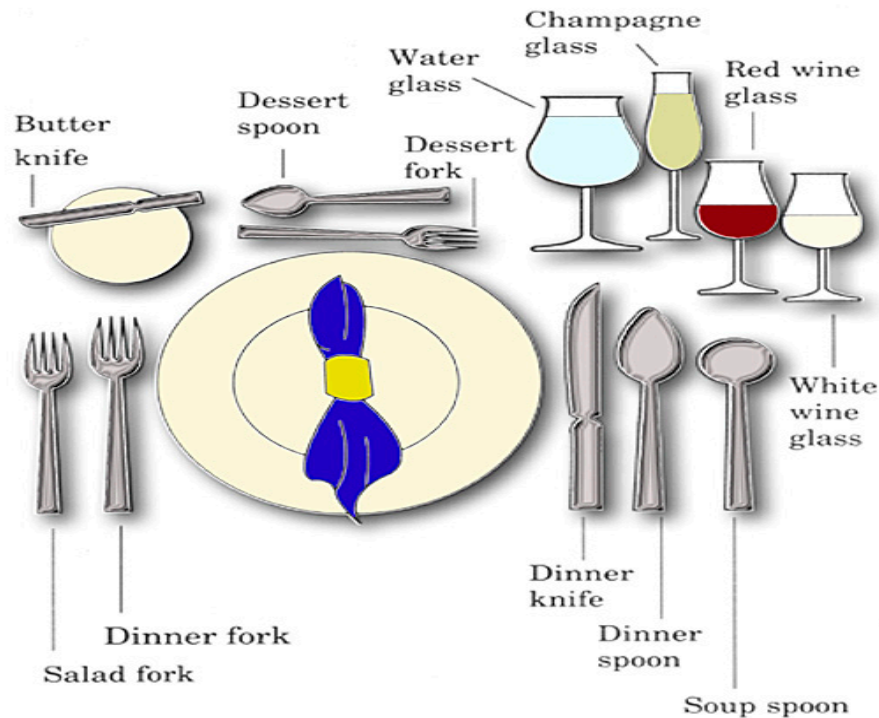
# The Formal Place Setting





# Your Place Setting

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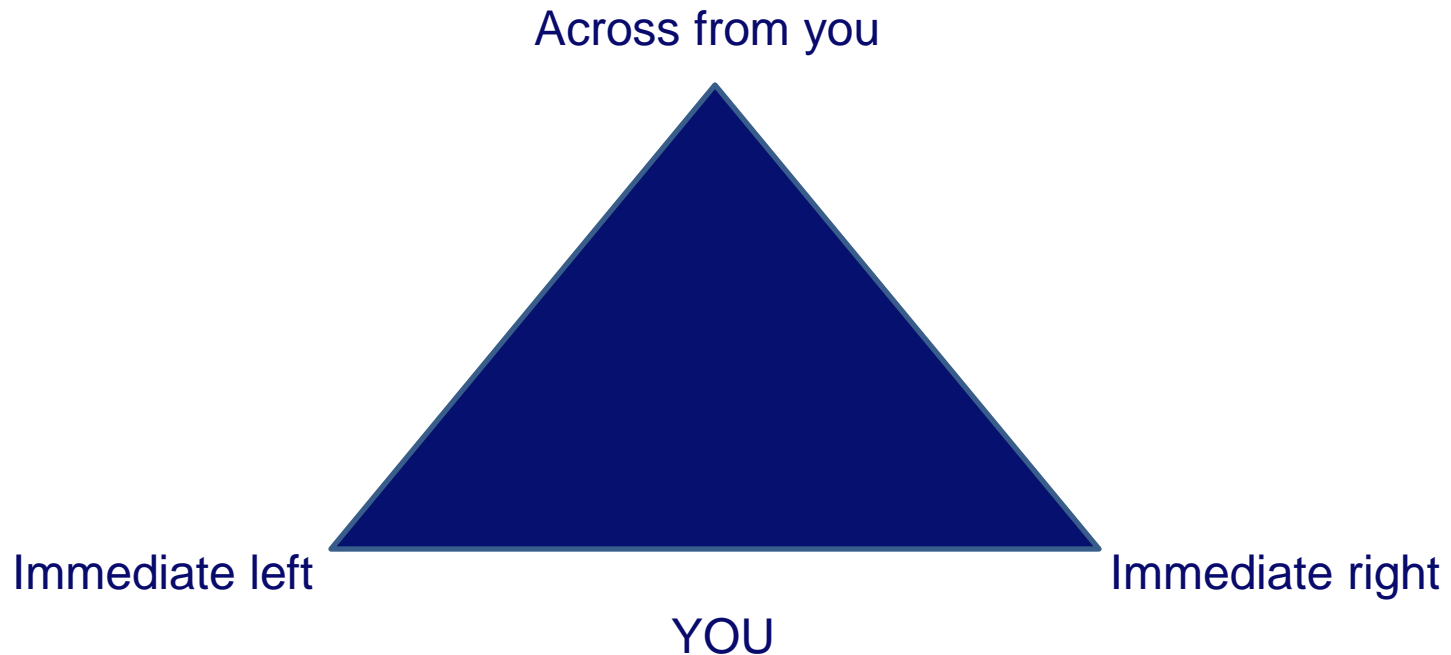
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Start from the outside and work your way in



# Conversation

**You are responsible for conversing with your triangle**



# Napkin

- As soon as you are seated, place the napkin on your lap
- Let the napkin fall open naturally
- End of napkin on your legs should be folded over towards you
- If you need to leave the meal, place the napkin on your chair, loosely folded
- After the meal, place your napkin on the left side of your plate



# Ordering

## Drinks

- Water, juice or iced tea
- One glass of wine may be acceptable
- Never turn your wine glass over to indicate you do not want to drink. Simply use your hand on the glass to show you are not interested.
- Coffee or tea after the meal is appropriate but limit yourself to one or two packets of sugar

## Meal

- Simple foods: Meat, simple salad and soup
- Avoid spaghetti, pizza and hand held items
- If it's a fixed menu, and you do not like what you are being served, remain gracious and do not refuse the food



# Wine

- Your boss asks you to order the wine, and you don't feel qualified or don't even drink wine...
  - Look at the menu and ask the waiter for a recommendation
- Formal dinners can serve a different wine with each course – you don't have to finish each glass!

# Serving Food

- Plates are served on the left and removed from your right
- The person closest to the plate should first offer to the person on the left, serve themselves and then pass food to the right
  - When passing, always include the service plate
- Never use your own utensils to serve food out of a communal dish
- Pass the salt and pepper together
- Do not serve yourself first when asked to pass something



# Bread

- Transfer butter or dips to your own plate rather than directly to the food
- Do not take bites directly out of the roll
- Break off bite size pieces, butter them and then eat them
- Do not cut rolls/bread with a knife – break the bread
- Never completely cover it in butter, and never stuff it all in your mouth all at once.





# Soup

- Eat soup by filling spoon from the edge of the bowl towards the center, moving away from you
  - Only fill spoon  $\frac{3}{4}$
- Sip from the edge of the spoon, do not place the whole spoon in your mouth
- Never slurp or gulp!
- To finish your soup, tilt the bowl away from you



# Salad

- Salads should be prepared so that they consist of bite-size pieces.
- If the salad contains leaves that are too big to eat, use your salad fork to cut them into smaller pieces. And if that doesn't work, use your dinner knife.
- Only use the knife when all other methods have failed. Why? Because you'll also need that knife for the main course, and after you've used it for the salad, there's no place to put it so that it doesn't also disappear with the salad plate.



# Main Course



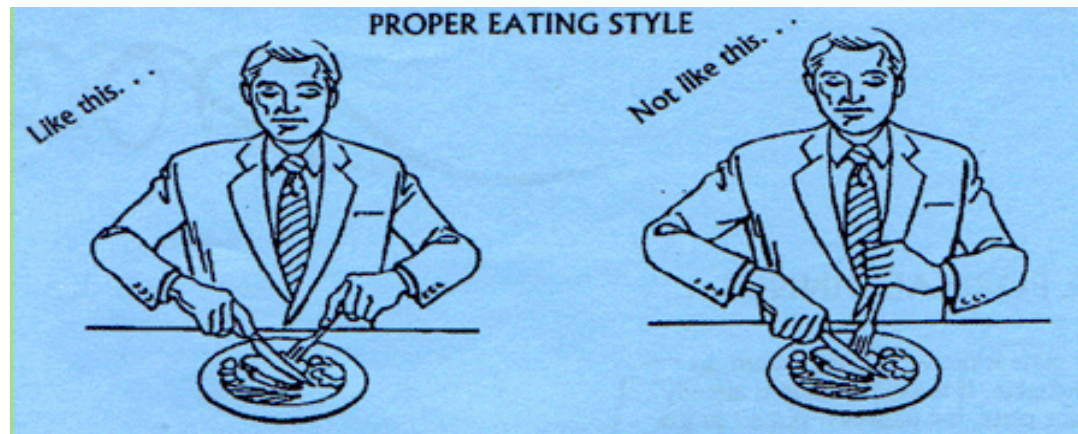
- Do not blow on hot food
- Never season your food before trying it
- Do not complain about the quality of your food or small errors
- Always cut food into bite sized pieces
- Take very small bites and always finish chewing before speaking

# Silverware - Eating

- Knife in right hand, fork in left hand holding food
- **American:** After you cut a piece of bite-sized food, place knife on edge of plate with blade facing in and switch to fork to right hand to eat
- **Continental:** Leave fork in left hand and turn it over when placing food in your mouth
- Once you use silverware, it should never touch the table cloth again!



# Cutting Your Food



Grasp your fork and knife in a relaxed natural manner, never with a closed fist

# I don't like this...

- If you must remove something from your mouth as you eat, take it out the way it went in.
- This is an impractical rule, as you would not put something back on the fork!
- Hold your napkin in front of your mouth to mask the removal, then place the item on the side of your plate. Don't try to hide it under the plate



# Debris (a bit of debate on this)



Keep the table debris free by hiding your trash and wrappers underneath your bread plate

Or place table debris and trash and wrappers on your bread plate (preferred)

# Finishing the Meal

- You should keep pace with others at the meal, however do not rush to finish your meal, your priority is the conversation with your host
  - Simply indicate you are finished with your utensils when the server is clearing plates and your host is done
- Always indicate you are done with salad, soup or bread by resting your utensil with the handle to the right on the service plate



# American



I am taking a break.



I am finished.

# Continental



I am taking a break.



I am finished.

# Toasts

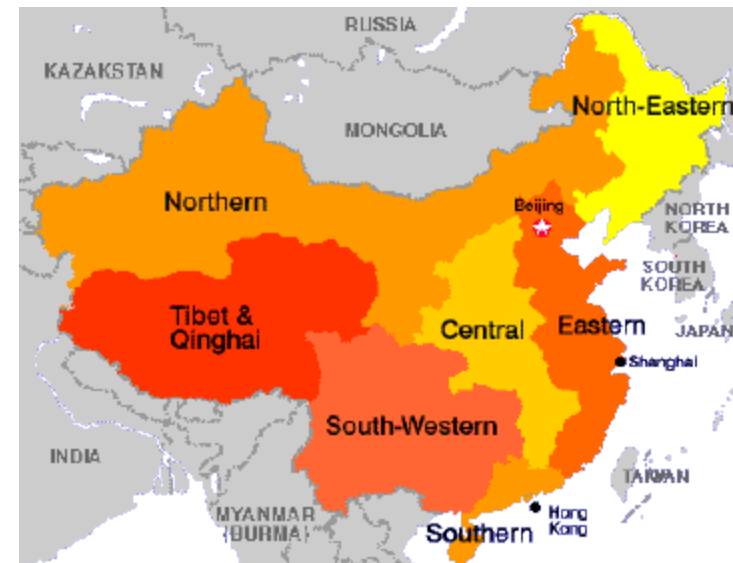
- Be brief, prepared and simple
- Always stand when offering a toast and do not bang on your glass to get attention
- If a toast is being given to you, never stand or drink and always say thank you
- Allow the host to toast the guest of honor first, and if they do not, ask his/her permission to offer the toast
- Never refuse to participate, you can always use an empty glass or non-alcoholic beverage





# International Customs - China

- Being on time is vital
- Use formal titles when introducing yourself
- Have your business cards printed in Chinese
  - Present business cards with both hands
- Conservative suits with subtle colors
  - Women should avoid high heels and revealing clothing
- Do not only discuss business at meals
  - Never point and avoid hand gestures
- Try every dish offered
  - In the past finishing a communal plate is considered offensive and means you were not served enough. This rule has relaxed recently.
- The Chinese hosts should leave the meal first





# International Customs- Japan

- Dress indicates status; dress to impress
  - Women should not wear pants and should wear low shoes
  - Men should wear dark, conservative suits
- The customary greeting is a bow
- When toasting do not lift your glass off the table
- It is customary for the host to order for the entire table
- Avoid pointing and using the okay sign
  - Respect personal space
- Silence is valued in Japan, do not force conversation at dinner
- You should slurp your noodles to indicate you have enjoyed them
- Entertainment is a key part of business in Japan and business may be discussed at these functions
  - Women should not attend “hostess bars” or karaoke bars, which is custom for Japanese businessmen
  - However, it is appropriate for a women to drink at dinner if the host orders drinks for the group



# International Customs- UK

- Attire should be conservative
  - Men should wear laced shoes and never wear shirts with pockets
- Avoid personal questions or staring
  - Eye contact is rarely maintained throughout a conversation
  - Respect personal space
- Business lunches are often conducted in a pub and include a pint of ale (be careful here!)
- Do not discuss work at after hours social events
- Do not toast anyone older than you



# Thank You



**Do not forget to say thank you  
and then send a thank you to your host**

# Go Irish!

