



When will you use dining etiquette?

- **Pre-Interview** – Open house, club event, networking event
- **Interview** – Lunch or dinner interview
- **Internship event** – Lunch or a party at the end of an internship
- **Client meeting**
- **Company celebration** – Office parties, retirement parties, etc.
- **Meals with colleagues** – Lunch with your supervisor or with your peers

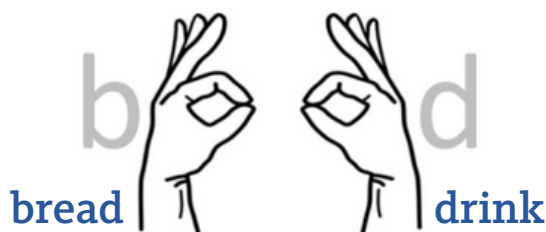
When you first sit at the table...

- Do not sit at the table until the host has sat down or instructed you to do so
- Introduce yourself to others at your table (stand if you are already seated and somebody approaches you)
- Place the napkin on your lap. If it is dinner, unfold the napkin all the way; for lunch, fold the napkin in half with the point pointed towards your knees
- DO NOT eat off the charger plate (if there is one). The charger plate is a large plate (often made of some material other than china) which stays at your place setting and dinner plates are placed on top of it



Bread

- Your bread plate is always on your left and your drink glasses on your right
- Follow the lead of your host. Do not serve yourself bread until they do. This is the same for every course
- Pass to your left
- Place a pat of butter on your plate, rather than slathering the entire roll at once
- Break apart bite-sized pieces of bread one at a time and butter each piece individually



With this easy trick, you'll never have to guess which bread plate or drink glass belongs to you

Soup

- Scoop the soup in the direction away from you
- Sip the soup from the side of your spoon
- Never blow on hot soup, wait for it to cool
- Never pick up your bowl to drink the final drops
- When done, place your spoon on the right side – on the saucer under the soup bowl

Salad

- Use the salad dressing then pass to your left. If there is a handle, pass with the handle pointing toward the person you are passing to
- Lift croutons off your plate, do not stab them
- Do not stab cherry tomatoes – they may fly away
- It is okay to cut large pieces of lettuce

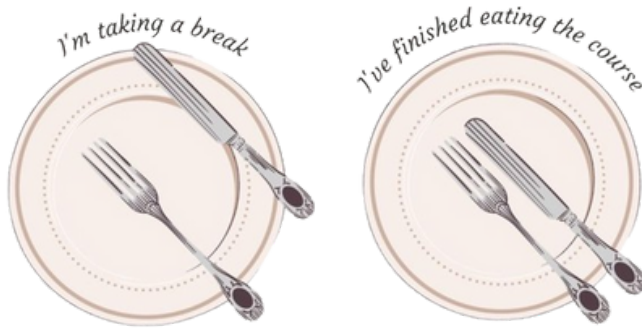
Remember to AVOID...

- Tucking your napkin into your shirt
- Ordering alcohol. There are sometimes exceptions to this rule, but it is always better to play it safe
- Ordering food that is hard to eat (lobster, spaghetti, etc.)
- Ordering the most expensive item on the menu. If you're not sure how much to spend, ask your host what they recommend. That way, you can inquire about what tastes good and what is a reasonable price
- Chewing with your mouth open!



Main Course / Entree

- Small bites! If you are asked a question, you do not want to respond with a mouth full of food
- Cut only the food you will eat immediately; do not cut all your food at once
- Pace yourself to the pace of the host
- If you are resting your utensils, they always go on the plate, never on the linens
- To signal that you are done, place your fork tines up across the plate with your knife alongside it



Condiments

- Never add salt or pepper before tasting
- Pass salt and pepper together, even when someone asks for only one
- If your server adds pepper, parmesan cheese, etc., the proper way to say “stop” is “thank you”

Coffee / Dessert

- If you want coffee, place your cup right side up to be served
- Keep your coffee or tea spoon on the saucer

