

Dining Etiquette – Module 3

Frankfurt University of Applied Sciences



1. Course & Content

Module 1

Modern Business Etiquette
(Introduction & Basics)

Module 2

**Appearance &
Body Language**
(Impression Management)

Module 3

Dinner at the Restaurant
(Dining Etiquette)

Welcome

- 1. Top 10 Table Manner-Sins**
- 2. Formal Table Setting**
- 3. To Start Off With ...**
- 4. Proper Placement & Use of Cutlery**
- 5. Glassware & the Passing Game**
- 6. Toasting**
- 7. Rules for the Host & the Guest**
- 8. More Helpful Hints**
- 9. Dining Etiquette in Times of Covid-19**

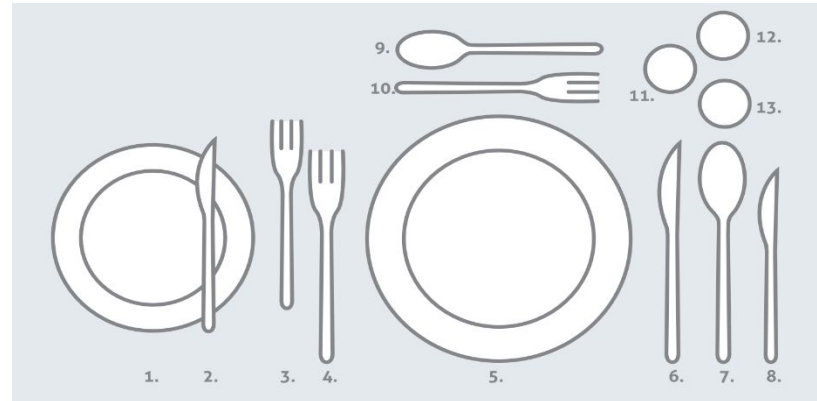
1. Most Common Table-Manner Sins

TOP 10:

1. Chewing with your mouth open, or speaking with food in your mouth.
2. Putting used cutlery / silverware back on the table.
3. Picking or poking at your teeth.
4. Holding the knife like a dagger and the fork like a cello.
5. Indecisive ordering and finishing the meal well before or after everyone else.
6. Using any electronic devices (smartphone, iPad etc.) during the meal.
7. Putting key, gloves, purse, or similar objects on the table.
8. Smoking during the meal.
9. Leaving lipstick smears. Never apply makeup or comb your hair at the table.
10. Slouching or tilting in the chair.

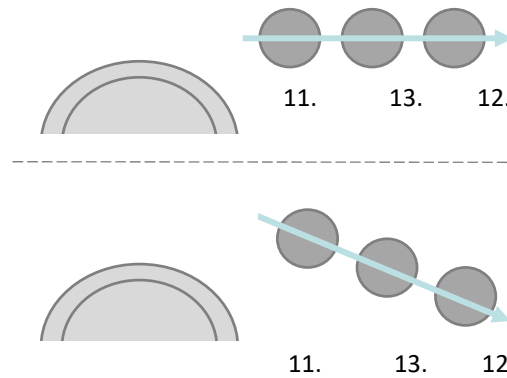


2. Formal Table Setting (Western World)



Formal Table Setting Alternative Glassware Settings:

1. Bread plate
2. Bread knife
3. Fish fork
4. Dinner fork
5. Dinner plate
6. Dinner knife
7. Soup spoon
8. Fish fork
9. Dessert spoon
10. Dessert fork
11. Red wine
12. Water
13. White wine



Source: www.ganz-einfach.com

3. To Start Off With ...

How to Use Napkins?

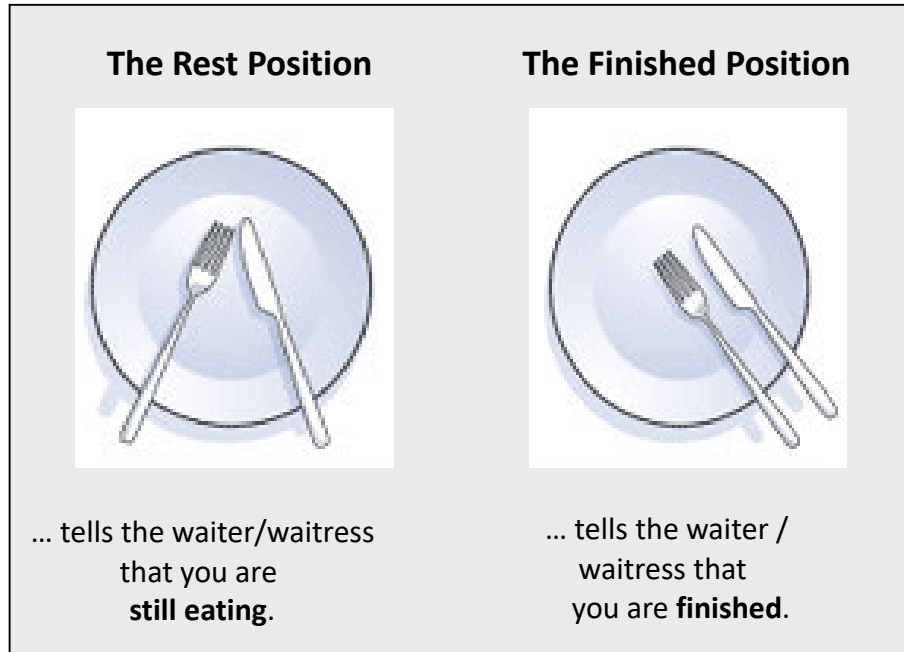
- **The meal begins when the host/hostess unfolds his/her napkin** to place it on his/her lap.
- **The napkin rests on your lap till the end of the meal.**
If you need to leave the table, put your napkin in loose folds at the **left** side of your plate. Never place your napkin on your chair or on top of the plate. (If you have finished the dinner, put your napkin on the right side of your plate.)
- **Never tuck your napkin into the collar of your shirt or use it as a handkerchief.**



Eating – Basic Manners

- **Wait until your host(ess) starts eating** or indicates you should do so.
- **Start with the utensils on the outside and work your way inward** with each subsequent course.
- **Chew and swallow all the food in your mouth before taking more or taking a drink or before speaking.**
- **Never chew with your mouth open, mash or mix food on your plate.**
- **Do not blow on hot food or drinks.**

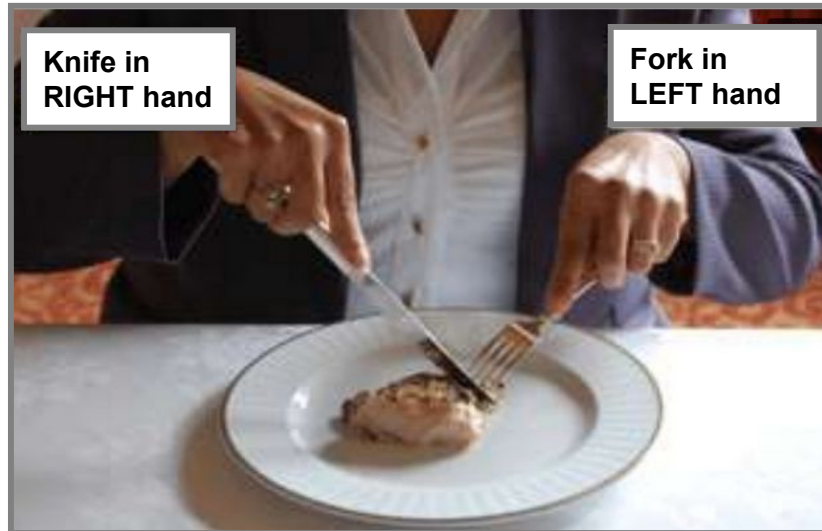
4. Proper Placement & Use of Cutlery



- **Placement of cutlery:** the forks to the left of the service plate; the knives and spoons to the right. Knives are laid with the cutting edge towards the centre of the plate and forks with tines up.
- **“Outside-in rule”:** Use the cutlery from the outside and **work your way in - course by course**.
- **Never place used cutlery back on the table or have it rested half on a plate and half on the table.**
- Indicate you have finished eating by laying your knife and fork parallel across the right side of your plate (place it at 4:20 o’clock (Continental / European Style)).

4. Use of Cutlery: American vs. Continental / European Style

Same start ...



... and then:

Eating (Continental / European Style)



Eating (American Style)



Continental / European Style:

- Knife in right hand, fork in left hand.
- Eat food with fork still in left hand.

American Style:

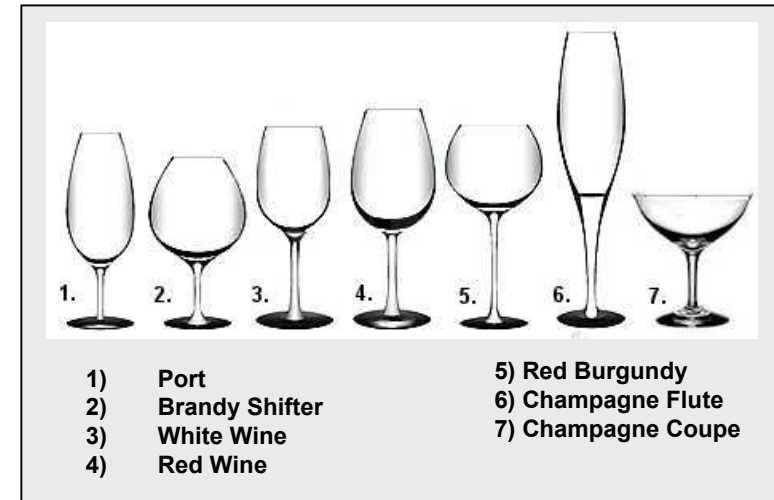
- Knife in right hand, fork in left hand.
- Place knife on edge of place with blades facing in after a few bite-sized pieces of food are cut.
- Eat food by switching fork to right hand (unless left handed).

5. Glassware & the Passing Game

Glassware (selected aspects):

Stemware has a bowl that rests on a stem anchored by a foot.

- **White wine** and **champagne** glasses are always held by the stem to avoid fingerprints. The same applies for red wine. **Red wine** should be served at room temperature to releases the bouquet of the wine.
- **Never turn a wine glass upside down to decline wine.**
It is **more polite to let the wine be poured** and ignore it.



Aperitif & Cocktail glasses

- Purpose of the aperitif is to “open” gastric juices and to stimulate the appetite before a meal.
- **Do not bring a cocktail or aperitif glass to the dinner table, even if its not empty.**
- The most common aperitifs are: Champagne, Vermouth, Sherry, Campari, Hugo, Aperol Spritz, Gin Tonic, “Sekt” or wine. *Instead*, a beer or a non-alcoholic cocktail can also be served.

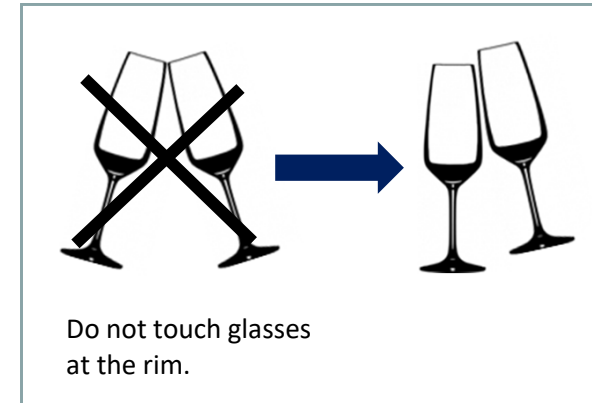
The Passing Game:

- **Pass to the right! Salt and pepper are passed as a set.**
(Exception: Passing to the right is not set in stone, if things start moving to the left, go with the flow!)
- When passing something with a handle (e.g. dressings), pass with the handle facing the person so it can be easily grasped. Any **heavy dishes are put on the table with each pass.**

6. Toasting & Dinner Speech

Who Toasts and When?

- The **host/hostess offer the first toast** – the more informal the occasion, the less this „rule“ applies.
- A toast can be offered...
 - before the meal to welcome the guests
 - after the dessert course when the after-dinner drinks have been served. Make sure that all glasses are filled before toasting.
- If you are a **non-alcohol drinker**, just raise a glass of water, juice, or a soft drink.



Getting the Attention & Sit or Stand?

- At the dinner table, the toaster may remain seated if the group is fairly small. A table of a dozen or more requires the toaster to stand so that people will be able to hear.
- **On formal occasions toasters are usually expected to stand.**
- **Do not bang on a glass with a utensil to get the guests' attention.**
- Repeat (while standing and raising the glass): “May I have your attention” as often as necessary.
- If it is the **primary toast of the evening**, a **short speech** should be prepared (notes are allowed).
- If the dinner speech takes more than 3 minutes – please inform the service accordingly.

7. Rules for the Host / Hostess & the Guests

Rules for the Host / Hostess:

- **Invite well in advance** and choose a restaurant you know.
- **Request responses as soon as possible.**
- **Select an appropriate setting** and arrive early to greet guests.
- **Wait for your guests in the lobby or waiting area.**
- **Give credit card to waiter in advance.** Be sure the waiter gives you signature form to sign promptly and discretely at end of meal.
(Tip in restaurants: 5-10% in Germany and many other European countries, 15-20% -> USA; none in ASIA)
- If price is a factor, indicate courses and meals you recommend that meet your guidelines.
- Apologize to guests if the food or service is below your expectations.
- **Escort your guests to the door, shake hands and thank for coming.**



Rules for the Guests:

- **Always respond to an invitation within a week** of receiving it and give reasons for a negative response.
- Know where the event will take place and know what rules apply there.
- **Arrive on time and dress appropriately** (-> dress code).
- Respect a given **seating order**.
- **Follow the host/hostess in deciding what to order and wait for them to pick up their cutlery.**
- **Send a thank-you note or make a follow-up phone call** one day after the dinner / lunch or reception.

8. More Helpful Tipps ...

- **Do not begin eating until the hostess starts.**
Wait until everyone at the table has been served.
- **Do not blow on your food to cool it off.**
- **Food** should always **be chewed with your mouth closed**. Bring the food to your mouth, not your mouth to the food.
- **Do not drink when** there is still **food in your mouth**.
- **Cut only enough food for the next mouthful.**
- **Keep your elbows off the table** while eating.
- If possible – choose food that will not cause problems (e.g. Spaghetti etc.).
- Try to pace your eating so that you **do not finish before others are halfway through**.
- It is **acceptable to leave some food on your plate** if you are full or unable to eat.
- **Scoop your soup away from you. You may drink soup, if it is served in a cup with handles. Do not leave a spoon in a cup or soup bowl after using it.**
- **Do not cut lettuce** in a salad. Fold it using your knife and fork.
- **Use your knife to cut fruit from the core** and your **fork to bring pieces to your mouth**.
- **Avoid using a toothpick and putting on make-up or lipstick at the table.**
- Do not forget to make **polite conversation** with those guests around you.

9. Dining Etiquette in Times of Covid-19

COVID-19 has changed the way we do pretty much everything, including eating out. How to navigate the “new normal” with social distancing & Co.? The questions seem to be endless, but understandable.

In terms of eating out, one of the most important questions seem to be:

What to do with our mask while eating?



While restaurants may put forth their own rules about mask-wearing, here are some basic guidelines:

- **Wear a mask when arriving.**
- **Sanitize your hands before sitting down.**
- **Remove your mask safely by its straps to avoid possible transfer between the mask (-> the front of your mask is the most contaminated part) and your hands.**
- **Never put your mask down on the table.**
Placing both of the elastic straps around your wrist, with the inside of the mask folded inward on itself (-> like a bracelet).
- **Place your mask back when leaving the restaurant, not between each bite as this can be counterproductive according to experts.**
- **Always have a second, sanitized mask as a backup in your pocket.**

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Any Questions?

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