DINING ETIQUETTE BASICS
FOR BUSINESS STUDENTS

ARRIVING

· Arrive on time
· Silence phone and put it away
· Wait to sit until the host indicates the seating arrangement
· Always rise for introductions
· Sit up straight, keep arms close to your body, and place hands in your lap when not eating

BEFORE THE MEAL

· Discretely unfold your napkin to half and place in your lap before eating or drinking
· When alcohol is present, know your limitations and never consume if the host abstains
· Be prepared to order when asked to, do not hold up the table
· Do no order the most expensive item on the menu
· Pick something easy to eat and avoid messy food
· Contribute equally to the conversation
· Have a few topics in mind to discuss, avoid controversial issues or jokes

DURING THE MEAL

· Keep your elbows off of the table
· Expect to be served from the left
· Wait to begin eating until everyone is served
· Start with the utensil farthest from the plate and work your way in
· Spoon soup away from you
· Remember to cut your food one bite at a time
· Bring food to your mouth, not your head to the plate
· Do not chew with your mouth open, blow on your food, or talk with food in your mouth
· Season your food, if you must, only after tasting it
· Pass the salt and pepper together and place them on the table, not in the receiver’s hand
· Eat at the same pace as everyone else
· If you must get up during the meal, verbally excuse yourself and place your napkin in your chair

AFTER THE MEAL

· Dishes shall be removed from the right
· Do not push dishes to the side or hand them to the waiter
· Do not ask for a to-go box
· Business should not be brought up until after entree plates have been removed
DINING ETIQUETTE BASICS
FOR BUSINESS STUDENTS

- Dinner Fork
- Salad Fork & Salad Plate
- Dinner Plate & Dinner Knife
- Teaspoon
- Soup Spoon
- Place Card
- Water Glass
- Red Wine Glass
- White Wine Glass
- Bread Plate & Knife
- Dessert Spoon
- Cake Fork
- Dinner Fork
- Salad Plate
- Napkin
- Teaspoon
- Coffee Cup & Saucer
- White Wine Glass
- Soup Spoon