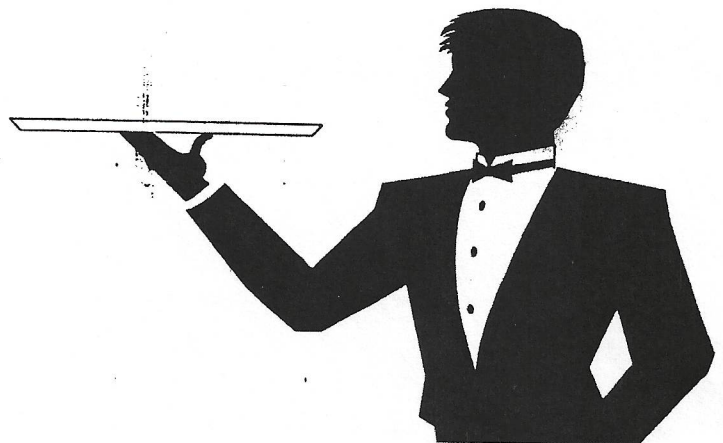


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**GOOD MANNERS & ETIQUETTE
FOR EVERY DAY LIVING**

-2004-

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GOOD MANNERS & ETIQUETTE FOR EVERY DAY LIVING

INTRODUCTION:

Etiquette is described as the forms, manners and ceremonies established by convention as acceptable or required in society.

Manners are described as the prevailing customs; ways of living of a people, class or period.

This lesson is to serve as a refresher on how good manners will make each of us nicer people to know, life can be so much easier if we practice common courtesy among our family and friends.

OBJECTIVES:

The object of this lesson is to familiarize ourselves with the ongoing changes of proper etiquette and behavior.

The most important thing to remember, if you are a host or hostess, your guest should be made comfortable. If you are a guest, your host or hostess should be pleased with your behavior and glad they are acquainted with you.

Learning or reviewing manners, etiquette or protocol should not embarrass or make anyone nervous. Actually it should make one more comfortable so that they may enjoy social gatherings without worry of "should or should not".

Courtesy is the secret of etiquette, not which fork is used with fish. Anything comfortable for all, is right.

- * Nice things to do.**
- * Table manners.**
- * Special problems at mealtime.**
- * Dining in restaurants.**
- * The art of tipping.**
- * Just for fun: Faux Pas!!!**

Lesson leader may want to decide and announce the method of teaching she will be using:

- A. Not to be interrupted during he lesson.**
- B. Questions allowed during the presentation of lesson.**
- C. Questions allowed during presentation of lesson but not comments that relate to personal experience.**
- D. Give each person a blank page to write questions or comments for end of lesson.**
- E. A variety of the above.**

Suggest that it would be helpful if there was an up to date book on manners and etiquette in the home to soothe sudden qualms on should or shouldn't, on how, when, where and why in any given situation. Books on etiquette are revised about every five years. One should not depend on being up-to-date if using reference over ten years old.

It should not be suggested that there is a right way only, in using good manners. One should not be made to feel uncomfortable if all things are not done "by the book". If experts don't agree on what is acceptable then take heart, we may be doing everything right by instinct. Common sense and thoughtfulness should be the most successful code of behavior.

If time permits, you may want to ask participants some of their pet peeves of every day living.

Example: Someone not identifying themselves on the telephone, when they call.

Passenger exiting a car, slamming the car door.

TEACHERS SUPPLIES:

- * **Two or three books on etiquette.**
- * **Unusual silver or table serving pieces to show.**
- * **Two or three table settings. Perhaps casual and formal.**
- * **Etiquette I.Q. quiz.**
- * **Answer sheet to Etiquette I.Q. quiz.**
- * **Good Manners & Etiquette for Everyday Living**
- * **Just For Fun: Faux Pas!!!!**
- * **"A Nightmare Service".**
- * **"Advanced Silverware: Or What on Earth Is That?".**
- * **"Formal Dinner Service" and "Everyday Dinner Service".**
- * **References.**
- * **Evaluation.**

PARTICIPANTS HANDOUTS:

- * **Etiquette I.Q. quiz.**
- * **Graphic's of "A Nightmare Service".**
- * **"Advanced Silverware: Or What on Earth Is That?".**
- * **Graphic's of "Formal Dinner Service" and "Everyday Dinner Service".**
- * **Just for Fun: Faux Pas!!!!**

WHAT'S YOUR ETIQUETTE I.Q.?

We are all faced with annoying or embarrassing circumstances in our everyday living. It can be a challenge to come up with the best way to handle these events. Read through the following situations and check what you feel would be the best solution.

1.

You are in a restaurant having lunch with your best friend. Her boss stops by your table to mention something about the office to her. She starts to introduce you, but cannot remember your name. What should you do?

- a) Stare at her and wait until she gets out of her predicament.
- b) Laugh at her and tell her boss that she never remembers anything, let alone names. Then introduce yourself to her boss.
- c) Smile, shake hands with her boss as you say, "Hello, my name's Ann Wilson. Terry and I have been friends for years. I consider myself lucky to have her as my friend."
- d) Smile and quietly say your name to Terry. Then turn and greet her boss with a pleasant smile and hand shake as she introduces you.

2.

You have been invited to a friend's house for dinner. The meat served is tough. While trying to cut the meat, your knife slips and the meat ends up on the tablecloth. What do you do?

- a) Hope nobody noticed and slip it under the table to the dog.
- b) Laugh and complain about the tough meat. Then offer your own recipe for cooking meat.
- c) Leave it on the tablecloth and hope no one notices.
- d) Quickly pick it up and place it on the edge of your plate if it is a smaller piece. If it is a large piece, assure any who comment that it will taste just fine anyway and eat it if the hostess does not offer a replacement.

3.

You have been standing in line at the grocery store and somebody cuts in front of you. You're in a hurry because you need to get home, fix dinner and go on to a meeting that evening. You have been waiting somewhat patiently, but the line has been moving slowly..... And now this! What should you do?

- a) Glare at her and bump her with your grocery cart whenever you get an opportunity.
- b) Loudly talk to the other people standing in line about how nervy she is and that she must think that she's better than the rest of you!
- c) Say "Pardon me, we've all been waiting and are in a hurry, too. Please go back to the back of the line and wait your turn."
- d) Say nothing. Quietly get angry and vow never to come back to this store.

4.

Your teenage son has a couple of friends over to study for a test scheduled for the next day. The music from his bedroom is loud enough that you are having trouble hearing the television.

- a) **Yell at him to turn that music off before you come in and shut it off yourself!**
- b) **Pound on his bedroom door and tell him to turn down the music.**
- c) **Knock on the door before entering. Ask him to please turn the music down (or better yet, off) while studying. Offer to make them sandwiches to eat during a music break in an hour or two.**
- d) **Rather than fuss at him in front of his friends, turn up the television and hope for the best.**

5.

You have gone to a very nice restaurant for a meal. The food is disappointing and the service is terrible! You have finished your meal, and the bill has been delivered Finally. It is time to decide about a tip! What do you do?

- a) **Give the correct 15%-20% and decide never to return.**
- b) **Leave no tip at all.**
- c) **Leave two cents.**
- d) **Leave 15% for the waiter since you have decided that he was trying and then let the manager know about the poor food and kitchen service on your way out.**

Etiquette For Everyday Living: Answers to Quiz

The questions on "What's Your Etiquette I.Q.?" are intended as a way to start discussion on the various situations that we have in our daily lives. There may be more than one correct answer, depending on the situation and the people involved. Answers that are best for most situations are given below.

1.

___a) This makes your friend uncomfortable. What if she can't remember your name and doesn't know what to do about it?

___b) This is a put-down to your friend. You may have lost a friend.

___c) This may be appropriate, especially if your friend starts to introduce you but is obviously embarrassed at not remembering your name. A smile and a compliment to your friend can help ease over the situation.

___d) In most cases this is probably the best answer. Smile, shake hands and add a pleasant "How do you do?," and Terry will consider herself lucky to have you as her friend.

2.

___a) Surely your joking! The dog will be begging for more!

___b) This is a put-down to your friend. Your friendship may cool.

___c) Probably someone will notice before the meal is over. Besides, the spot on your hostess's tablecloth may become worse if the meat is left there.

___d) Best answer in most cases. You don't need to eat the small piece that is placed on the edge of your plate, but quietly go ahead and eat the rest of your meal. If it is a large piece, however, remember that the hostess may have prepared just enough servings to go around and not have a replacement to offer. It's also a good idea to quietly and quickly blot the spot on the tablecloth as you rescue your meat.

3.

___a) This may be tempting, but it's a no-no!

___b) This is usually non-productive and makes you look unpleasant, too.

___c) Often the best solution to the problem, especially if it's not clear where the line starts and ends. If it's obvious that she is deliberately cutting in, be polite, but firm. (It's thoughtful to suggest that someone with just one item go on ahead of you in line if no one else is behind you and you have a full shopping cart.)

___d) This is counter-productive. Besides, the store may be the most convenient one for you.

4.

___a) Usually this not effective, and it's also a put-down in front of his friends.

___b) This may be all that is needed. Use moderate tone of voice and be considerate. Remember to say "please" and "thank you."

___c) Often the best solution because you have made a personal, polite request and offered them an alternative.

___d) This is non-productive and just makes things uncomfortable for other family members.

5.

___ a) This answer may be a possibility. However, the waiter and management will probably continue with unsatisfactory service unless their customers make an effort to complain about it. You would probably not leave as large an amount as 20% if this is your option.

___ b) Non-productive unless you let the waiter know that you have been displeased with the service. Otherwise, they'll just be mad at you and think that you were rude for not leaving a tip.

___ c) This may be an option. Depending on the circumstances a better solution may be to leave a 10% instead of 15% tip.

___ d) Depending on the situation, this may be the best solution. The circumstances may be beyond the control of the waiter. However, do not leave a tip if the waiter is deliberately hostile and rude. Simply report it to whoever is in charge when you leave. This may be the manager, owner, captain or maitre d'. Remember, too, to praise the waiter for excellent service Both to the waiter and the person in charge.

GOOD MANNERS & ETIQUETTE FOR EVERY DAY LIVING:

The difference between etiquette and manners is especially true for this time period. Etiquette is protocol. It includes rules of behavior that you memorize; it seldom allows for personal variations, individual concerns and needs. Manners on the other hand, relate to kindness and caring about others. Having good manners goes beyond socially acceptable behavior and relates more to how you treat others because you care about them, their self-esteem and their feelings. Good manners are under your control because they come from your heart, not a formal etiquette book.

Real manners are instinctive. You don't turn them on and off like a switch. Real manners include such things as:

- * Buying a small bouquet of flowers or other thoughtful gift to take home to your spouse or child.**
- * Taking a picnic lunch to a neighbor on their moving day.**
- * Clipping out a magazine or newspaper article and sending it to a friend who would be interested in it.**
- * Buying some concert tickets and arranging transportation for a lonely elderly friend who loves music. (Better yet, attend the concert and enjoy it with them.)**
- * Providing transportation for a friend whose car is being repaired or for an elderly neighbor who needs a ride to the doctor or the store.**
- * Rising to the defense of someone who is being unfairly criticized.**
- * Noticing the "wallflower" at a social event and helping to bring that person into the group.**
- * Becoming comfortable with good table manners and the art of "small talk" so that you can concentrate on others and what they are saying.**

Don't forget your own family is important, too! Setting a good example and practicing good manners within your own home helps make all family members feel better. It also helps them to be more aware of their own behavior. They'll also feel more at ease with their social skills when outside their home surroundings.

Good manners can be contagious. When you're nice to someone else, that person is nice back to you. Two people then feel good about themselves and each other and spread this good feelings to others. We should never be too busy for kindness and caring. Ask yourself:

- * When was the last time you wrote a newsy letter to a good friend?**
- * When was the last time you called someone who is home alone and probably feeling lonely?**
- * When was the last time you took time to write a congratulatory note to someone who performed well in a committee meeting or conference?**
- * How often do you say "please" and "thank you" to your family members for doing everyday tasks, such as clearing off the table, dusting, taking out the trash, etc?**
- * How often do you actually sit down and talk face to face with other family members or a good friend?**
- * When was the last time you said "thank you" to someone who was important to your life?**

With "good sense" etiquette and caring manners, you have the power to make order out of disorder and bring great pleasure into other people's lives, in everyday living as well as on special occasions.

TABLE MANNERS: THAT TAKE YOU ANYWHERE:

It's so easy to heat up a frozen dinner, pick up a pizza, eat in front of the television or stop at a fast-food place that good table manners may slide. Practicing good table manners at home will help family member's feel more at ease whether dining at a friend's house, at a business lunch or at a fine restaurant. Behavior at the dining table shows a certain sensitivity to other people.

Good Table Manners

Sit correctly at the table. Maintain good posture with your feet on the floor. Keep your hands in your lap or rest them on the edge of the table. Quiet hands look better than hands playing with food or flatware or drumming your fingers on the table. It's all right to rest your elbows on the table between courses, but when you are eating, keep them off the table and as close to your body as possible.

Pass food in a counter clock wise direction around the table. Take a modest portion of whatever is passed (you can always go back for more). Use "please" and "thank you" as you ask the person nearest to an item to pass it to you. It may be accepted to pass sauces and spices to your food at home, but when dining out, it can be an insult to the cook to "drown" your food with bottled sauces or pour salt and pepper over all of the food before you have even tasted it.

Cut meat one piece at a time, then eat it before cutting another piece. Take small bites of food and eat quietly and slowly. Swallow each mouthful before talking and taking another bite. Do not try to talk while you are still chewing food. This does not look good, and people will not be able to understand all the witty things you are saying!

If you want a second helping in your own home, ask for it. However, if you are a guest in someone else's home, don't ask. If there is more, it will be offered to you. If there isn't more of what you have requested, everyone becomes embarrassed.

If you are a guest in someone's home, follow your host's lead. Don't eat or drink anything before you determine whether grace will be said. Wait until everyone has been served and the hostess or the woman guest of honor picks up her fork before you start to eat.

When you are eating at a restaurant with friends, it is proper to exchange small samplings of the different dishes you have ordered. To do this, ask for two or three small clean plates. Then transfer the samples onto these plates before you start eating.

If you are on a special diet and are invited to a friend's house for dinner, discuss it with your host before the event. Offer to eat at home and join the group right after dinner. Or you can pretend to eat or simply eat those foods you are allowed to eat and skip the rest. Never force or expect your host to prepare a special meal for you.

As soon as you sit down at the table, spread your napkin across your lap. Luncheon-sized napkins are completely unfolded while larger dinner napkins are only half unfolded. Napkins stay in your lap until you rise to leave. Blot your fingers and mouth often with your napkin. Also use it to blot at minor spills during the meal. If you must leave the table during the meal, place your napkin on the seat of the chair, not on the table. When the meal is finished and everyone is leaving, fold your napkin (not necessarily neatly) and leave it on the table.

SPECIAL PROBLEMS AT MEALTIME:

CATCHING FOOD IN YOUR TEETH. Never use a toothpick or your fork to try to dislodge food while seated at the table. Either try drinking some water or excuse yourself and go to the bathroom and vigorously rinse or brush your teeth.

A BUG APPEARS IN YOUR SALAD. If a little bug crawls out of your salad, pick it up quickly with your napkin and put under the table (dead). Don't point it out or talk about it and possibly ruin the rest of the meal for everyone at the table.

EATING "DIFFICULT" VEGETABLE. The four vegetables considered most difficult to eat are peas, corn on the cob, artichokes and asparagus.

Use a small piece of bread, roll or a knife to shove peas onto a fork.

Butter and season corn on the cob a few rows at a time and eat them as gracefully as possible.

Because artichokes are consumed leaf by leaf, when you have eaten down to the central, gray, fuzzy part, spear it with your fork and cut off the gray feathery part under it. If it's large, cut it into smaller pieces before eating. The heart is tender, full of flavor and often considered the best part of this vegetable.

Fresh asparagus can be eaten either with your fingers or with a knife and fork. Firm stalks that have been steamed a short time and are relatively sauce-free can be considered finger food. Eat down to the tough inedible part and place the stalks back on the plate in a neat pile. If the asparagus is overcooked and the stalk flexible or covered with sauce, use your knife and fork to cut it into small portions before eating.

EATING PASTA. The easiest way to eat noodles or spaghetti is with a fork in your right hand and a large dessert-size spoon (or a piece of bread) in your left. It is also known everyone has their own way of eating pasta, there is no wrong way. Children are the only ones who should have their spaghetti cut into small, manageable pieces.

SPECIAL FOODS. Many foods are considered finger foods, including bacon strips, French fries, pizza, strips of raw vegetables and many other items. A good etiquette book provides answers to most questions on dealing with problem foods and difficult situations.

DINING IN RESTAURANTS:

Good manners are just as important in a restaurant as they are at a dinner party at home. The one in charge is the maitre d' (headwaiter), who seats you at your table. Depending on how fine a restaurant it is, the captain may take your order and supervise the service for your table. There may be a wine steward to take and serve drinks, a server who serves you and a busser who assists with service and keeps your water glass filled. In many family restaurants, a hostess will seat you, the server will take your order, and the busser will fill the water glasses.

RESERVATIONS. Call ahead and make reservations if you are going to a popular "in" place, if you are taking guests, or if you are part of a large group. If hosting a luncheon or dinner, it's a good idea to ask about food preferences before booking a table at a place featuring such foods as Asian, Indian, Mexican or fish. Be very specific about the date, time and place when you invites others. Also, make it clear who is paying. If you have invited a guest, you will be expected to pay unless it is clear that you will be splitting the check.

HOSTING A MEAL. As host, plan to arrive at least five minutes early. Greet the first guests at the entrance and accompany them to the table. Other guests can be directed to the table by the maitre d' or hostess. If a coat check service is available, encourage your guest to use it (unless they are wearing fur coats). If you are an invited guest and arrive before the host, you may either wait at the entrance or be seated at the table. If the host has not arrived within ten or fifteen minutes, you have the right to order a beverage. Guest should always be given the best seats (against the wall on banquette seats, inside seating at booths or seats facing the main part of the room.) The headwaiter usually pulls out the chair to seat the hostess or women guests.

Your server will mention any specialties of the restaurant. Hosts should offer suggestions or inquire about special or unfamiliar dishes. If a host suggests items in the low or middle price range, guests should follow suit and order in that price range. If you are in a restaurant specializing in foreign cuisine and do not understand the menu, don't hesitate to ask the server to explain exactly what the main dishes are --- what they are made of and how they are prepared. This is particularly important if you have any food allergies.

When the server comes for your order, give him (or her) your full attention. If you keep changing your mind or if everyone is joking and talking, orders can't be taken properly, and errors may be made. Don't try to get the server's attention by calling "Hey" or "Miss" or by snapping your fingers; instead, say "Waiter" (Waitress"). With an alert server, direct eye contact and a slight lift of the hand will be all that is needed. If something goes wrong with the order, don't voice loud criticisms at the server. Keep your voice low and explain what needs to be changed or corrected. It's possible that other factors, such as the kitchen staff, may be responsible for what went wrong. If service was truly poor, save criticisms for the manage or write a letter to the management after you return home.

While in a restaurant, keep conversation going and enjoy both your meal and companions. Avoid shouting and loud talking. Table hopping and talking on the telephone while at the table may be considered attempts to draw attention to yourself. If you have a working luncheon, keep papers and documents under control for the convenience of your server. Try to avoid eating so slowly that you hold up everyone else and make them uncomfortable. If you have a long sneezing fit, quickly excuse yourself and go to the restroom. At the end of the meal, women may quickly refresh their lipstick. Other makeup activities should be done in the restroom.

If you have been invited to a luncheon or dinner, always write a thank-you note to your host within at least three days' time. It does not have to be longer than three sentences, but it will show appreciation for your host's thoughtfulness and show that you have good manners. If you have been someone's guest, plan to reciprocate by treating your host to a return meal.

THE ART OF TIPPING:

The question of tipping bothers most people. The custom seems to keep spreading, and the expected amounts seem to keep changing. Questions involve when and where it is appropriate to tip, how much to tip and what to do if the service is not satisfactory.

Since many people rely on tips for a major part of their income, you may wish to simply tip less when the service has been less than satisfactory. That person may have received bad news that affected their behavior, or the fault for bad service may have actually been the fault of someone else. You definitely should NOT give a tip when the person is deliberately hostile and rude or if they take advantage of you (cab driver takes the long way to the hotel to run up the meter). In most cases, however, you can tip a little less for poor service. You may wish to follow up with a calm explanation to the person on why you tipped less than you normally would.

Remember that your treatment of those who serve you counts for more than the actual size of the tip. People who serve you deserve respect and sincere appreciation. Your thanks and a compliment means more to that individual than an excessive tip from a rude person. Remember, too, that letters sent to the management regarding either excellent or poor service get results.

TIPPING AT RESTAURANTS. The amount of the tip will vary according to the type of restaurant and the size of town or city.

When dining in a fine restaurant in a larger city you will, of course, check the bill and pay the tips quickly, and you will not linger or create a fuss with long mathematical computations. For ease in figuring a 20 percent tip, simply move the decimal point one figure to the left and multiply this amount by 2.

For instance, a \$10.00 amount would mean a 20 percent tip of \$2.00. If you are confused, it is acceptable to ask the captain or server to figure up 20 percent of the bill for you. Do, however, be sure to take a copy of the bill or credit card voucher with you to check for accuracy.

If you are dining dutch-treat, it is best to ask the server to make separate checks as you order. Some servers will also separate the amount of the bill to show the total amount each person will pay. Otherwise, one person should assume the responsibility of handling the check and for telling the others how much each owes. If the totals for each person are similar, you may decide to split the bill in equal amounts. If one person had the lobster and another a salad, the amounts should be settled as two-thirds against one-third or other appropriate divisions. The person ordering the expensive dishes should take the initiative in insisting that they pay the larger share when the bill arrives.

TIPPING YOUR HAIRDRESSER. Many shop owners charge more for their services and do not take tips. Other shop owners do not charge more, but will not accept tips. If you have a question about this, simply ask whether the owner accepts tips when making a first appointment.

TIPPING WHEN TRAVELING. You may have questions about tipping at hotels and motels or when taking a taxi. Tipping can become very expensive, if you are in doubt then by all means, ask when making reservation.

TAKING A CRUISE. There are different tipping systems for different cruises. The best way to find out how to tip on your particular cruise is to discuss the tipping policy with an official of the cruise line as you make reservations for the cruise.

HOLIDAY TIPPING. Holiday tipping and presents depend on your own personal resources, your personal relationship with the person, how long you have used their services and the custom in the area where you live. These people may include your cleaning lady, a regular babysitter, gardener, newspaper delivery person, or other special people who provide some service for you.

JUST FOR FUN: FAUX PAS!!!!

Be kind! A guest should never embarrass his host or compare the hospitality unfavorably. When hosting always make your guest feel comfortable. Never embarrass a guest if they are unaware of what is considered proper. Do not call attention to them if they have unknowingly used the wrong fork or made some other error. A guest should leave with a feeling of pleasure and warmth, then the host is a success.

FEW POINTS OF ETIQUETTE THAT ARE OFTEN OVERLOOKED.

The American custom of "zigzag" eating (changing the fork from the left to the right hand after cutting) is perfectly correct.

Equally correct is the European method of leaving the fork in the left hand after cutting and raising it to the mouth in the same position in which it was held for cutting, tines down.

Rolls, bread and butter should go onto the bread and butter dish, never directly onto the bread. Serving utensils should never touch food on an individual's plate.

Do not cut all your food up at once before eating. It makes a messy looking plate.

You may reach for an item at the table (salt, pepper, butter etc.) if you do not invade or cross another diner's space. If getting an item is not within your reach, ask for it.

Never place a used utensil on the tablecloth. If place mats are used, use your discretion.

Salted nuts may be placed on the tablecloth in a small pile of four or five.

Your elbows should not be on the table during a meal. When a hand is not in use during a meal, it should be in your lap.

A utensil need not be placed at a setting if it will not be used.

No more than three utensils of any one kind should be at a setting. Exception to this: oyster fork as a fourth fork.

Soup bowls/plates should always have a flat plate beneath them. If using a soup bowl, spoon should be placed on plate beneath bowl when finished. A spoon may remain in soup plate when soup is finished.

Eat off the side of your spoon. Poking spoon tip first in the mouth is acceptable in a small child only.

When finished eating, the fork and knife should be placed with the handles in upper left of plate across to the lower right. In European countries, the fork tines are down.

Dessert spoons or forks are brought in on the dessert plate just before dessert is served.

Pie is eaten with a fork, if it is a' la mode, the spoon is also used. Ice cream is eaten with a spoon, but when accompanied by cake, either the spoon alone or both the spoon and fork may be used.

AH! THE DON'T'S OF DINING.

Don't encircle your plate with your arm.

Don't push your plate back when finished.

Don't put liquid in your mouth if it is already filled with food.

Don't crook your finger when picking up a cup or glass.

Don't leave your spoon in your cup or glass.

Don't take huge mouthfuls of anything.

Don't leave half the food on your spoon or fork. Learn to put less on and then eat it in one bite.

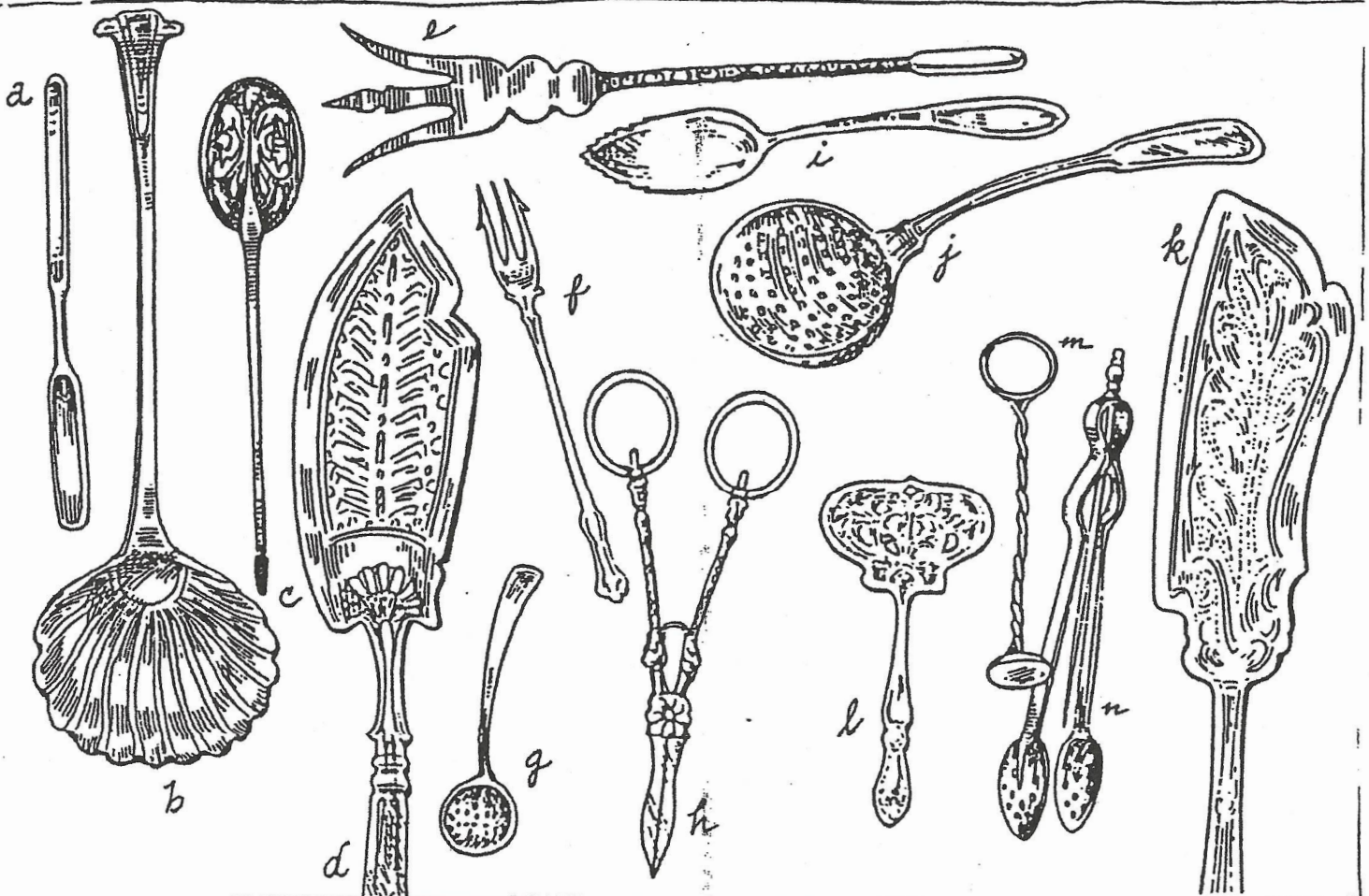
Don't serve a very fine wine in a tinted or colored glass. Hold a stemmed wine glass by the stem so you do not leave prints on the bowl of the glass. Avoid actions that destroy the clarity in viewing the wine.

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ADVANCED SILVERWARE: OR WHAT ON EARTH IS THAT?

- A. Morrow scoop**
- B. Soup ladle**
- C. Strainer or Mote spoon**
- D. Fish slice**
- E. Lettuce fork**
- F. Pickle fork**
- G. Condiment spoon**
- H. Wick scissors**
- I. Orange or grapefruit spoon**
- J. Sugar sifter**
- K. Ice cream knife**
- L. Bonbon spoon**
- M. Sugar crusher**
- N. Sugar nippers with spout cleaner**

Advanced Silverware: Or What on Earth Is That?

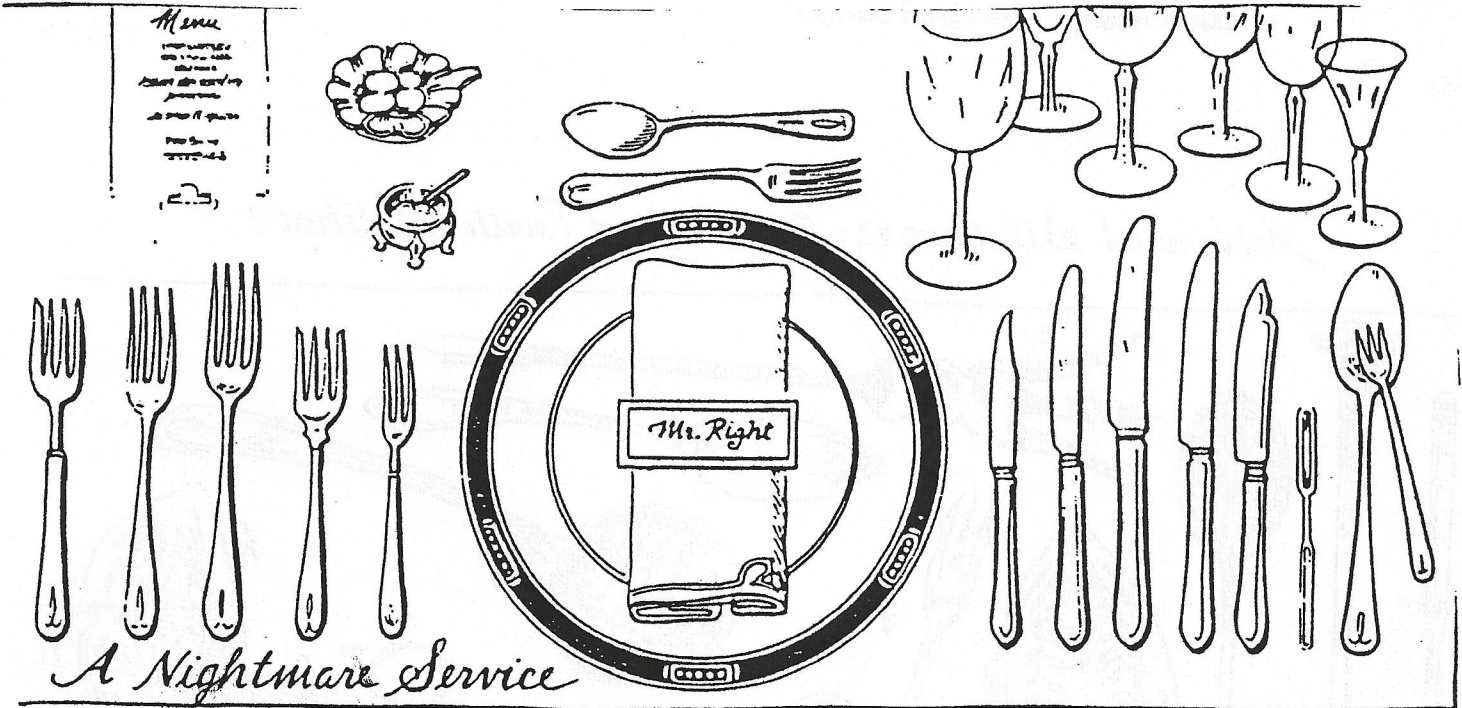


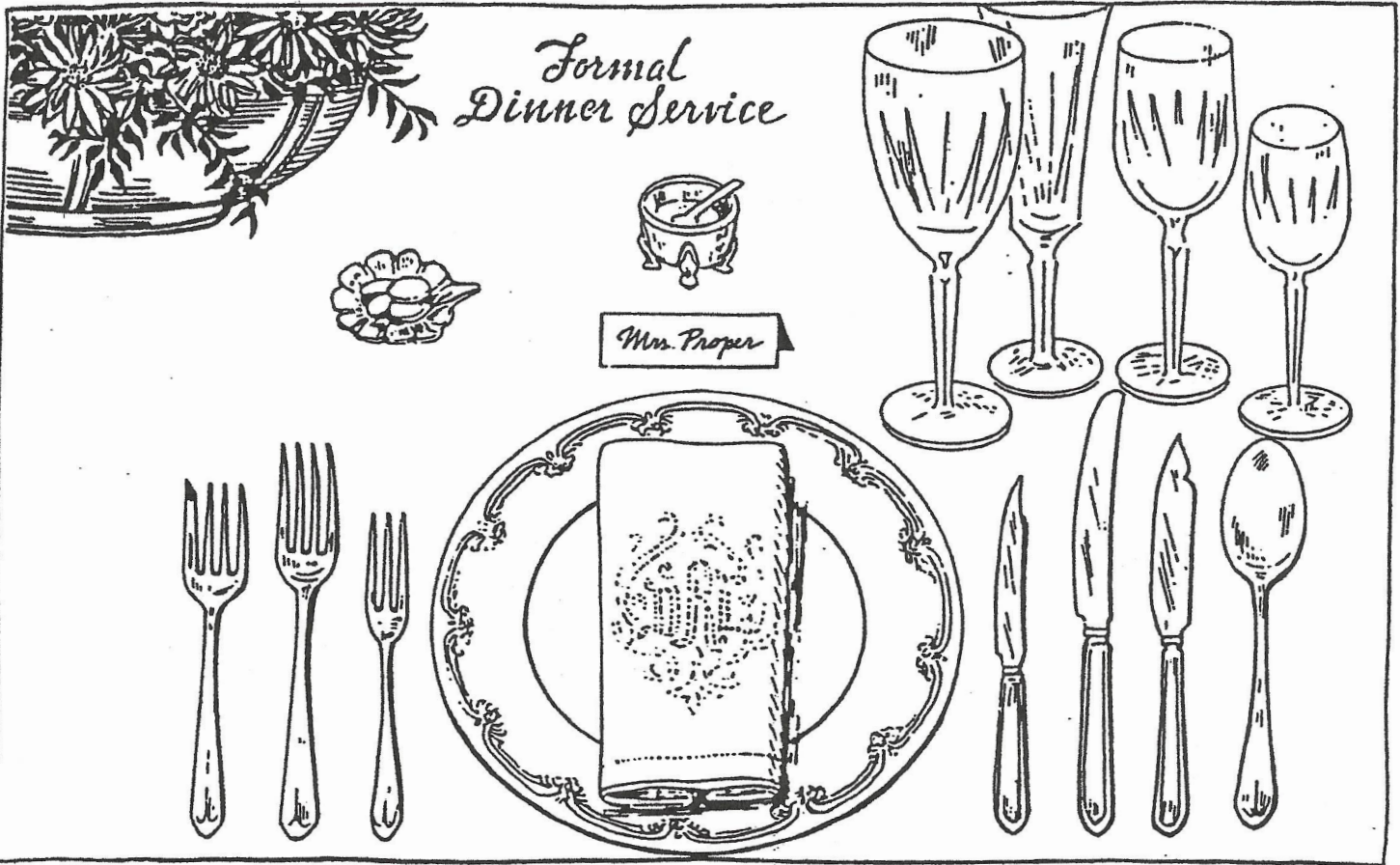
A NIGHTMARE SERVICE:

This setting should not exist in real life, although each item is properly placed.

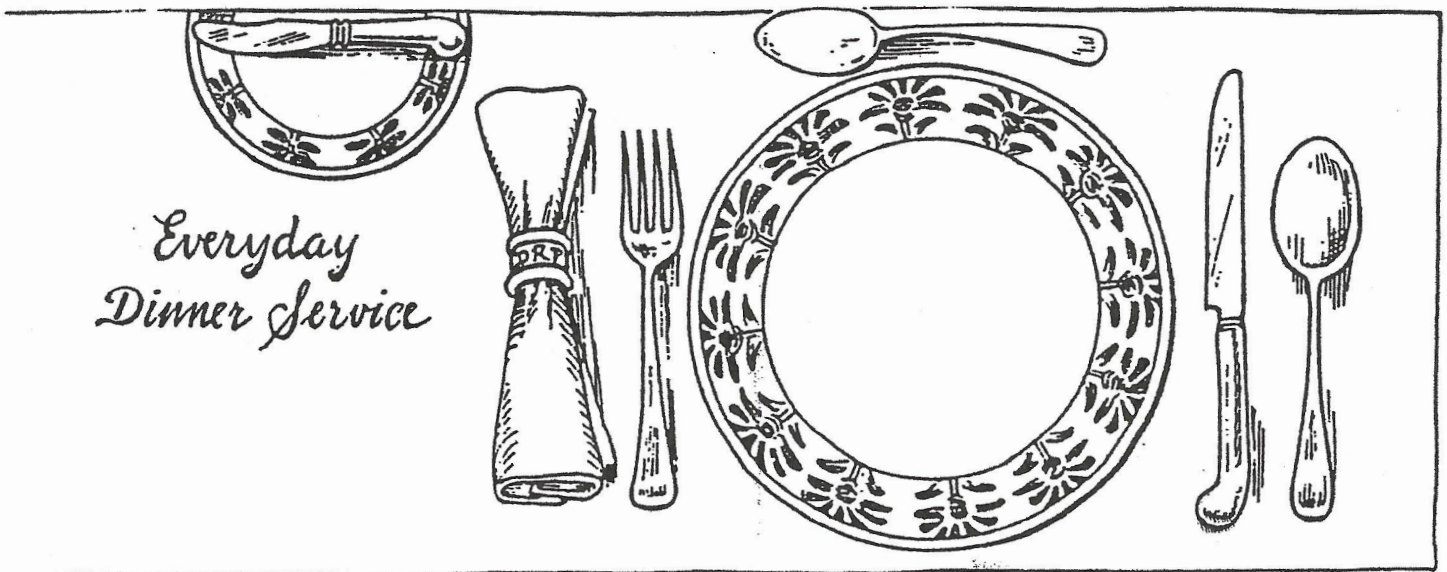
Extreme right nestling in the soup spoon is the oyster; left of that is a marrow scoop. Then in pairs on either side of the plate, from the outside in, are the fish knife and fork, the knife and fork for the entrée (which does not mean the main course), the knife and fork for the main course, the salad knife and fork, and the fruit knife and fork. Above the plate are the dessert spoon and fork.

Sorry the list does not identify the order of stemware and condiment dishes.





Five course meals being as much as even gluttons can manage these days, this is as full a formal place setting as you are ever likely to face, no matter how grandly you dine. The soup spoon is at the right, followed, working from the outsides toward the plate, by the fish knife and fork, the meat knife and fork, and the salad knife and fork. A dessert spoon (large and oval—not a teaspoon) and fork are to be brought in on the dessert plate, but they could also be crossed (spoon facing left and fork facing right) above the plate, where the place card is shown here.



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WHAT'S YOUR ETIQUETTE I.Q.?

We are all faced with annoying or embarrassing circumstances in our everyday living. It can be a challenge to come up with the best way to handle these events. Read through the following situations and check what you feel would be the best solution.

1.

You are in a restaurant having lunch with your best friend. Her boss stops by your table to mention something about the office to her. She starts to introduce you, but cannot remember your name. What should you do?

- a) Stare at her and wait until she gets out of her predicament.
- b) Laugh at her and tell her boss that she never remembers anything, let alone names. Then introduce yourself to her boss.
- c) Smile, shake hands with her boss as you say, "Hello, my name's Ann Wilson. Terry and I have been friends for years. I consider myself lucky to have her as my friend."
- d) Smile and quietly say your name to Terry. Then turn and greet her boss with a pleasant smile and hand shake as she introduces you.

2.

You have been invited to a friend's house for dinner. The meat served is tough. While trying to cut the meat, your knife slips and the meat ends up on the tablecloth. What do you do?

- a) Hope nobody noticed and slip it under the table to the dog.
- b) Laugh and complain about the tough meat. Then offer your own recipe for cooking meat.
- c) Leave it on the tablecloth and hope no one notices.
- d) Quickly pick it up and place it on the edge of your plate if it is a smaller piece. If it is a large piece, assure any who comment that it will taste just fine anyway and eat it if the hostess does not offer a replacement.

3.

You have been standing in line at the grocery store and somebody cuts in front of you. You're in a hurry because you need to get home, fix dinner and go on to a meeting that evening. You have been waiting somewhat patiently, but the line has been moving slowly..... And now this! What should you do?

- a) Glare at her and bump her with your grocery cart whenever you get an opportunity.
- b) Loudly talk to the other people standing in line about how nervy she is and that she must think that she's better than the rest of you!
- c) Say "Pardon me, we've all been waiting and are in a hurry, too. Please go back to the back of the line and wait your turn."
- d) Say nothing. Quietly get angry and vow never to come back to this store.

4.

Your teenage son has a couple of friends over to study for a test scheduled for the next day. The music from his bedroom is loud enough that you are having trouble hearing the television.

- a) Yell at him to turn that music off before you come in and shut it off yourself!
- b) Pound on his bedroom door and tell him to turn down the music.
- c) Knock on the door before entering. Ask him to please turn the music down (or better yet, off) while studying. Offer to make them sandwiches to eat during a music break in an hour or two.
- d) Rather than fuss at him in front of his friends, turn up the television and hope for the best.

5.

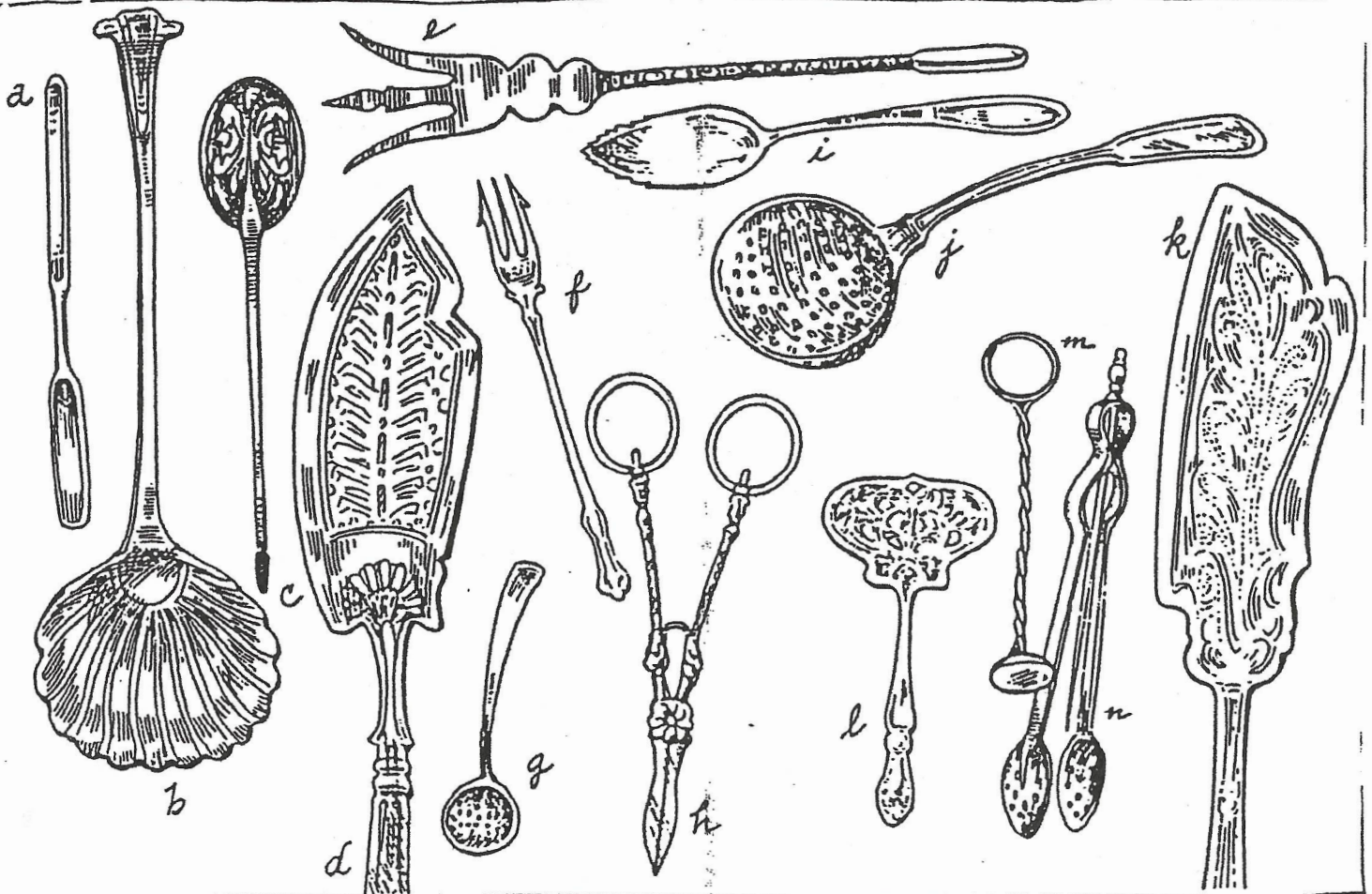
You have gone to a very nice restaurant for a meal. The food is disappointing and the service is terrible! You have finished your meal, and the bill has been delivered Finally. It is time to decide about a tip! What do you do?

- a) Give the correct 15%-20% and decide never to return.
- b) Leave no tip at all.
- c) Leave two cents.
- d) Leave 15% for the waiter since you have decided that he was trying and then let the manager know about the poor food and kitchen service on your way out.

ADVANCED SILVERWARE: OR WHAT ON EARTH IS THAT?

- A. Morrow scoop**
- B. Soup ladle**
- C. Strainer or Mote spoon**
- D. Fish slice**
- E. Lettuce fork**
- F. Pickle fork**
- G. Condiment spoon**
- H. Wick scissors**
- I. Orange or grapefruit spoon**
- J. Sugar sifter**
- K. Ice cream knife**
- L. Bonbon spoon**
- M. Sugar crusher**
- N. Sugar nippers with spout cleaner**

Advanced Silverware: Or What on Earth Is That?

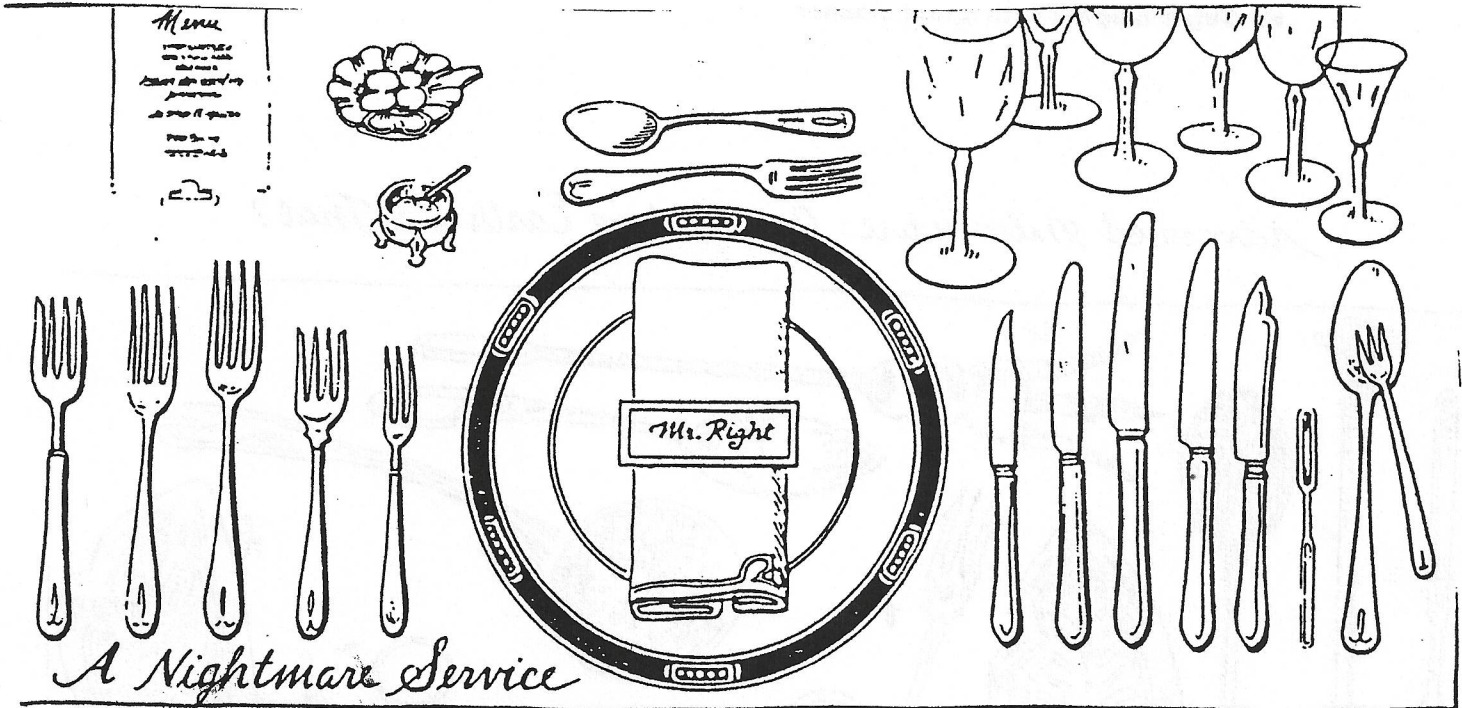


A NIGHTMARE SERVICE:

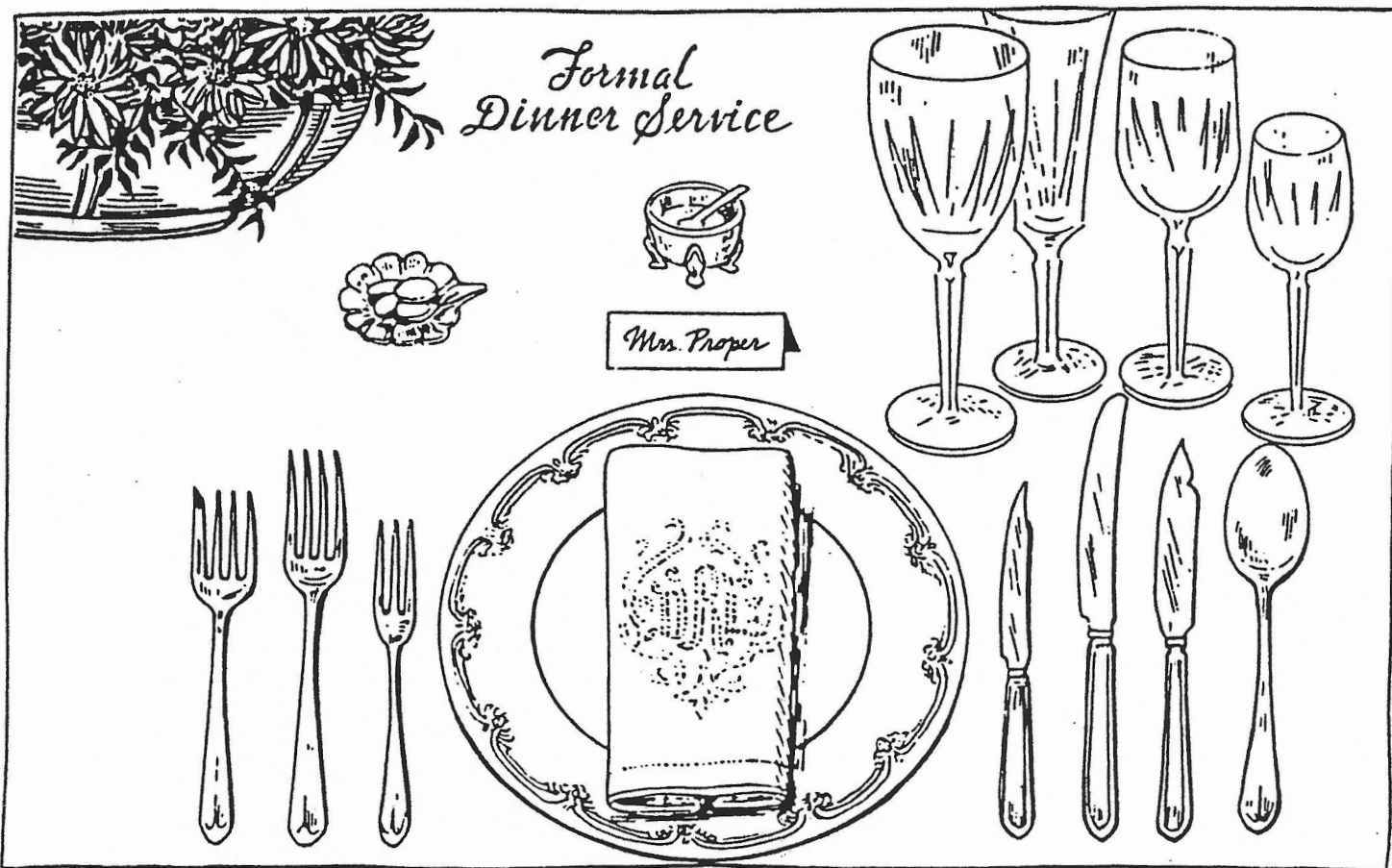
This setting should not exist in real life, although each item is properly placed.

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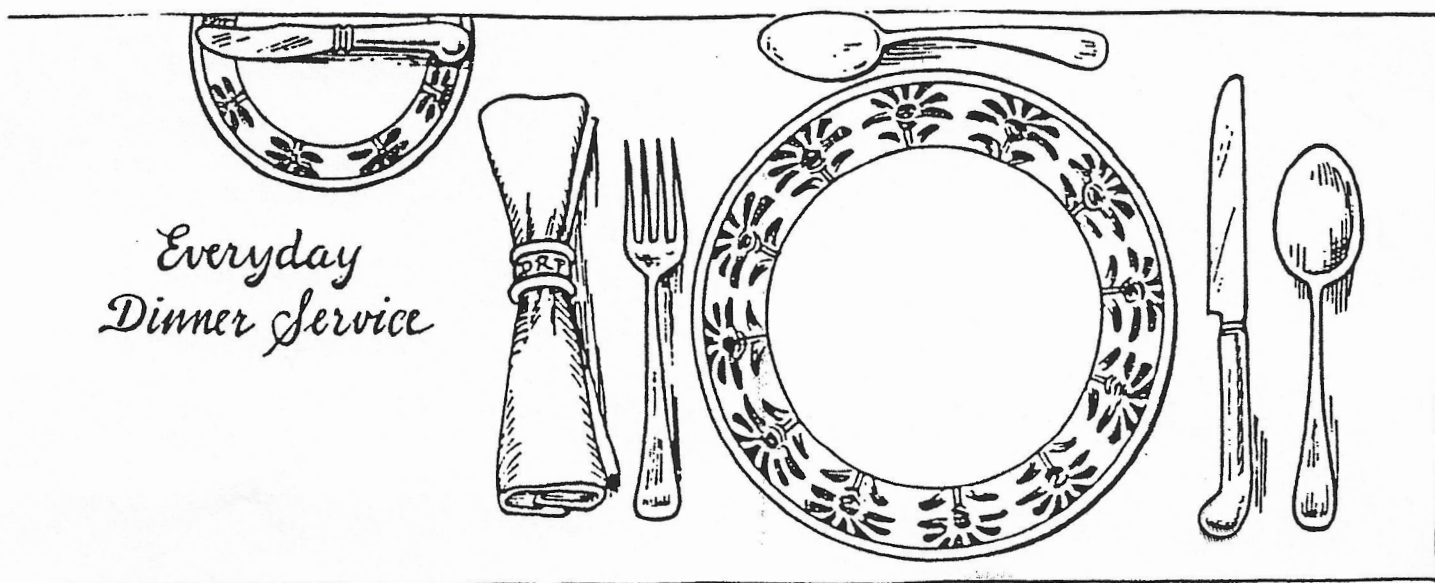
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A Nightmare Service



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JUST FOR FUN: FAUX PAS!!!!

Be kind! A guest should never embarrass his host or compare the hospitality unfavorably. When hosting always make your guest feel comfortable. Never embarrass a guest if they are unaware of what is considered proper. Do not call attention to them if they have unknowingly used the wrong fork or made some other error. A guest should leave with a feeling of pleasure and warmth, then the host is a success.

FEW POINTS OF ETIQUETTE THAT ARE OFTEN OVERLOOKED.

The American custom of "zigzag" eating (changing the fork from the left to the right hand after cutting) is perfectly correct.

Equally correct is the European method of leaving the fork in the left hand after cutting and raising it to the mouth in the same position in which it was held for cutting, tines down.

Rolls, bread and butter should go onto the bread and butter dish, never directly onto the bread. Serving utensils should never touch food on an individual's plate.

Do not cut all your food up at once before eating. It makes a messy looking plate.

You may reach for an item at the table (salt, pepper, butter etc.) if you do not invade or cross another diner's space. If getting an item is not within your reach, ask for it.

Never place a used utensil on the tablecloth. If place mats are used, use your discretion.

Salted nuts may be placed on the tablecloth in a small pile of four or five.

Your elbows should not be on the table during a meal. When a hand is not in use during a meal, it should be in your lap.

A utensil need not be placed at a setting if it will not be used.

No more than three utensils of any one kind should be at a setting. Exception to this: oyster fork as a fourth fork.

Soup bowls/plates should always have a flat plate beneath them. If using a soup bowl, spoon should be placed on plate beneath bowl when finished. A spoon may remain in soup plate when soup is finished.

Eat off the side of your spoon. Poking spoon tip first in the mouth is acceptable in a small child only.

When finished eating, the fork and knife should be placed with the handles in upper left of plate across to the lower right. In European countries, the fork tines are down.

Dessert spoons or forks are brought in on the dessert plate just before dessert is served.

Pie is eaten with a fork, if it is a' la mode, the spoon is also used. Ice cream is eaten with a spoon, but when accompanied by cake, either the spoon alone or both the spoon and fork may be used.

AH! THE DON'T'S OF DINING.

Don't encircle your plate with your arm.

Don't push your plate back when finished.

Don't put liquid in your mouth if it is already filled with food.

Don't crook your finger when picking up a cup or glass.

Don't leave your spoon in your cup or glass.

Don't take huge mouthfuls of anything.

Don't leave half the food on your spoon or fork. Learn to put less on and then eat it in one bite.

Don't serve a very fine wine in a tinted or colored glass. Hold a stemmed wine glass by the stem so you do not leave prints on the bowl of the glass. Avoid actions that destroy the clarity in viewing the wine.

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