



# DINING ETIQUETTE



Presented by Marina Atma, DACC Customized Training



# Question?

- What is “Etiquette?”
- What are “Manners?”

# **DINING AND MEAL ETIQUETTE**

# Proper Utensils

Use eating utensils properly. If you are unsure how to do so, watch what other adults do.

Rule of thumb: Use utensils from the outside in – utensils furthest from the plate are usually used first.

Utensils on the plate not the table.

Once you use a utensil, it should  
never be placed on the table,  
only the plate.

# Table Setting

Water glass is to the top right.

Tea glass is to the left of the water glass.

Forks are to the left of the dinner plate.

The larger fork or the one with the longer tines, is used for the main course.

The smaller fork is for the appetizer or salad.

The dinner knife is to the immediate right of the plate. The cutting edge faces inward.

The spoons are to the right of the knife with the soup spoon the furthest out.



The dessert spoon or fork is placed to the top of the dinner plate.

The bread plate is to the top left of the dinner plate.

# Napkins

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Keep a napkin on your lap. Use it to wipe your mouth when necessary

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If you briefly leave the table,  
place the napkin on the chair.

When you are done, place the  
napkin on the left side of the plate.

# Passing Food or Other Items

Do not reach for things at the table.

Ask to have them passed.

Pass food to the left.

Receive food from the right.

Salt and pepper shakers are to be passed together.

If dressing is on a plate, pass the dressing and plate together.

# Smacking and Other Unacceptable Behavior

Chewing with mouth open.

Talking with your mouth full.

Burping.

Elbows OFF the table.

No leaning on the table.

# Cell Phones and Electronics

Don't text or talk on your cell phone or use your electronic devices during a family meal or other social gatherings.



# GENERAL ETIQUETTE

# Golden Rule

Treat others as you would  
like to be treated.

# General Rules

When asking for something,  
say “Please.”

When receiving something,  
say “Thank you.”

Be appreciative and say “thank you” for any gift you receive. In the age of e-mail, a handwritten thank-you note can have a powerful effect.

Greet people when you see them. A simple “Hello” is proper.

Say “Goodbye” when it’s time to go. Acknowledging the end of your visit is common courtesy.

When you have any doubt about doing something, ask permission first. It can save you from getting in trouble later.



As you walk through a door,  
look to see if you can hold it  
open for someone else.

If you bump into someone,  
immediately say “Excuse  
me.”

Cover your mouth when you  
cough or sneeze, and PLEASE  
don't pick your nose in  
public!



NEVER use foul language,  
especially in front of adults.  
Grown-ups already know  
those words, and they find  
them unpleasant.

RESPECT

# Respect

Your parents. They are your best teachers!

Your friends and neighbors. They will trust you and respect you in return.

Yourself! Take care of your things and yourself.

Be on time. Showing up late is rude and shows a lack of respect for other people's time.



Don't touch other people's  
belongings.

Boys: Take off your hat in  
buildings.

Wait your turn.  
No cutting in line.

# Chores and Helping Around the House

Help by setting the table for meals.

Put things away

even if they are not your own.

Help to dust or do other things

around the house –

you live there also!

COMMUNICATION  
CONVERSATIONS  
ADDRESSING  
ADULTS

# Shaking hands

Use the web of your hand.

Use a nice strong grip – but don't try to break the other person's hand!

Don't “pump” your handshake.

No limp fish!

# Addressing adults

Mr. Mrs. Ma'am or Sir

Another title or way to  
address someone?

# Communication / Conversation

Do not interrupt grown-ups who are speaking with each other unless this is an emergency.

They will notice you and respond when they are finished talking

If you do need to get someone's attention right away, the phrase, "excuse me" is the most polite way for you to enter the conversation.



Start a conversation by  
asking a question.

Pay attention and listen to  
the answer.

Do not comment on other  
people's physical  
characteristics unless it is to  
compliment them, which is  
always welcome.

When people ask how you are, tell them and then ask them how they are.

When you make a phone call, introduce yourself first and then ask if you can speak with the person you are calling.

How to Listen

Body Language

Ask Questions

Eye contact

Eye Contact is very important. It shows the other person that you are listening.

- 11 second rule!

THANK YOU FOR ATTENDING!

Have a safe and fun Spring  
Semester

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