

## **“Proper Etiquette is Always in Style”**

### *Basic Table Manners*

- Always dress for the occasion.
- Always be punctual. When invited to dine with others, always be on time or a little early. Even at home, it is good manners to be at the table when the meal is ready. This is common courtesy.
- Turn your cell phone off.
- Try to wash your hands before eating or carry a towelette in your purse to wash your hands.
- Introduce yourself to the people sitting next to you.
- Place your napkin in your lap.
- Never put your elbows on the table.
- Never reach for something that is not in front of you. Ask, “can you please pass me the butter?”
- When they pass it, say “Thank You.”
- Engage in pleasant conversation. Never gossip.
- Don’t ever comment on something you might not like on your plate. Take a small bite and just leave it.
- In a formal dinner setting, use utensils starting the furthest from your plate. Eat your salad with your salad fork, soup with your soup spoon, meat with your dinner fork and cut meat and vegetables with your knife. Never eat your food with your hands. Place bread or roll and one pat of butter on your bread plate.
- When finished eating, place your napkin next to your plate.
- Always thank your hostess for inviting you and always say good bye before leaving.
- Always send a hand written thank you note after the dinner or party, thanking them for the good time.