

Dining Etiquette Review

Following dining etiquette creates confidence and ease which allows you to focus on business, others, and the conversation.

Remember that there are many etiquette experts and many of their tips and guidelines differ. Apply these guidelines to the situations you face, altering them and following others as appropriate.

Review of Basics

- Place setting order: 'BMW' = bread, meal, water.
- Work from the outside in with your silver. Hold your silverware in the "Continental" or "American" style—whichever style you are most comfortable with.
- Use correct placement of silver for "resting" and "finished" positions.
- Break and butter one piece of bread at a time.
- Cut and eat one bite at a time.
- Leave your napkin on your chair* if you briefly leave the table; at the finish of the meal, place your napkin to the left of your place. (*Some experts indicate placing napkin to the left of your place if you briefly leave the table.)
- Select dishes that are easier to eat and not messy, when ordering.
- Always pass salt and pepper together.
- Once you have used a utensil, never let it touch the tablecloth again.
- Generally, pass to the right; if someone requests an item, pass directly to them.
- Ask server to replace a piece of silver or napkin dropped on the floor.
- Place personal items (eyeglasses, cell phones, pens, keys or purses) off the table.
- Groom in private, including lipstick.

Order of four and seven course meals:

Four course meal

- Appetizer and soup
- Salad
- Main Course
- Dessert

Seven course meal

- Soup
- Fish (or vegetarian option)
- Sorbet
- Meat or fowl (or vegetarian entrée)
- Salad
- Dessert
- Coffee