

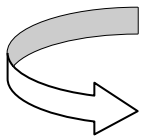
Dining Etiquette: Command Confidence for Business Meals

Litzinger Career Consulting

1. **Getting started** – Remember timely RSVP, phone on silent, appropriate dress, and on-time arrival. If hosting, send a reminder, give cues for ordering, and facilitate introductions and small talk.



2. **Table conduct** – Maintain good posture, pass food to the right serving self last, take modest portions, taste before seasoning, say please and thank you, and chew with your mouth closed, not talking.



3. **Place setting tips** – Use from the outside in. Once used, utensils should not touch the table again. Remember BMW for location of Bread, Meal and Water.



4. **Napkin etiquette** – Unfold after the host or as soon as seated if no host. Place on your seat when excusing yourself. Place to the left of your plate when leaving. Use a tissue for your nose.



5. **Diving into drinks** – Wait for host cue. Limit alcohol to one drink, two maximum. Hold white wine glass by stem, red wine by bowl. Place empty sugar packets on bread plate. Do not turn coffee cup over.



6. **Breaking bread** – Put butter onto bread plate. Break off bite-size piece and butter as you eat, not buttering the whole roll. Keep knife and any empty butter packets on butter plate.



7. **Don't slurp your soup** – Also don't stir or blow. Spoon away from you. Rest position is your spoon in the bowl. When you are done, place your spoon on the saucer.



8. **Savoring your salad** – Spear rather than cut cherry tomatoes, and eat after you ask a question. If the olive has a pit, remove it the same way it went into your mouth, with your fork.



9. **Entrée etiquette** – Hold utensils like a pencil not a tool. Review and use American or Continental eating styles and utensil placement properly. For both, always cut with your knife, not fork. Research customs if traveling internationally.



10. **Delectable dessert** – It is best not to order dessert for business meals unless host invites. Some desserts with a sauce are served with a fork and spoon.

