

Top 10 Etiquette rules

1. Be on time, a little early is fine. Too early, shows bad time management skills and puts your hosts/interviewer at a disadvantage.
2. Be courteous to EVERYONE, hold doors, check for those running for an elevator, give up your seat, let someone in an obvious hurry take your place in line...you never know who they might turn out to be...
3. Take as little 'baggage' with you, the more you carry the more you'll have to juggle while shaking hands, touring the facility, and 'storing' during lunch. Carry a few essentials and an easy to hold portfolio or briefcase (which can double as a smart executive purse).
4. Be open, friendly, and polite, use active listening and speaking techniques, have some good conversation starters, and smile!
5. When offered hospitality, accept a minimum, don't make heavy demands on support staff. When invited to stay longer, adding lunch or dinner to your day for example, then accept gracefully as long as it still works with your schedule. Be realistic if the timing doesn't work.
6. At a meal, choose wisely, pick easy to eat familiar foods, nothing too pricey and something that will allow you to be poised, graceful and attentive to your hosts and not buried in your plate.
7. Err on the side of caution when it comes to alcohol, if your host offers a glass of wine with the meal and your comfort level is good, then by all means accept, but never feel pressured.
8. Watch your host for cues on when to begin eating etc. or if you're unsure of your silverware.... remember work from the outside in, and bread is left beverage is right. Eat well, and look good doing it.
9. Be gracious in your thanks for a meal, but be prepared to pay your way or offer to step in and assist with the check. If you're inviting then expect to pay!
10. Follow up promptly with the request for further information and so forth, send a thank-you (handwritten and timely generally trumps most other methods....)

~ Enjoy the experience, never stop learning and "Go Boilers"!! ~

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Purdue University ~ HTM 317

A QUICK REVIEW OF THE RULES OF DINING

DEPORTMENT:

No elbows on the table.
Chew with your mouth closed.
Hold the silverware correctly.
Feet flat on the floor.
Sit up straight!

PROCEDURES:

Start at the outside of the place setting and work inwards with each subsequent course.
Pass both the salt and pepper together.
Cut one bite at a time.
Break bread into small portion (2-3 bites apiece; don't make croutons).
Unfold a lunch napkin entirely, a dinner napkin only halfway.
Place your napkin in your chair if you leave the table during the meal.
Eat at a moderate speed.
When removing pits, seeds, or other foreign matter, take them out the same way they went in: (i.e. use your spoon or fork); bones may be removed with the thumb and forefinger, shielding your mouth.
You can season your food, but taste it first.

THE RIGHT AND LEFT OF THINGS:

Pass food to the right.
Food is served on the left and dirty dishes are removed from the right.
Beverages are served from the right.

TALKING WHILE YOU EAT:

Modify your voice so you talk at "short range".
Have some general conversation topics ready at all times.
Excuse yourself to people on either side if you leave the table.
Just say "No, thank you" if you don't like/want something.
"Please pass the ..." or "May I have the ..." are the correct ways to ask for something you need.

DON'TS:

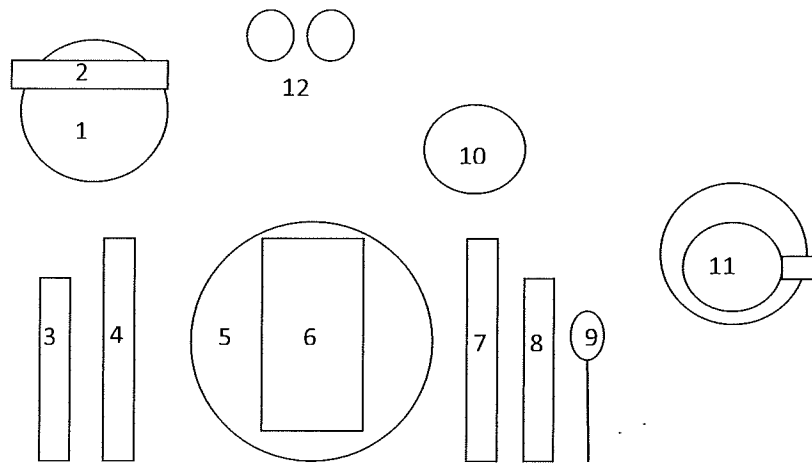
Do not replace silverware you have used back on the table next to the plate.
If you break or spill something, do not make a big fuss; apologize, assist in cleaning up and then continue to be part of the event.
Bring food up to your mouth; do not lean down and meet it halfway.

MIND YOUR MANNERS:

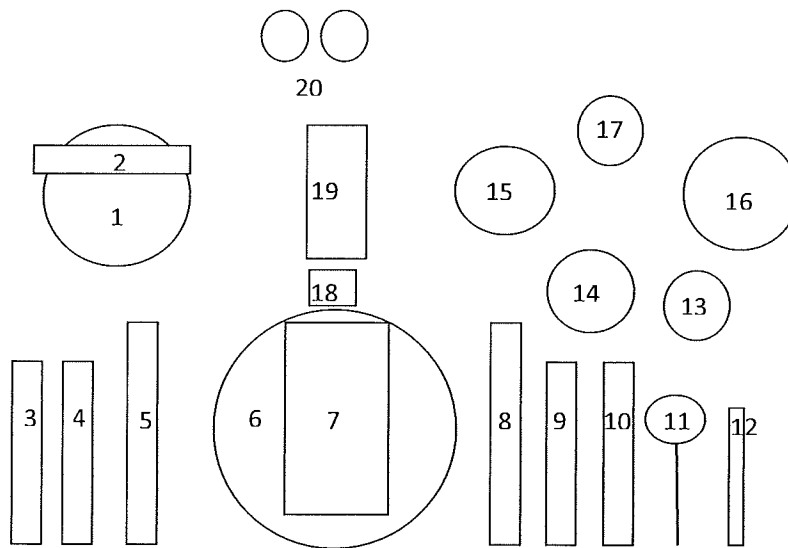
Watch to see that everything has been passed to all guests.
Make sure you do not make others wait for you to finish.
Watch the host or hostess for beginnings and endings.
Eat quietly.
Always write a thank you note whenever someone does something nice for you.

Bon Appetit!

-- From a presentation by Anthony Cawdron MS
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|----------------------------|-------------------------|
| 1. bread plate | 7. entrée knife |
| 2. butter knife / spreader | 8. salad knife |
| 3. salad fork | 9. teaspoon |
| 4. entrée fork | 10. water goblet |
| 5. plate | 11. coffee cup & saucer |
| 6. napkin | 12. salt & pepper |



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|----------------------------|-------------------------------------|
| 1. bread plate | 11. soup spoon |
| 2. butter knife / spreader | 12. cocktail / oyster fork |
| 3. salad fork | 13. sherry / aperitif fork |
| 4. fish fork | 14. white wine glass |
| 5. entrée fork | 15. red wine glass |
| 6. charger plate | 16. water goblet |
| 7. napkin | 17. dessert wine or Champagne glass |
| 8. entrée knife | 18. place-card |
| 9. fish knife | 19. menu |
| 10. salad knife | 20. salt & pepper |