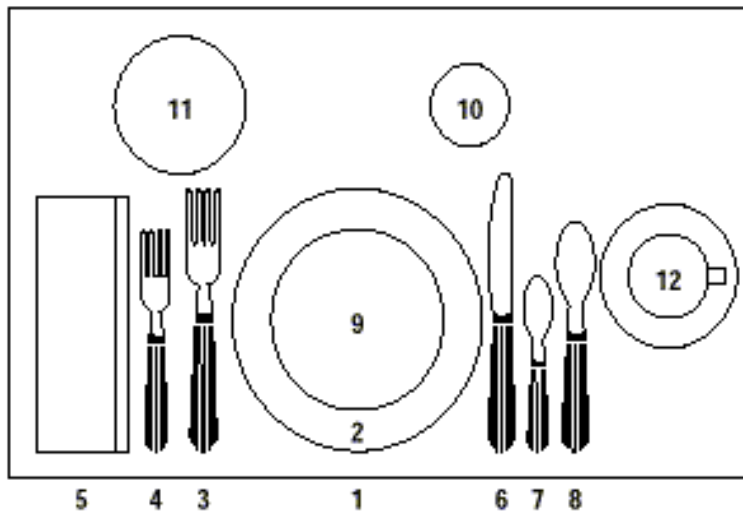


## Etiquette FCSA Study Guide

- When helping someone to be seated at a table, the male should assist a female to his left
- When seated at a table, one should enter on the left side of the chair
- At the end of the meal, the napkin should be placed unfolded to the left of the plate
- Food is passed to the right
- The waiter serves from the customer's left and picks up from their right
- If one needs to leave the table during the meal, the napkin should be placed in the chair, not on the table
- Work from the outside in on the silverware
- When setting a table, place the napkin so that the open edges or corners of the napkin are in the upper right corner of the napkin
- Stand behind the chair until the hostess, lady of the house is seated
- Cell phones should be turned on silent with no texting during meeting, at meals, or other social events
- Bread can be used as a pusher
- When eating at a restaurant a hostess or waiter directs the group to their seat.
- The women usually follow the one leading the group to be seated
- The host or male suggests items on the menu indicating to his guest what price he is prepared to pay
- When a man is introduced to a woman, the woman's name should be said first
- Eye contact should be made when shaking someone's hand
- Cell phones should not be used during a business luncheon or formal dinner
- When introducing yourself, always use your first and last name but never your title
- Slang should never be used during a formal meal
- A handshake can be brief and firm
- One's name tag should be worn on the right side of the shirt/blouse or jacket
- Cut salad with a knife if the pieces are too large to fit in your mouth
- Break off a whole piece of bread or roll into 2 or more smaller pieces
- One should always write the host a thank you letter after being at a dinner party
- If a food is served that you have never eaten, wait until the host/hostess eats it in order to understand what to do
- One never has a second chance to make a good impression
- Manners and etiquette should be practiced at all times
- When served something that one has never tasted, it is proper to at least taste the food item
- Silverware should be placed across the dinner plate

- Silverware and napkins should be placed one inch from the edge of the table
- Desert silverware should be placed above the dinner plate and turned sideways



1. Place setting
2. Main Course Plate
3. Main Course Fork
4. Salad Fork
5. Napkin
6. Knife
7. Teaspoon
8. Soup Spoon
9. Salad Plate
10. Beverage Glass
11. Bread Plate
12. Coffee Cup and Saucer