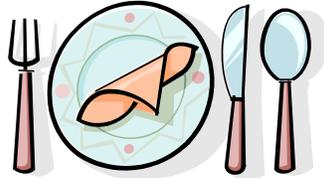


A Summary of Dining Tips



Napkin

- Place your napkin on your lap when everyone is seated.
- Never tuck your napkin into your collar.
- Don't use your napkin to wipe your face or nose. Use it to gently dab at your mouth.
- If you need to excuse yourself during the meal, place the napkin on your chair.
- When you are done eating, put the napkin to the left of the plate.

Ordering

- Wait for the host to order, unless you are directed to go first.
- Stay away from the most expensive item on the menu, as well as messy foods.
- Don't order alcohol unless your host does and, even then, you are not required to do so. If you order alcohol, keep it to one drink.

Utensils

- Use utensils from the outside – in.
- Rest your knife across the top of the plate if you're taking a break. The serrated side should point toward you. Rest your fork with the tines pointing down. This tells the waiter you're not done.
- Don't pick up dropped utensils. Ask the waiter to get you a new one.
- Used utensils should never touch the table.
- When done with the spoon, put it on the saucer: when done with knife and fork, place them side by side in the 11 o'clock position.

Passing Food Items

- Offer the bread basket and the salad dressing with both hands. Offer it to the person on your left, take a piece yourself and pass it to your right. (The key is not to serve yourself first).
- Always pass the salt and pepper together, even if only one is requested.

Eating

- Sip, don't slurp your soup. And if it's too hot, don't blow on it – wait for it to cool.
- Break off small pieces of bread or roll and butter and eat a piece at a time.
- When eating meat, cut only one or two pieces at a time.
- Chew quietly, mouth closed, and don't talk with your mouth full.
- Keep your elbows off the table when eating, although you can rest your arms up to the forearms on the table.
- Don't chew ice!

Other Tips

- Don't put on lipstick at the table, comb your hair or use a toothpick to clean your teeth.
- Turn your head and cover your mouth when you sneeze or cough.
- Turn your cell phone off.
- Women: small purses can go on your lap under the napkin, larger purses should go on the floor under your chair.
- Let your host direct you where to sit.
- Closing your menu and placing it in front of you lets the waiter know you are ready to order.