

# Take a Seat

Module Two Lesson 3

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## Posture at the Table

Be respectful to yourself and others sitting with you at the table. Sit up straight and place both feet on the floor. That also includes all four legs of your chair.

Your elbows should be close to your body when you are eating. Never lean and place your upper body on the tabletop. Your forearms are never on the table.

Here is what is acceptable when eating:

### American Style

If you are eating American Style, place one hand (if you are right handed place your left hand) in your lap with the other wrist on the edge of the table with your hand extending over the table top. You may also rest both hands in your lap.

### European Style

Rest both wrists on the table when eating European Style.

### Posture Review

Sit up straight

Shoulders back and down

Pull up out of your waist



## Take a Seat

Now is the time to show that you are charming.

### Gentleman:

Help the young lady or woman on your right get into their seat. Pull out the chair. As she sits, gently glide the chair underneath her into the table. Then take your seat.

### Ladies:

Here is the correct way to get into your chair and sit. Move to the right of the chair and enter it with your left hip and leg. Sit, and move your right leg under the table. Lift up silently so the gentleman can slip and help you push the chair into the table. Make eye contact with him and say, "thank you".

### Gentleman:

If a lady excuses herself during the meal, gently rise up out of your chair but don't completely stand. Sit down. When she returns, rise again and sit back down as she sits.

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## Excuse Me

When you need to excuse yourself to go the restroom, simply say in a quiet voice, "excuse me". There is no need to announce to the table exactly where you are going.

Push your chair back from the table, leave your napkin on the chair and push your chair under the table. If you are at a restaurant and the waitstaff refolds your napkin and places it back on the table, pick it up once you are seated and place it back on your lap.

If you need to sneeze or cough while eating, turn your head away from the person sitting next and cover your mouth and/or nose with a tissue. If you don't have a tissue use your napkin. Excuse yourself from the table if you need to blow your nose.



## Leaving the Table

When you are finished with your meal, remember the following:

- At the very end of the meal, pick up your napkin from the center and place it to the left of your plate.
- Never place your napkin on top of your plate.
- Always push your chair back under the table.

### Polite Points:

Wait until everyone has finished their meal before attempting to leave the table. Never place your napkin back on the table until everyone is ready to leave. Even if you are finished, do not let the waitstaff take your plate away. Keep your utensils in the "I am resting" position; this way the other person(s) that you are dining with is not eating alone.

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## Conversation at the Table

Now is the time to practice being a good conversationalist. Listen to what others have to say around you. Include and engage others that are sitting around you. This is not the time to talk about unpleasant topics, details of an illness or the time to debate or argue.

### How to Treat the WaitStaff and Those That Serve You

Respect is key, always. When ordering, make eye contact with the waiter. When they are serving you, say "thank you". They deserve the same courtesy and respect that you extend to others. Remember they are attending to many tables. Converse with them but do not take up too much of their time.

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# The Etiquette of Passing Food Around the Table

Module Two Lesson 4

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## Quick Tips for Passing Food Around the Table

- ➔ At the start of the meal start passing the food/platters to the right. The reason for this is, it provides some order to the meal.
- ➔ If someone close to you asks for the butter, by all means pass it directly to them. You do not need to send the butter all the way around the table until it reaches them.
- ➔ If the serving platters are close to you or in arm's reach, then take it.
- ➔ When you are the host/hostess, always pass to your guests first, then serve yourself.
- ➔ When you need something, ask with the word(s) "please" or "may I". For example, "please pass the butter", or " may I have the butter please?"
- ➔ When someone asks for the salt, pass the pepper along with it. These two always travel in a pair.

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# How to Eat Certain Foods

## Module Two Lesson 5

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## How to Eat Certain Foods

### Spaghetti

Eat spaghetti with a fork. Pull out a few strands and twirl the spaghetti around your fork.

### Baked Potatoes in Foil

When you are served a baked potato with the foil wrapped around it, do not remove the foil. Leave it in tact. Cut the potato through the foil and open to eat.

### Tortillas

Place the tortilla on a plate and fill it with the desired ingredients. Roll and eat from one end with your hands.

### Corn on the Cob

Corn on the cob should only be served in a casual setting. When passed, place the butter on the side of your plate. Butter and season your corn a few rows at time while eating. Hold the ear of corn with your hands at the end of the cob.

### Water

Don't drink water while food is in your mouth. Do not swallow too loudly or gulp. Do not completely drain a glass while at the table. Hold a water glass (tumbler) near the bottom. If a glass has a stem, hold it by the stem.

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### **Asparagus or Green Beans**

Both are cut into portions and eaten with a fork.

### **Bacon**

Bacon is eaten with a knife and fork. If is extra crispy, eat it with your fingers.

### **Meat or Chicken**

Eat meat or chicken with a knife and fork. Fried chicken is to be cut with a knife and fork unless it is served at a picnic. When cutting meat or chicken, only cut one bite at a time. Never cut your entire steak or piece of chicken.

### **Pizza**

Unless it is very messy, pick it up with your hands and enjoy.

### **Ice Cream**

Remember, the amount of ice cream placed on your spoon needs to be eaten. Never place ice cream on your spoon and then lick it like a cone.

### **Cake/Pie**

Cake or pie is eaten with a fork, even when served a la mode.

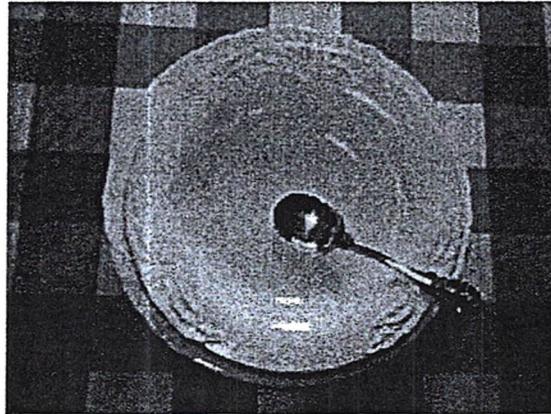
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## How To Eat Soup

The soup spoon is held with the index finger and thumb on top of the handle, similar to how a pencil is held except the thumb is turned up. See the photo below.

### The correct way to eat soup:

- The soup is spooned away from you.
- Sip the soup from the side of the spoon.
- Do not blow on your soup. Wait for it to get to the temperature that is right for you.
- To get the last drop of soup, tip the soup plate away from you filling your spoon with the soup.
- When you are finished, place the spoon on the plate underneath. If the soup is served in a cup also leave the spoon on the plate underneath. Never leave the spoon in the cup or bowl.
- Don't slurp your soup.
- When eating soup out, do not crumble your crackers into the soup. Place the crackers on the side of your plate or on your bread and butter plate.



Soup plate

## How To Eat Bread

When at a formal meal, the bread plate is located on the top left side of your plate. Break the bread into a bite sized piece (one piece), butter the piece with your a knife (bread and butter knife if you have one) and take the bite of bread. Break the bread over the bread plate to prevent the crumbs from getting all over the table. Bread or a roll is never completely buttered and eaten as a sandwich, whether you have a bread plate or not.

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# Dining Out

## Module Two Lesson 6

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## Dining Out

Dining out can be fun and an opportunity to spend time with friends and family and enjoy good food.

Here is everything you need to know to go out to dinner.

**Host/Hostess/Maitre d':** When you arrive at a fancy restaurant, you will be greeted by a host, hostess or maitre d. Tell the host your name and the number in your party. Most likely you will have made a reservation so now is the time to let them know you have arrived.

**Seating:** Take your seat. If you are a gentleman, pull out the chair for your mother, grandmother or date. Then take your seat.

**Menu:** The host will hand everyone a menu starting with the most senior lady at the table.

**How to order:** The waitstaff will come over to take your beverage order. After taking your beverage order they will ask if you have any questions about the menu and tell you any "specials" not on the menu. They will give you more time to take a look at your options and will return to take your order. When ordering, make eye contact with the person taking your order. Kindly hand them the menu when you are finished and say "thank you".

**Being served:** When the waitstaff serves you, they will serve you from your left side and remove the plate when you are finished from your right side.

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## How To Toast

Toasting is a popular way to recognize a special occasion or to celebrate someone. You may toast with your water, iced tea or a soft drink.

Here are a few tips to remember when toasting:

- A guest should wait to see if the host of the event makes a toast before preceding. Ask first.
- Keep it brief.
- A toast may be given during the dessert.
- If you are the one being honored, do not touch your glass. You never "toast" to yourself.

## Buffet Meals

Mind your manners. Take portions that are appropriate and considerate of others. Now is not the time to pile a heap of food on your plate.

If you are in someone's home and they serve the meal buffet style, wait for everyone to serve themselves and be seated before you start to eat. If you are attending a function where there are eight or more seated at the table, once 5 or more people are back at in their seat with their plates, you may begin eating.

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"I'm finished" position (remember 10:20 on the clock). If you are the first one that has finished your meal, place your utensils in the "resting" position. This is very nice touch of politeness for those you are dining with. Keep your plate in front of you while others are completing their meal. No one likes to eat alone.

When you are finished, never push your plate away from you. Keep it in it's original spot.

## Tipping:

Tips are to reward good service. The tip may be paid in cash or written in on the bill if you pay by credit card. Tip on the total amount of the food (not with tax included).

Typically, we tip 15-20% for good service.

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## Manners in the School Cafeteria

Lunchtime is a good time to catch up with friends and take a break. It is still a good idea to use your best manners.

- Wash your hands.
- Be kind, and keep your voice down.
- Put your napkin in your lap.
- Even if those around you are not using good table manners, use yours.
- Chew with your mouth closed.
- Sit in your seat with the legs of the chair on the floor. Do not lean back in your chair.
- Don't comment on what others are eating.
- Eat your own lunch.
- Clean up when you are done.

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# Duties of Host/Hostess

# Duties of a Guest

Module Two Lesson 7

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## Duties of a Host for a Dinner Party

Having people over for dinner is a nice way to develop friendships. It lets others know that you want to spend more time with them. This allows for them to meet your family and for your family to get to know them.

Here are tips on how to be a gracious host in your home:

- Plan a menu ahead of time. Ask your guests if they have any food allergies. This will allow you to plan accordingly.
- When your guests arrive, take their coats.
- Introduce your dinner guests to your parents or other friends.
- When serving dinner, make sure your guests have what they need.
- As you pass the food, always pass the serving platters to your guests first before serving your self. Start passing the food to your right.
- When everyone is finished, you may take the dishes to the kitchen/sink. Do not clean up and wash dishes while your guests are still in your home. This is to be done later after you guests leave.

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## Duties of a Dinner Guest

It is such a nice gesture when someone asks you over for dinner. Respond promptly when asked. If someone asks you over the phone to dinner or by voice message, respond that way. When someone extends an invitation by mail, follow the instructions on the invite. Most likely you will see "RSVP". This is an abbreviation for the french phrase, *répondez s'il vous plaît*, which means, "**please respond**". This is one of the most common etiquette mistakes we can make - that is, not to commit or respond to an invitation. It is so rude not to. Again, follow the hosts lead on how they want to hear from you. If they text the invite, then returning your response by text is fine. If they leave a phone message, then return the call.

**Here are more tips on how to be a polite and gracious guest:**

- Arrive on time.
- Consider bringing a "hostess gift". This is just a small token of appreciation. This does not need to be expensive. A candle, tea towel or book is always nice.
- Compliment the chef. Tell them how much you like their meal.
- Take your lead from the host. As they start their meal, start yours.
- Offer to help clear the table or at least take your plate to the kitchen.
- When leaving, thank them again and tell them how much you enjoyed your evening. Do not stay too late.
- The next day you may choose to contact them in some way to say thanks again. Usually this is done by a quick email, text or phone call.
- Always follow-up your gratitude with a handwritten note.

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# Have You Ever Wondered What To Do When.....

Module Two Lesson 8

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## Have You Ever Wondered What To Do When.....?

1) Your friend is so busy talking and carrying on at the dinner table that they forgot to put their napkin in their lap and they are chewing with their mouth open. Your friend is not using their manners at all. Should you still use yours?

2) The end of the year sports banquet is tonight and you are sitting with a large group of eight people. The table is pre-set with a formal place settings. The bread basket is passed and you look down at your place setting and notice the person sitting next to you has used yours! What should you do?

3) You are sitting down to dinner at your best friend's house. They pass the big bowl of broccoli your way. You do not like broccoli. What should you do?

4) You are out to dinner and you drop your fork. Do you pick it up?

5) You bite into a piece of steak with gristle. What do you do?

6) You are at a friend's house for dinner. Their mother is a wonderful cook but something is on your plate that you do not recognize. Hmm...you are sure it is delicious but you are not sure how to eat it.

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# Be on Time

Module One Lesson 9

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## Be on Time!

Tick tock! Have you ever had to wait on someone that is late? Running late happens at times. Being late is not something you want to do often. It is rude. Let's talk about it.

1) How do you feel when someone is late all the time?

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2) What happens to their reputation when they are late often?

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3) If you are the one that is late, what can you do?

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4) What messages are you sending if you are always late?

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# Common Courtesies

Module One Lesson 10

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# Managing Your Digital and Communications Footprint

Confidence | Character | Courage

## Module Three

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# Your Online Presence

## Module Three Lesson 1

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## **Manage Your Online Presence and Communication Skills**

Your online reputation will have an impact on your overall presence as you move forward with your college choices and into your new job path.

Start now, and treat it as a tool to showcase who you are and what you intend to do. This lesson will give you the keys to do just that. The internet will dictate a path for you. This module will assist you in making it a positive one.

Why not be outstanding?

Lisa Taylor Richey  
Founder, The American Academy of Etiquette, Inc.

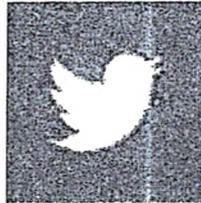
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\_\_\_\_\_ 's Online Reputation  
(your name)

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## Manage Your Online Presence



Online reputation management isn't just for businesses. A very good idea is to treat yourself as the most important brand there is - Brand Me. Set an intention starting right now to manage your digital footprint.

No one likes a set of rules. Let's not think of it that way. These are guidelines to help you get along in the world. Why not make it fun and simple? Remember, there is a time and place for everything. There are times to "share" the memories and a time to take a stand and not be so public and trusting.

Step up to the plate and realize your online presence has meaning and consequences. The internet can and will dictate a path for you. Why not make it a positive one?

### How to Start Managing Your Online Presence

#### What Not To Do:

1. Do not post illegal activities. This can and will be used against you. Be smart. You become at risk for school expulsion and for criminal prosecution.
2. Do not bully anyone online (or anytime).
3. Never ever post anything negative or damaging about a teacher.
4. Do not use school computers to check your personal social media outlets. Check with your school and follow their policies.
5. Do not post confidential information about yourself or anyone else.

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1. Not only do job seekers research a company online to prepare for an interview, but hiring managers are researching you. Whether you are applying for college or looking for a job down the street, they are looking at you online. Keep your presence professional.....everywhere.
7. Do not post when you are angry, hurt or sad. You may post something you regret.

Enough of that. Let's talk about what you can do to have a positive presence online.

### Positive Online Presence with Intention

1. This just isn't about erasing the bad. You have already done that by now, we hope. Try thinking like a college recruiter or a hiring manager. You want to improve your chances of getting an acceptance letter or a scholarship. You don't want your content to sound out of character, but think before you post.
2. If you have a particular college in mind, or a few favorites, check out their blog or what they are posting online.
3. Are you engaging in community service projects? What is going on with you at school? What are your extracurricular activities? These activities deserve a post.
4. Show your creative and adventurous side. Post activities that you have with your friends. This is to be expected. Be mindful when posting. Ask yourself a few questions before posting. Is this photo appropriate?
5. Are you a leader? Now is the time to show that side of you. Have you recently initiated a meeting with your friends that benefits a cause? How about organizing a group for a class project?

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# Quiz

## Module Two Lesson 9

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## True or False

1. Your bread plate is located on the left side of your place setting.
2. Your water glass is located on left side of your place setting
3. The napkin stays on your seat when you excuse yourself from the table.
4. You need to tell everyone where you are going when you excuse yourself from the table.
5. It is OK to rest my forearms on the table when I am eating Continental Style.
6. It is perfectly acceptable to switch back and forth between eating American and Continental style in one meal.
7. It is acceptable to eat in either the American or Continental Style of dining in America.
8. Dinner is supposed to be a time to relax and slouch in your seat if you want to.
9. As a guest, I can start eating as soon as I sit down.
10. There is no need to send a thank you note after dinner at someone's house if I said thank you as I was walking at the door.
11. I feel so confident now that I know how to eat correctly in all situations.

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