

MACAULAY HONORS COLLEGE

JANUARY ACADEMY
FOR THE WHOLE STUDENT

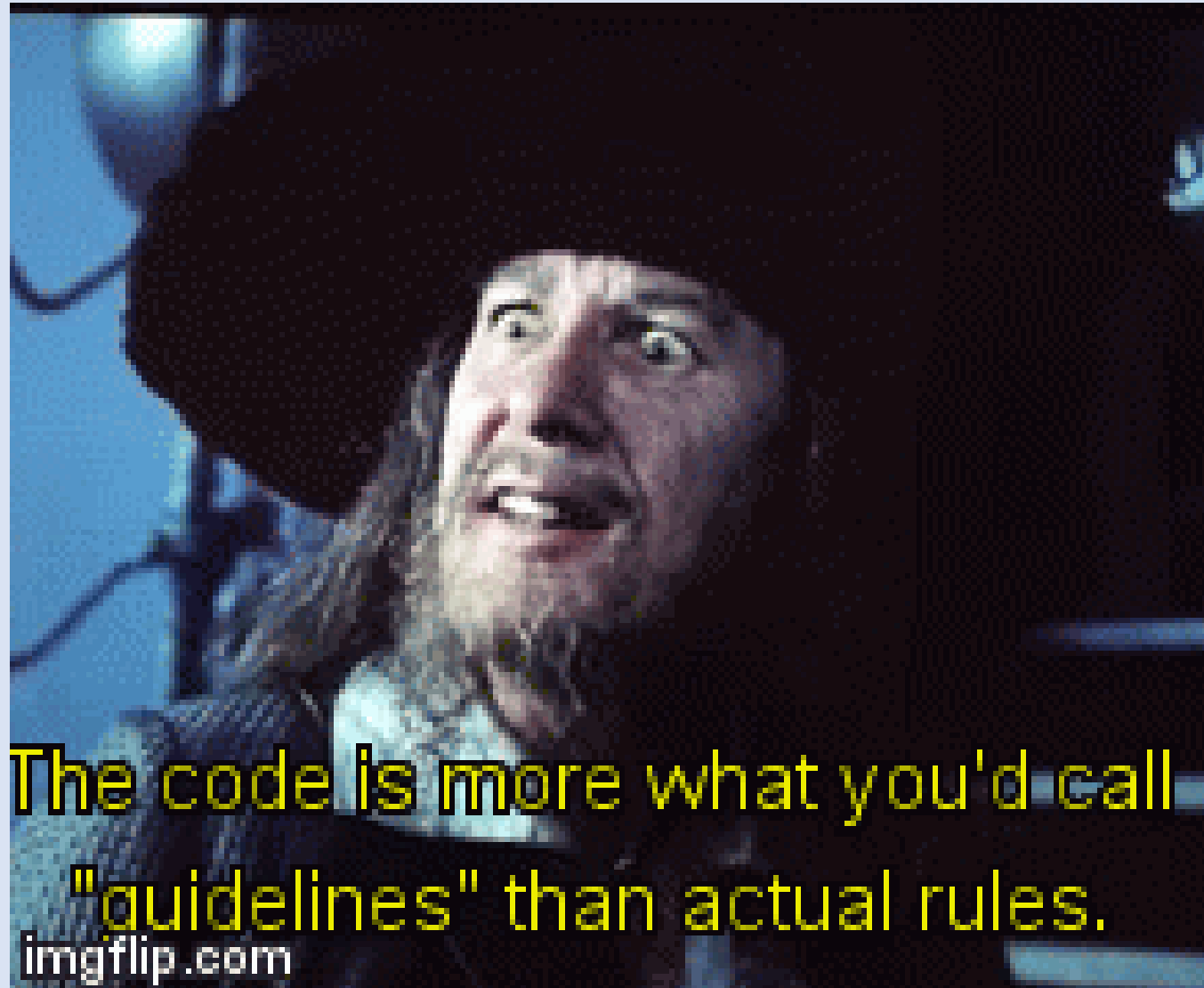
Business Etiquette Dinner

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What is the importance of etiquette?

- Etiquette vs Manners
 - Etiquette is a code of conduct and set of societal rules
 - Manners are behaviors that reflect a person's attitude
- Where does dining etiquette come from?
 - Louis XIV vs. Modern day rules





Before the event

- Be on time
- Look up the menu at the restaurant
- Maybe have a snack before so you don't get hangry
- If you're a messy eater, don't wear white
- I like to put my phone on silent and keep it in my purse
- If you're going to be late, try to call them or the restaurant right away. If they're late, wait at least 15 minutes before you call.
- Wait for the host before being seated.

A black sign with gold lettering that reads "Please Wait To Be Seated". The sign is mounted on a black metal stand. In the background, there is a blurred restaurant setting with a table, a vase of pink flowers, and a tray of food.

Please
Wait To Be
Seated

Networking: (n.)

- The action or process of interacting with others to exchange information and develop professional or social contacts. - *Oxford Languages*

Networking is not this ~scary~ separate thing; you already do it every day! Time to perfect it now.





At the start of the event

- Name tags on dominant hand
- Greetings and introductions (e.g. shake hands)
- Small talk
 - Local area
 - Entertainment
 - Art
 - Restaurants
 - Hobbies
 - Work
 - Sports
 - Weather
 - Travel

6 Tips for Networking at Lunch/Dinner

- Show up on time and confirm beforehand
- Be yourself
- Be well read
- Try to find a personal connection
- Listen actively
- Show gratitude





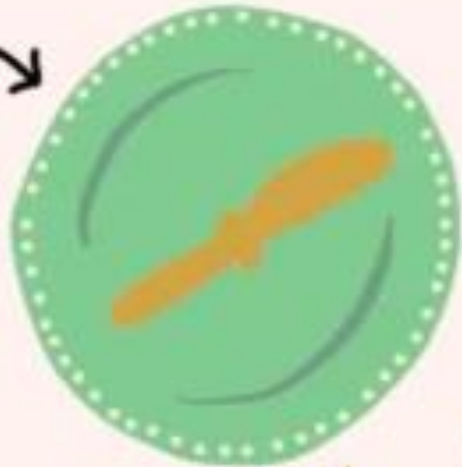
Now practice networking at your table!

After sitting down

- Napkin on the lap
- Try not to place anything on the table
- When ordering, try to let the host order first
- Bread and Butter
- When to start eating



bread plate
butter knife



dessert spoon
dessert fork



water glass



wine glass



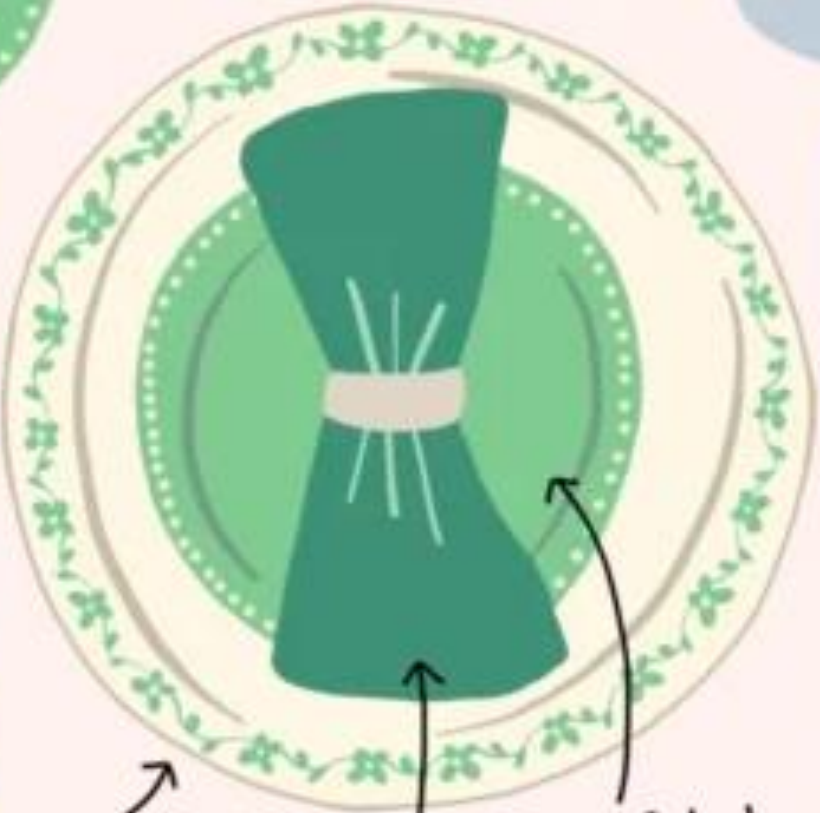
salad fork



dinner fork



dinner plate



napkin

salad plate



← soup spoon

dinner knife

Basic Table Manners

- Chew with your mouth closed
- Don't talk with your mouth full
- No elbows on the table
- Don't point with your utensils
- Don't gesture with your napkin (it's not a flag)
- Don't play with your food
- Take a few bites, even if you don't like it (don't send it back)
- Good posture at the table



During the meal

- How to hold knife and fork (American Style vs. Continental Style)
- Salt & Pepper
 - (how to pass and when to use)
- Passing before taking
- Never reach over another diner
- How to eat soup



During the meal

- How to use your napkin
- Stick to smaller bites

Napkin Etiquette



place napkin on chair when temporarily excusing yourself



place napkin to the left of your placesetting when the meal is finished

End of the meal

- How to signal you're done
- A finished napkin
- What to do if you're a slow eater
- Coffee at the end of a meal



Continental style - *I'm resting position*



Continental style - *I'm finished position*



American style - *I'm resting position*



American style - *I'm finished position*



Networking Tips

- Know how to graciously end a meal
- Get their contact information
- Who pays
- Following up



Questions?

