Table Setting and Etiquette
How to Set a Table

• Complete the Table Setting Worksheet.
Proper Table Setting

**Formal**

- Place card
- Bread plate
- Bread knife
- Dessert spoon
- Cake fork
- Service plate
- Salad plate
- Dinner fork
- Dinner knife
- Teaspoon
- Soup spoon
- Water glass
- Wineglass (red)
- Wineglass (white)

*Napkin*

*Cup and saucer* generally aren’t placed on the table until the dessert course.
Setting the Table Influences

• Appearance of the food served
• Sets the tone/feeling of the meal
• Makes people feel important
Three Components of a Place Setting

• Dinnerware
  – Plates, cups, bowls, saucers, platters and other serving pieces

• Flatware
  – Butter, dinner and steak knives; salad/dessert, dinner fork; soup, dessert and teaspoons.

• Glassware
  – Water goblet, milk and wine glasses, sherbet glass
Cover

• Arrangement of a place setting for one person.

• Allow 20-24” for each cover with the dinner plate in the middle.
Proper Dinnerware Placement

• Dinner Plate
  – 1” from the table edge

• Bread/Butter Plate
  – Top left
  – Above the salad plate
Proper Dinnerware Placement

• Salad Plate
  – Lower left
  – Above the napkin

• Soup Bowl
  – On plate or separate
Types of Flatware

• Soup spoon
  – Larger than teaspoon

• Salad/dessert fork
  – Smaller than dinner fork

• Butter knife
  – Shape and size smaller than dinner knife
Proper Flatware Placement

• 1 to 1½” from the table edge
  – Handles are lined up and the utensils are even with the plate

• Forks
  – Left of the plate
  – Dessert fork placed above the center of the plate
Proper Flatware Placement

• Knives and Spoons
  – Right of the plate
  – Dessert spoon is sometimes placed above the center of the plate.

• Arrange in order of use
  – Starting at the outside and working toward the center.
Proper Flatware Placement

• Forks
  – Tines up
• Knives
  – Sharp cutting edge toward plate
• Spoons
  – Bowls up
• Butter knife
  – On bread/butter plate
Proper Glassware Placement

• Water goblet
  – Tip of the knife blade.

• Other beverage glasses
  – Right of goblet, slightly forward and diagonal.

• Cup and saucer
  – Lower right.
Placement of Napkin

• Three Places
  – Left of the forks
  – Center on the dinner plate
  – In the water goblet

• When removed, should not disturb the flatware.
"WHAT DO YA MEAN? I'VE GOT PLENTY OF MANNERS. I JUST CHOOSE NOT TO USE 'EM."
Class Activity on Etiquette

• Table Manners Worksheet
Table Etiquette

• Courtesy shown by good manners at meals.
• Reflect part of your personality to others.
• Makes eating a pleasant experience for everyone
• Most rules of etiquette involve common sense and consideration of other people.
Common Rules of Etiquette

• Sitting down
  – From the left side of your chair.

• Passing food
  – To the right.
Common Rules of Etiquette

• Napkin
  – Place on lap before starting to eat.
  – Cover your mouth and nose if you must cough or sneeze.
  – Leave on your chair if leaving the table and returning during a meal.
  – Leave to the left of the plate when finished with the meal.
Common Rules of Etiquette

• When eating with a small group
  – Wait until everyone is served before eating
• Follow actions of host/hostess
• Avoid talking with food in mouth
• Chew with mouth closed.
Common Rules of Etiquette

• Cut food into bite-size pieces
  – As you eat, not all at once.
• Sit up straight
• Avoid leaning on elbows while eating.
Common Rules of Etiquette

• When finished with soup
  – Place spoon on soup plate

• Eating a roll/bread
  – Break one piece off at a time, butter and eat.
  – Place butter on your own plate before buttering your bread/roll.
Common Rules of Etiquette

• Tipping Etiquette
  – For good service: 15% to 20% of total bill

• Where to tip?
  – Restaurants
  – Beauty Salons
Common Rules of Etiquette

• Cell Phone Etiquette
  – Turn your cell phone to vibrate or off.
  – Avoid checking your phone.
  – If it is an emergency, excuse yourself from the table.
  – Keep your voice down when talking on a cell phone.
Summary

• If you apply basic principles of setting the table, table service and manners you can create a pleasant atmosphere so that your relationships and appearance of food are enhanced.

• Good manners show respect for others.