



## Unit 3

# The Etiquette of Dining

# The Importance of Table Etiquette and Manners

Table manners have always played an important part in making a favorable impression. Our actions at the table and while eating can be essential to how others perceive us and can even affect our professional success. Therefore, knowing some basics may help you *establish your confidence, enjoy the food comfortably and make a good impression.*





# Part 1 Lead-in Exercises

1. **Have you ever tried Western-style dish? If yes, tell your partner how you feel about it. If no, imagine what it is like according to the knowledge you've got.**
2. **Vocabulary building: Match the Chinese words on the left column with their appropriate English expressions on the right.**



1. 欧式西餐

2. 餐巾

3. 招牌菜

4. 餐具

5. 甜食

6. 沙拉调味汁

7. 开胃菜

8. 共用匙

9. 自助餐

10. 托盘

A. buffet

B. dressing

C. flatware

D. appetizer

E. serving spoon

F. napkin

G. desserts

H. Continental cuisine

I. specialty

J. saucer



## **Part 2 Table Etiquette and Manners**

- ❖ **Table Setting**
- ❖ **Seating arrangements**
- ❖ **Ordering Food**
- ❖ **Napkin Use**
- ❖ **Use of Silverware**
- ❖ **Food to Eat with Fingers**
- ❖ **General Table Manners**



# Part 2 Table Etiquette and Manners

## Table Setting





# Centerpiece

**Centerpiece**--the decoration (flowers or candles) placed at the center of a table, which performs a solely decorative function, and which should not be absent, especially on formal occasions.

**Centerpiece**—it shouldn't be too large so that there will be sufficient room to place serving dishes. But it may be huge and extend the full length of the table at a formal dinner.

**Attention**—Centerpiece should be of low height, so as not to obstruct visibility of diners' faces.



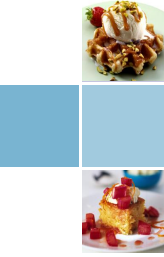


# Utensils

**Rule 1**—"Liquids on your right, solids on your left"

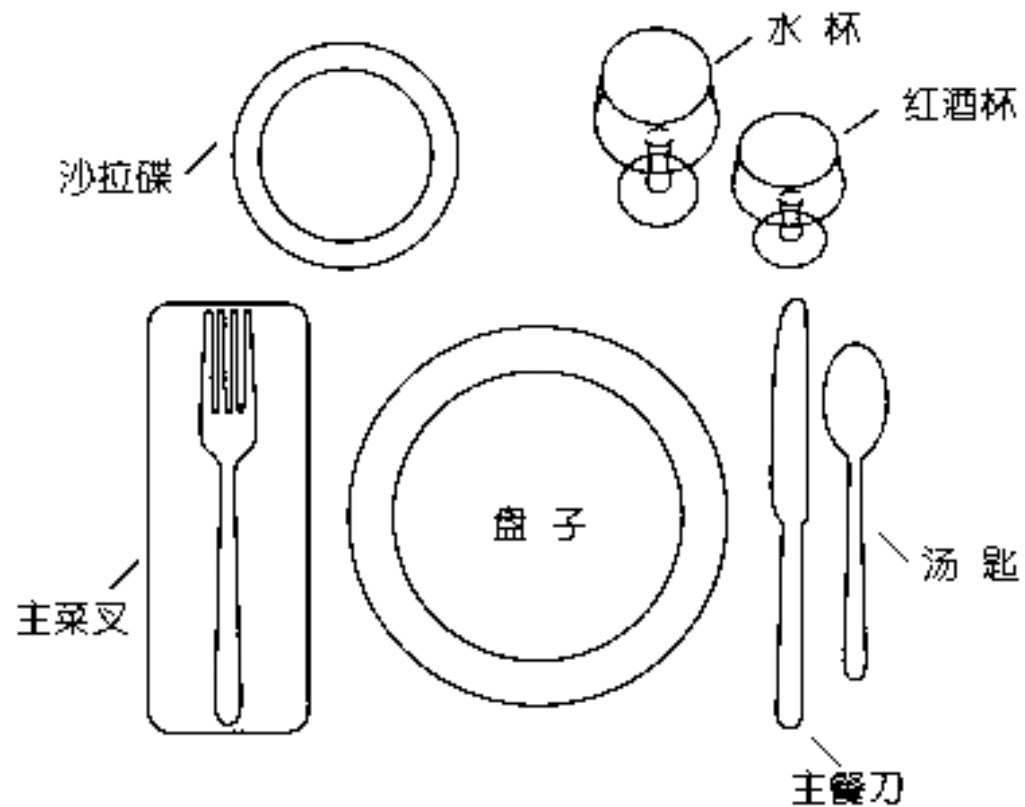
**Rule 2**—Utensils (spoons, forks, knives and glasses) on the outermost position are used first, so they are placed in the order of use.

**Rule 3**—The blade of knife must face toward the plate.

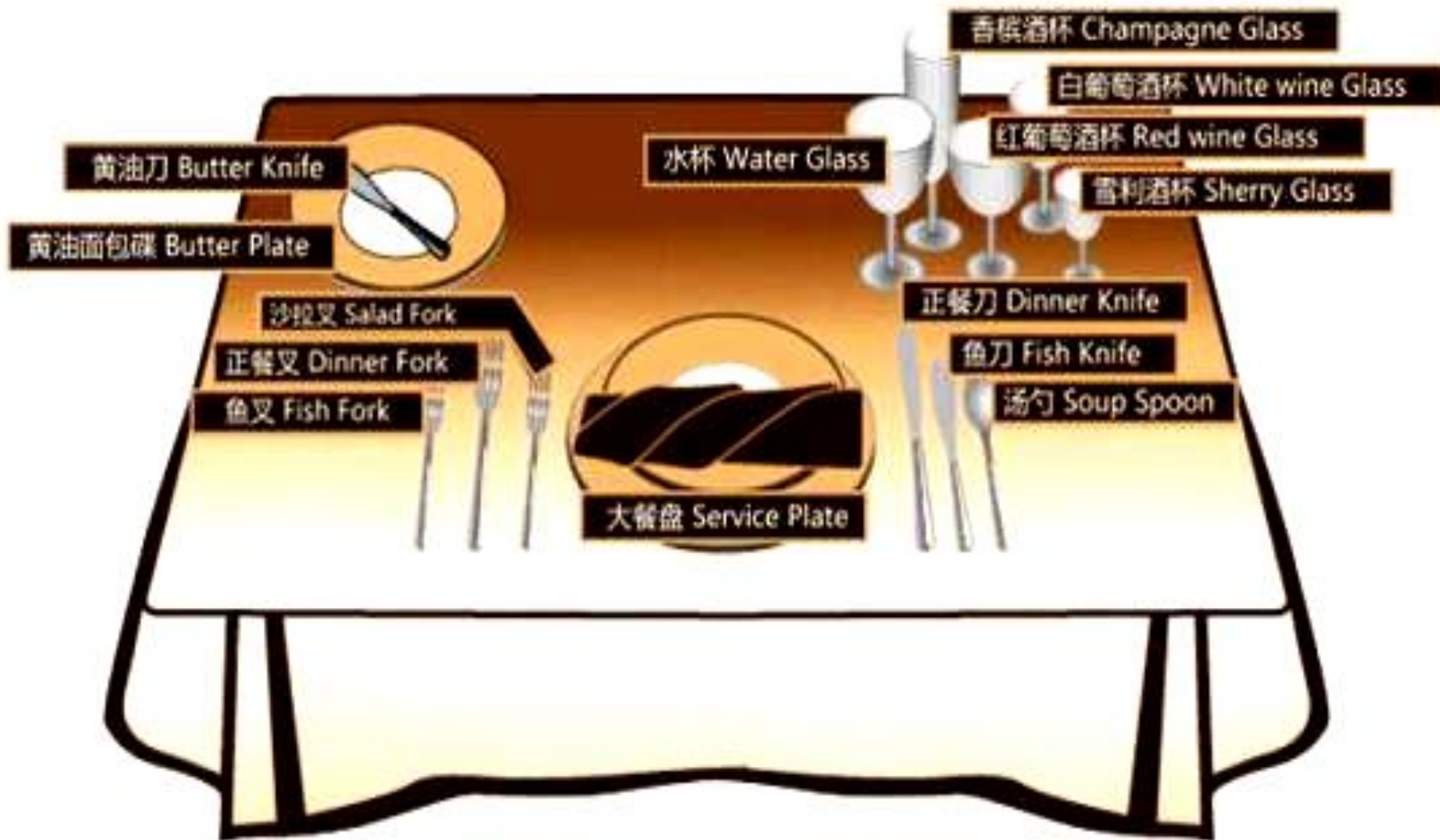




# Informal table setting



# Formal table setting 1



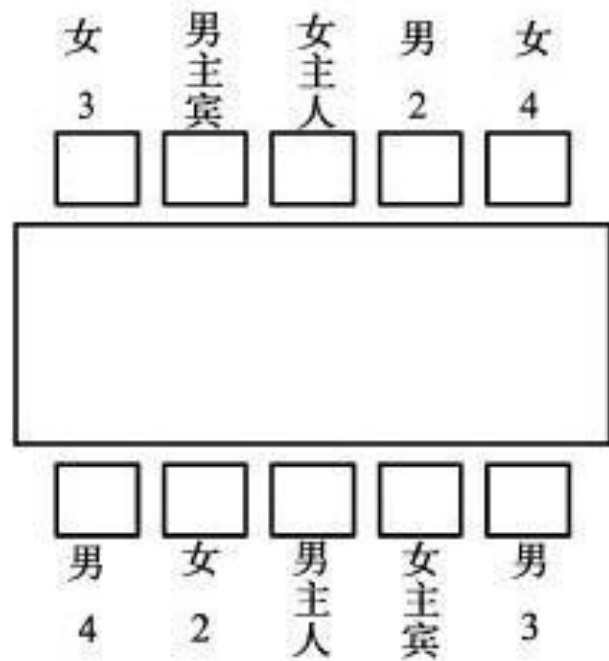
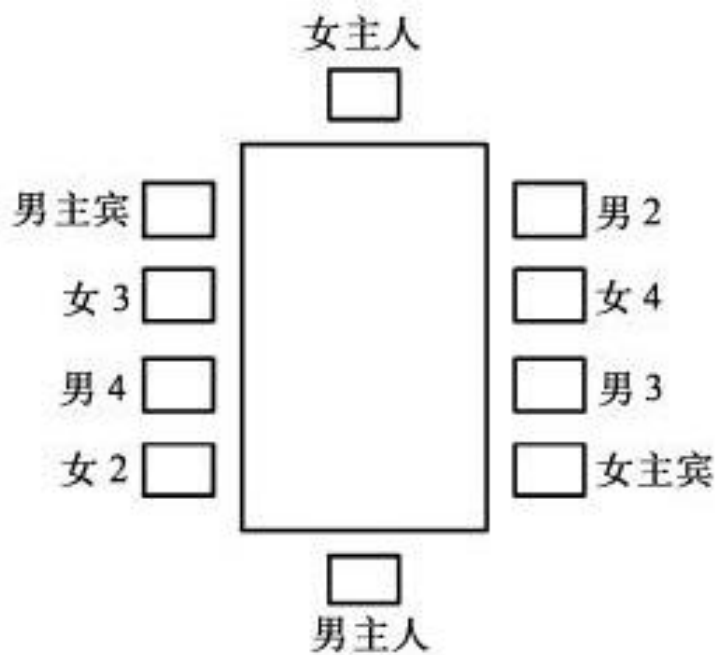
# Formal table setting 2



# Seating arrangements



红酒世界  
wine-world.com



**Door**

**Door**

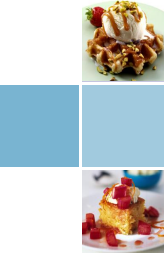






# Ordering Food





**Appetizer**

**Soup**

**Side dish**

**Main course**

**Vegetable dish**

**Dessert**

**Drinks**





# Appetizer

Appetizer aims to make people have good appetite. It is of special flavor, **small in quantity and high in quality**. It mainly tastes **salty and sour**.



## Starters

**Fried herring with egg sauce**



# Soup

Generally speaking, there are **4 types** of soup in Western-style dishes.



**Pureed  
soup**



**Cold  
soup**

**Clear  
soup**



**Chowder**





## **Clear soup**

**A combination of vegetables, meat, grains or pasta(面食) floating in a clear broth (肉汤) or stock(高汤).**

## **Pureed soup**

**Vegetable or legume soups either partially or fully pureed.**

## **Chowder**

**Diced potatoes and broth, milk or cream. It may or may not contain fish or seafood.**

**Cooked and cooled or uncooked ingredients. Cold soups, like cold food, require more seasoning than hot.**

## **Cold soup**



Usually, **fish-dish** will be taken as the third course, also called side dish, including river and sea fish and etc. . Because this type of food is **easy to digest**, it often goes before the main course.

## Side dish





# Main course

Its main materials are beef, mutton and pork. Roast, fry and **grill** (烧烤) are the main ways to cook the main course.



# Vegetable dish

It can be either offered after the main course or with the main course. Vegetable dish is usually called salad, made from lettuce, tomato, cucumber and etc.. The main condiment (调味品) is called “**dressing**”.







**Cake**

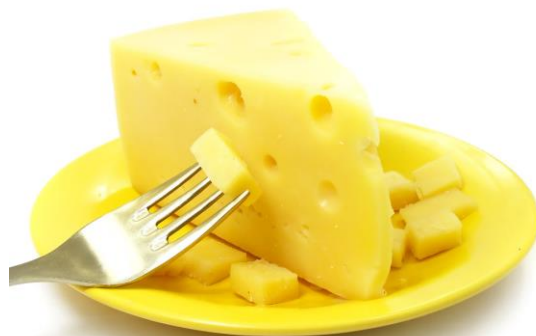


**Fruits**

**Dessert**



**Pudding**



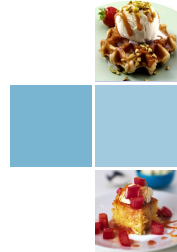
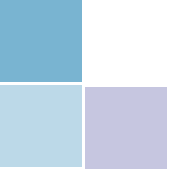
**Cheese**



**Ice Cream**







# Coffee

## Drinks



# Tea





**Appetizer** ★



**Soup** ★



**Side dish**



**Main course** ★



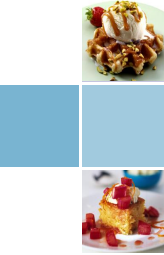
**Salad**



★ **Dessert**



**Drinks**





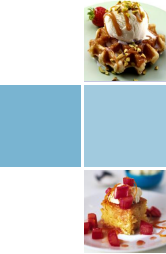
# Napkin Use

## **When should I unfold the napkin?**

**When the host unfolds his or her napkin, it's your signal to do the same. And the dinner begins.**

## **Where should I place the napkin after I unfold it?**

**Place your napkin on your lap, completely unfolded if it is a small one or in half, if it is a large dinner napkin. And it should remain on your lap throughout the entire meal and should be used to gently blot your mouth when needed.**



## **How to use napkin to blot my mouth?**

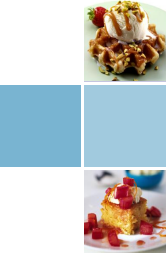
**Gently blot your mouth with the inner side of the napkin.**

**Oops! I dropped the napkin? Should I pick it up by myself?**

**No! ask for the help of the waiter.**

**Excuse me, I have to leave for a while during the meal...**

**Place your napkin on the chair as a signal that you will be returning.**





## **Delicious! Dinner finished.**

**The host will signal the end of the meal by placing his or her napkin on the table.**

**Once the meal is over, you too should place your napkin on the table.**

**Don't fold it neatly.** Otherwise you are signaling that your dissatisfaction with the service or the dishes.



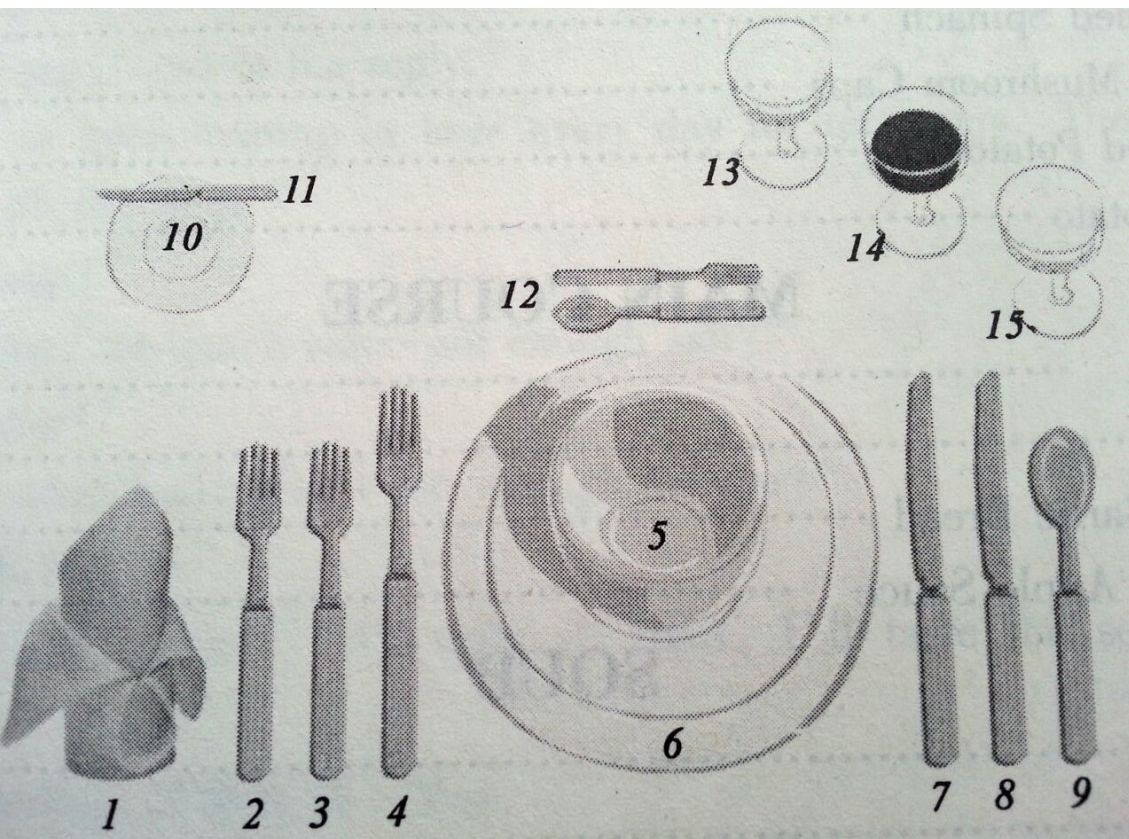


# Use of Silverware





# Exercise: Name the following items.



1. Napkin
2. Seafood/fish fork
4. Salad fork
3. Dinner fork
5. Soup bowl
6. Decoration plate
7. Dinner knife
8. Seafood/fish knife
9. Soup spoon
10. Bread-and-butter plate
11. Butter knife
12. Dessert spoon and fork
13. Champagne glass
14. Wine glass (for red)
15. Wine glass (for white)





# **Principle:**

**Starting with the knife, fork, or spoon that is farthest from your plate, work your way in, using one utensil for each course.**

**There are two ways to use a knife and fork to cut and eat your food:**

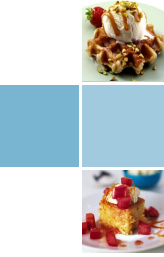
**American style**

**European or Continental style**



## American style

**One cuts the food by holding the knife in the right hand and fork in the left hand with the fork tines piercing the food to secure it on the plate. Cut a few bite-size pieces of food, then lay your knife across the top edge of your plate with the blade facing in. **Change your fork from your left to your right hand to eat, fork tines facing up.****



# European or Continental style

It is the same as the American style in that you cut your meat by holding your knife in your right hand while securing your food with your fork in your left hand. The difference is **your fork remains in your left hand, tines facing down**, and the knife in your right hand. Simply **eat** the cut pieces of food by picking them up **with your fork still in your left hand**.



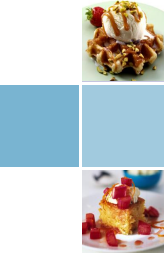
**There are also two ways to use spoon to eat soup:**

## **British way**

**Dip the spoon into the soup, moving it away from the body, until it is about two-thirds full, then sip the liquid (without slurping (出声)) from the side of the spoon (without inserting the whole bowl of the spoon into the mouth). It is perfectly fine to tilt the bowl slightly—again away from the body—to get the last spoonful or two of soup.**

## **French way**

**It is almost the same as Chinese way.**



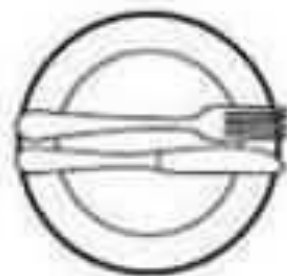
# 西餐中刀叉摆放的含义~



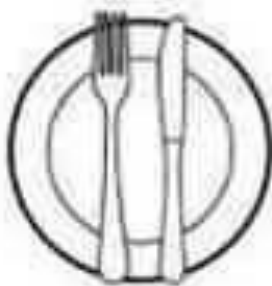
先歇会  
还没吃完别收走!



坐等第二份



好评



吃完可以收拾



差评



# Practice

- 1. Let me rest for a while. Don't take the utensils away.**
- 2. It's so delicious. I like it. One more.**
- 3. Delicious! The service and food are both nice.**
- 4. I'm finished.**
- 5. How terrible this meal is!**







# Food to Eat with Fingers



# Bacon

**When bacon is cooked until it is very crisp, and there is no danger of getting the fingers wet with grease, it is okay to pick it up to eat it.**



**This is an instance of practicality winning out over decorum, since trying to cut a crisp piece of bacon usually results in crushing it into shards(碎片) that are quite difficult to round up onto fork.**



# Bread

**Bread must be broken, never cut with a knife.**

**Tear off a piece that is no bigger than two bites worth and eat that before tearing off another.**

**If butter is provided,  
butter the small piece  
just before eating it.**



# Cookies

**It is never necessary to try to eat the cookie that comes as a garnish (装饰品) to your dessert with a spoon. Unless it has fallen so far into the chocolate sauce that there isn't a clean corner by which to pick it up.**





# **Chips**



# **French Fries**



# **Fried Chicken**



# **hamburgers**



# Small Fruits

## & Berries on the Stem







**If you are served cherries with stems, or grapes in bunches, then it is OK to eat them with your fingers.**

**However**

**If you are served cherries without stems, the utensil of choice is a **spoon**.**





A bunch of  
grapes???



You may  
encounter a  
special **scissors**,  
to be used to cut  
off **a small cluster**  
(簇) from the  
bunch.





## **No scissors is provided!?**

**If there is not scissors, tear a portion from the whole, rather than picking off single grapes, which leaves a cluster of unattractive bare stems on the serving plate.**





# General Table Manners



# Posture

**“Elbows, elbows, if you’re able—keep your elbows off the table!”**

**Proper posture at the table is very important. Sit up straight, with your arms held near your body. You should neither lean on the back of the chair nor bend forward to place the elbows on the table.**

**It is permissible to lean forward slightly every now and then and press the elbows very lightly against the edge of the table, if it is obvious that you are not using them for support.**

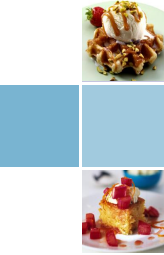




# Volume

● Do not talk at an excessively loud volume and do not make loud or unusual noises while eating. Chew with your month closed.

● Refrain from burping, coughing, sneezing or blowing nose at the table. If you must do so, you may request that your action be excused.



# Removing Inedible Items from the Mouth



**Olive pits or cherry pits can be delicately dropped onto an open palm before putting them onto your plate.**

**A piece of bone discovered in a bite of chicken should be returned to the plate by way of the fork.**





**Fish is an exception to the rule. It is fine to remove the tiny bones with your fingers, since they would be difficult to drop from your mouth onto the fork.**

**If what you have to spit out will be terrifically ugly—an extremely fatty piece of meat that you can't bring yourself to swallow, for example—it will be necessary to secretly spit it into your napkin, so that you can keep it out of sight.**





# Thank You!