

## Dining Etiquette

At some point in your business career, everyone is faced with a formal dining experience where dining etiquette will be required. Before graduation, students will attend the senior breakfast at Georgetown Conference Center.

**Step #1: Access the following website and answer the questions below:**

[http://www.etiquettescholar.com/etiquette\\_scholar/dining\\_etiquette.html](http://www.etiquettescholar.com/etiquette_scholar/dining_etiquette.html) and  
<http://www.businessinsider.com/top-dining-dos-and-donts-from-an-expert-2013-4?op=1>

1. What are the three steps you should take with meeting someone at the dining event?
  - a.
  - b.
  - c.
2. Should females or males initiate the handshake?
3. What are the two qualities of a good handshake?
4. Why should name tags be placed on the right hand side of your front shoulder?
5. When selecting flatware, you should start from the \_\_\_\_\_ and work your way \_\_\_\_\_.
6. In relation to the forks, where is the dinner fork placed?
7. In relation to the forks, where is the salad fork placed?
8. In relation to the forks, where is the dessert fork placed?
9. In relation to the plate and spoons, where is the knife placed?
10. When looking at your place setting, where will you find the bread and butter plate?
11. If a piece of silverware drops, what should you do?
12. Silverware should not touch the \_\_\_\_\_ once used.
13. Where/How should you place your knife when finished eating.
14. Once seated, what should you do with your napkin?
15. Once finished, what should you do with your napkin?
16. If you need to leave the meal, where should you place your napkin?



### Part #3: Breakfast Etiquette

We will have a business breakfast during 2<sup>nd</sup> hour. Select four people to be in your business breakfast. Assign each person to bring one of the items listed below. You will only need to bring enough for the members of your group. I will provide cups/plates/bowls and eating utensils.

Member #1: Fruit Salad (or another form of breakfast salad)

Member #2: Bread/Pastry/Doughnuts/Biscuits

Member #3: Beverage (OJ/Apple Juice/Milk)

Member #4: Entrée (Waffles, Pancakes, Breakfast Casserole, etc)

MEMBER #1:

FOOD ITEM:

MEMBER #2:

FOOD ITEM:

MEMBER #3:

FOOD ITEM:

MEMBER #4:

FOOD ITEM: