



TABLE MANNERS

- ❖ Those who know the table manners often notice how others observe them.
- ❖ Bad eating habits and table manners make you look ridiculous.
- ❖ Good table manners can be inculcated by anyone; no one is born with them.
- ❖ Timing your arrival at a party is very important and tricky too.
- ❖ If you are 'in' time-before the schedule- the host may not be ready.
- ❖ If you are too late, other guests have to be kept waiting.
- ❖ 'On' time arrival is good; a bit late is permissible; but not early.
- ❖ Always sit down from the right side of the chair.
- ❖ If there are only two persons at a table, better sit across the table, opposite to each other.
- ❖ If there are two couples, then the wives may be seated together.
- ❖ There are different knives and spoons for different courses of food.
- ❖ If there are more than one fork and knife, start from the outside order and work your way inwards.
- ❖ **The fork is held in the left hand and spoon in the right.**
- ❖ **The fork is used to put the food in the spoon and the spoon for putting the food in your mouth.**
- ❖ Napkins are shaken out as soon as the diner is seated.
- ❖ Napkins are picked up only after the host has unfolded his, if he is also seated.
- ❖ Put the open napkin in your lap;
- ❖ You can use your napkin to remove food crumbs from your lips and dab at your lips between mouthfuls.
- ❖ Be careful in not spilling food around your plate.
- ❖ Don't stretch out in front of your neighbour to reach out for a particular dish; request him/

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her to pass it over.

- ❖ In a buffet, don't use your hand/ spoon/ fork to transfer items to your plate from the vessels on the serving table; use the ladles provided in front of the vessels.
- ❖ Don't slurp any drink noisily from a cup.
- ❖ Between mouthfuls, don't wave your cutlery in the air or point at a person to emphasize a point.
- ❖ Swallow your mouthful, put down the spoon, fork or knife and then speak.
- ❖ Be careful not to stab at the chicken or mutton too hard as it may slip out of the plate.
- ❖ **It's perfectly alright to pick up a bone with your fingers.**
- ❖ The long strands of noodles should be twirled around the prongs of the fork to make it easy to put in your mouth.
- ❖ Don't heap food items on the plate and waste much of it.
- ❖ Avoid unpleasant topics and topics leading to a heated debate.
- ❖ Don't wipe your fingers on the table cloth; use napkins for it.
- ❖ Don't suck the tips of fingers.
- ❖ Quietly request the waiter to

replace the unclean or offending dish/ drink with an insect or a hair.

- ❖ Never spit noisily seeds, bits, small bones, stones etc. on the floor or the table.
- ❖ Bring the spoon close to your mouth and spit it out noiselessly or remove them by cupping your hand over your mouth.
- ❖ Jams, butter and jellies must be transferred to your plate with a spoon and then spread it on the bread with the butter-knife.
- ❖ Never use a piece of bread to wipe your plate clean.
- ❖ Don't put used cutlery on the table after the use.
- ❖ If you take a bite of food that is too hot to swallow, push it down with water as discreetly as possible; don't spit it out.
- ❖ If you happen to drop a piece of cutlery, ask the waiter to replace it.
- ❖ If you happen to drop a piece of food, don't panic; let it be there.
- ❖ If you happen to drop a key, card etc., wait for the conclusion of the meals and quietly reach for it.
- ❖ A general rule is to serve the dishes from the left and

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remove from the right.

- ❖ It is never polite to smoke during a meal.
- ❖ After the meal, you can light up a cigarette, after taking permission from others.
- ❖ If finger-bowls are brought after the meals, dip your fingers into the water, rub on the slice of lemon and dry your hands on the napkin.
- ❖ Before leaving the table, leave the crumpled napkin by your plate.
- ❖ Leave the used napkin unfolded on the table.
- ❖ Leaving folded napkins suggests that the napkins are not used at all and may be used again.
- ❖ When you are through eating, place your cutlery side by side **in the centre** of your plate.
- ❖ If you place the knife, fork or spoon **wide apart** on each side of the plate, that means that you have **not yet finished**.
- ❖ Leaving the **fork and spoon facing upward** often means

you are **not satisfied** with the food and facing downwards shows your satisfaction.

- ❖ A guest should not make an adverse comment voluntarily about the taste or quality of the food.
- ❖ The host must also avoid asking the comment of the guests about the quality and taste of food.
- ❖ Avoid asking enquires like "Isn't there any appetizer/ dessert?"
- ❖ Avoid bringing children or friends to parties unless you are requested to.
- ❖ If children are brought, it is the duty of the parent(s) to supervise and control them diplomatically.
- ❖ Avoid leaving parties early; if there is an emergency, make a quiet exit without saying good-bye to everyone.
- ❖ Don't overstay.
- ❖ It is courteous to ring up the next day and say 'thank you'.