MANNERS @ MEALS

- Sit: When signaled by the host. If not signaled, sit when she or he does at the nearest chair.
- Utensils: Move from the outside in! Don't grasp with your fist. Don't point with them.
- Unsure: Watch others! Especially your host or guest of honor (seated at right of host). 
- Posture: Sit up straight!
- Toothpicks: Never deposit back on the waiter's tray! Place in napkin, bag, or pocket, if necessary.
- Elbows: Not on the table, unless straining to hear!
- Napkin: On the lap – never in the collar. When finished leave on the chair or to left of plate dirty side down!
- Buffet: Take a little – going back for seconds is often flattering.
- Soup: Spoon away from your self. If you desire, tip the bowl away to get the last drop.
- Dunking: In public, don't! Ever!
- Eat: Only when the host or guest of honor does or when directed by host/hostess. Applies to each course.
- Eating: When there's unassigned seating – wait until two or three show – then eat...
- Pits: Remove anything from mouth the way it went in.
- Service: Don't whistle or snap fingers to get the waiter's attention. Use your eyes or a gentle hail.
- Diet: Don't discuss your weight loss efforts or the "high number of carbs" in that pasta.
- Paused: Signify an eating pause by placing knife & fork (tines down) angled outward from center of plate.
➢ Finished: Place knife and fork together the right side of your plate.

➢ Nervous: Don't show it by drumming your fingers on table or tapping a glass or table with your knife.

Etiquette: Is a code of behavior based on consideration and thoughtfulness, courteous, thoughtful behavior, impeccable manners, dignity and civility ... etiquette is the guiding code that enables us to practice these manners, to celebrate our traditions and ceremonies, and to be flexible enough to value and hold in esteem the rights, traditions, and beliefs of others at the same time.

Manners: Ultimately, they are a combination of common-sense, generosity of spirit, and some specific know-how that helps us do things thoughtfully and with care for another.

Conversations

- Interests: Appeal to others’ interests to get them talking.
- Equality: Allow for both speaking and listening.
- Be Yourself: Don’t try to be anything you aren’t – funny, witty, quick.
- Prompt: Use “What do you think?” more than “I think!”
- Silence: It can be golden – don’t rush to fill it in.
- Compliment: Only when sincere.
- Focus: On the person you’re conversing with.
- Know: Speak on those things you know – don’t act as if you do if you don’t.

Correspondence:

- Handwritten Musts: Condolence, Formal Invitations/Replies, Thank you Notes
- Add: Personal notes to store bought cards.
- Closings: Try Best regards, Affectionately, Fondly, Yours truly.
- Email: Isn’t confidential or private, Wait before responding to “hot” e-mails
- Phone: Identify yourself, Ask “who’s Calling” and “is this a good time”
- Phone Sales: Allow intent, explain disinterest, hang up if they persist
- Phone messages: Short and sweet – watch the “creativity!”

Day to Day:

- Doors: Hold ’em for anyone – male or female and anyone behind you.
- Assistance: Offer to anyone with children or packages and the infirm or elderly.
- Walking: Men on the outside.