

The ABC's of Etiquette

- A.** When you sit down for a meal, immediately place your napkin in your lap (if your utensils are wrapped in the napkin, unwrap them, place the utensils on the table, and quickly place the napkin in your lap)
- B.** When you are finished eating, place your napkin loosely beside your plate (never place your napkin on the table until the meal is complete)
- C.** Never place your elbows on the table
- D.** Use one hand to eat unless you are cutting or buttering your food (this includes when drinking from a glass)
- E.** Do not lick your fingers (clean your fingers with your napkin)
- F.** Do not smack your lips or chew noisily
- G.** Do not chew with your mouth open
- H.** Do not talk with your mouth full (wait until you have swallowed your food)
- I.** If you have something caught in your teeth, go to the restroom to remove it
- J.** Do not slurp or drink directly from a bowl
- K.** Do not play with your food
- L.** If you drop your fork or napkin, do not put it back on the table; ask for a replacement and leave the old one on the floor (until you leave the table - and then it is appropriate to pick it up and place it on the table)
- M.** Utensils should be used at all times (except for when eating: pizza, bacon, cookies, bread, corn on the cob, sandwiches and biscuits, French fries, chips, fried chicken on the bone, small uncooked vegetables, and fruits on a stem)
- N.** Never reach over someone else's plate to get something; always ask for it to be passed to you
- O.** Never start eating off of your plate/tray until you have reached the table
- P.** Do not begin eating until everyone at your table has received their food (unless in the school cafeteria)
- Q.** Never complain that the line is too long, the food is not good, or if there is a wait
- R.** If unsure of which utensil to use, start with the fork knife, or spoon that is farthest from your plate
- S.** When finished eating, leave your plate where it is and place your fork and knife across your plate to signal that you are finished
- T.** Never place a used utensil on the table, place it in a plate or saucer
- U.** If you did not use the utensil, leave it where it is
- V.** Always look your server in the eye when ordering, asking a question, or saying thank you
- W.** Remember your servers name and try to use it as often as possible during the course of the meal
- X.** If you have to leave the table, you should stand up and say, "Excuse me," as you leave the table (place your napkin in your seat - put it back in your lap when you return)
- Y.** When you are offered desserts or asked a question by the server, it is best to be prepared and have your choice ready
- Z.** Never talk to the wait-staff as if they are servants; treat them with respect and kindness