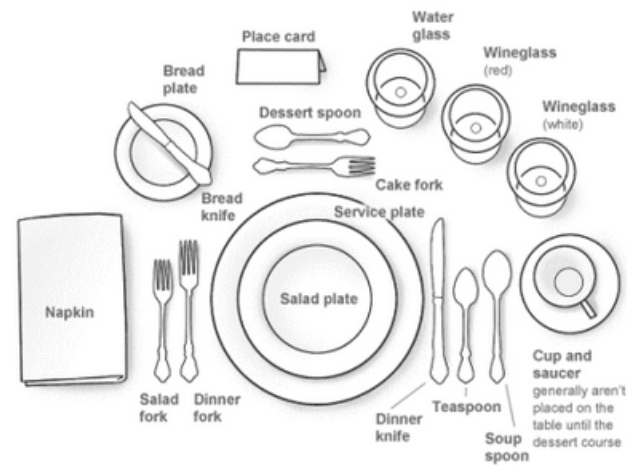


DINING ETIQUETTE

FOR BUSINESS MEETINGS & INTERVIEWS



Arrival

- Be on time! Check a map before going to determine your timing.
- All personal items should remain clear of the table.
- Remove hats.
- Have proper posture and keep elbows off the table.
- Wait for the host/hostess to be seated first.
- While seated, keep both feet on the floor.
- Engage in conversation with everyone.

Table Setting & Manners

- Place napkin in your lap, folded in half with the fold toward your waist.
- When there is a variety of utensils, start at the outside and work your way in.
- Bread plate remains on left, while drinks remain on right.
- Rest utensils on your plate when not using them.
- Items are passed to the right.
- Do not ask for a to-go box.

Ordering & Being Served

- Use manners with the server.
- Do not order the most expensive item or anything listed as "market price".
- Avoid ordering items that are messy or difficult to eat.
- Do not order alcohol.
- Wait for everyone to be served before beginning to eat.

During the Meal

- Eat slowly and only cut a few small bites at a time.
- Chew with your mouth closed and do not talk while chewing.
- Taste your food before seasoning it.
- Bread should be eaten by tearing it into pieces.
- Soup should be stirred to cool down, not blown.
- You do not have to clean your plate.
- Place utensils at 5:00 to indicate you're finished.



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