



# Dining Etiquette

## Table Etiquette:

- Keep in mind with your utensils that you start on the outside and work your way in.
- Wait for everyone at the table to be served before you begin eating.
- Pass items in a clockwise pattern.
- Always pass the salt and pepper together.
- Pass items with the handle pointing toward the recipient.
- Always taste your food before seasoning it.
- It is acceptable to eat your chicken with your fingers on three occasions: a picnic, at home, or if it is served in a basket.
- Once you pick a utensil up from the table, it should not return to the table.
- Do not cut all your meat at once; this is reserved for children only.
- Dessert utensils may be placed across the top of the place setting. Slide them down at dessert, if this is the case.
- When finished with a course, leave your plates in the same position and place your knife and fork on the plate at 4 o'clock.
- Don't ask for a doggy bag.
- Remember to thank your host. A thank you note is recommended!

## Seating:

- Remain standing until the host indicates to be seated.
- Sit up straight; don't lean or place your elbows on the table.
- Place your napkin in your lap.
- If it is necessary to leave between courses, place the napkin on your chair, or to the left of your plate.
- Never chew gum, smoke, blow your nose or use toothpicks.

## Ordering:

- If you have questions about items on the menu, ask your server or host.
- Do not order more expensive meals or additional courses than your host.
- Don't order finger foods as they can be messy.
- Don't order alcoholic beverages unless your host suggests or offers and you are of age.

## Wine:

- Red wine is usually preferred for dark meats and red meats and sauces.
- White wine is usually served with poultry and fish.
- Hold white wine glass by the stem to avoid warming the



**Soup:**

- When eating soup, think of making a circle. Spoon away from you, bring it back around to your mouth and then back to the bowl.
- Soup is taken from the side of the spoon so it is NOT inserted into your mouth.
- Don't make slurping noises.

**Bread and Butter:**

- This plate is to the left of your dinner plate and above your forks.
- If you don't have a separate plate, it's okay to place the bread on your dinner plate.
- Bread should never be eaten whole. Break into smaller pieces buttering one piece at a time.

**Salad:**

- The salad plate is either to the left of your napkin or on top of your dinner plate.
- The salad plate is typically smaller than the dinner plate, but larger than the bread plate.
- It is perfectly acceptable to cut your salad. Watch your cherry tomatoes – they spit!

1. Napkin
2. Fish Fork
3. Salad Fork
4. Dinner or Main Course Fork
5. Soup Bowl and Plate
6. Dinner Plate
7. Dinner Knife
8. Fish Knife
9. Soup Spoon
10. Break and Butter Plate
11. Butter Knife
12. Dessert Spoon and Cake Fork
13. Water Goblet
14. Red Wine Goblet



*For more information regarding dining etiquette, contact the Marietta College Career Center at extension 4645 or cc@marietta.edu.*

# Business Etiquette



## Email Etiquette

- Wait to fill in the “TO” email address.
- Be concise.
- Use correct grammar and check spelling.
- Make sure to address people by titles, and use complimentary openings and closing.
- Check your email at least once daily.
- Don’t use email for confrontation; being passive aggressive will cause more problems.

## Cell Phone Etiquette:

- In the office, make sure your phone is on silent or vibrate.
- Get rid of your inappropriate song ring tones and opt for a conservative ringer that comes standard on your cellular phone.
- Use your cell phone for important/emergency calls only.
- Find a private place to make calls.
- Don't bring your cell phone into the restroom ... Ever!
- Don't bring your cell phone to meetings, it may tempt you to text during the less interesting moments.

## Departmental Meetings

- Always arrive on time.
- Read the agenda ahead of time and come prepared.
- Maintain eye contact with the speaker. Sit up straight.
- Introductions should be made, it smoothes group think.
- Treat everyone equally; don't brown-nose the boss and ignore the secretary.
- Plan to say at least one thing, or ask one question.
- If you're leading the meeting, circulate an agenda
  - Put all the action items first
  - Then, discussion
  - Last, information

## At the Office:

### *Office Furniture and Desk Privacy*

- Treat the furniture well
- Stay on your own desk
- Do not put your feet on the furniture.
- Do not sit at another's desk or use their computer without permission.

### *Refrigerator*

- This isn't the dorm. Don't eat or drink it if it isn't yours!

### *Visitors:*

Think First!

- Is it appropriate for you to meet with this person in this venue?
- Is your office presentable?

## Company Car

- Keep your car clean; it represents you and the company.
- If your company requires, keep legible, accurate and organized records of mileage and destinations.
- Unless specified, don't use your company car for personal use.
- Check your company's policy on smoking and cell-phone usages while the vehicle is in motion.
- Drive responsibly and courteously. At many companies, speeding tickets can result in a bad image and banishment from driving the company car.
- NEVER drink and drive. Having or getting a DUI on your record almost always signals the loss of the company vehicle...and possibly your job.

## Sexual Harassment

It is defined by the Equal Employment Opportunity Commission (EEOC) as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
  - submission to or rejection of the conduct by an individual is used as a basis for employment decisions affecting such individual, or
- the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

### EXAMPLES:

- unfulfilled threats to impose a sexual quid pro quo
- discussing sexual activities
- telling off-color jokes
- unnecessary touching
- commenting on physical attributes
- displaying sexually suggestive pictures
- using demeaning or inappropriate terms, such as "Babe"
- using indecent gestures
- sabotaging the victim's work
- engaging in hostile physical conduct
- granting job favors to those who participate in consensual sexual activity
- using crude and offensive language

## Holiday Party Etiquette

- Act as though your behavior is being observed every minute (because it probably is)
- Do not decline the invitation to attend an office party; not attending could hurt your reputation.
- Spend at least 30 minutes at the party for appearances, but don't overstay your welcome.
- Don't use the office party as an excuse to blow off steam.
- Don't pull the nightclub attire from your closet for the event -- ask whether the attire for the party is formal or casual.
- Keep your hands to yourself. Don't flirt, and avoid any other inappropriate behavior.
- Don't spend all evening talking business.
- Keep one hand free during the night so you can offer handshakes to people as they come by
- Know exactly who is invited to the party. Spouses or significant others are not always on the guest list for office parties.
- Don't forget to thank the person responsible for the planning and coordinating of the party.
- Consider sending a thank-you note to top management for hosting the party.



Know  
the  
Rules!