

# DINING ETIQUETTE BASICS FOR BUSINESS STUDENTS

## ARRIVING

- Arrive on time
- Silence phone and put it away
- Wait to sit until the host indicates the seating arrangement
- Always rise for introductions
- Sit up straight, keep arms close to your body, and place hands in your lap when not eating

## BEFORE THE MEAL

- Discretely unfold your napkin to half and place in your lap before eating or drinking
- When alcohol is present, know your limitations and never consume if the host abstains
- Be prepared to order when asked to, do not hold up the table
- Do not order the most expensive item on the menu
- Pick something easy to eat and avoid messy food
- Contribute equally to the conversation
- Have a few topics in mind to discuss, avoid controversial issues or jokes

## DURING THE MEAL

- Keep your elbows off of the table
- Expect to be served from the left
- Wait to begin eating until everyone is served
- Start with the utensil farthest from the plate and work your way in
- Spoon soup away from you
- Remember to cut your food one bite at a time
- Bring food to your mouth, not your head to the plate
- Do not chew with your mouth open, blow on your food, or talk with food in your mouth
- Season your food, if you must, only after tasting it
- Pass the salt and pepper together and place them on the table, not in the receiver's hand
- Eat at the same pace as everyone else
- If you must get up during the meal, verbally excuse yourself and place your napkin in your chair

## AFTER THE MEAL

- Dishes shall be removed from the right
- Do not push dishes to the side or hand them to the waiter
- Do not ask for a to-go box
- Business should not be brought up until after entree plates have been removed

