**TABLE SETTING AND ETIQUETTE STUDY GUIDE**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Period:\_\_\_\_\_**

**Proper Table Setting**

1. The *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*go on the *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*.
2. The *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* go on the *\_\_\_\_\_\_\_\_\_\_*.
3. The *\_\_\_\_\_\_\_\_\_\_\_\_\_\_* faces the *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
4. The *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* go on the *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*.
5. The *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* plate and *\_\_\_\_\_\_\_\_\_\_*plate go on the *\_\_\_\_\_\_*.

**Formal Place Setting**

1. Fill out the attached formal place setting diagram.

**American Style Eating**

1. *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* with a fork using the *\_\_\_\_\_\_\_\_\_\_\_\_\_* with the *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*pointing *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*.
2. Hold the *\_\_\_\_\_\_\_\_\_\_\_*by the handle in the *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*.
3. The *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* toward the *\_\_\_\_\_\_\_*, but does not rest *\_\_*the blade.
4. Cut off *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* at a time.
5. *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* a knife, fork or spoon in your *\_\_\_\_\_\_\_\_\_*.
6. Place the *\_\_\_\_\_\_\_\_\_\_\_*towards the *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*.
7. Shift the *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*.
8. Hold the handle slightly between the *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* and the *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*.
9. Bring food to your *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*.
10. *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* throughout the meal.

**American Style – Resting Position**

1. Between bites or “*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*”
   1. The *\_\_\_\_\_\_\_\_\_\_*is placed on the *\_\_\_\_\_\_\_\_\_\_\_\_* of the plate in the *\_\_\_\_* o’clock position.
   2. *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
   3. The *\_\_\_\_\_\_\_\_* placed on the *\_\_\_\_\_\_\_\_\_\_* in the *\_\_\_\_* o’clock position
   4. *\_\_\_\_\_\_\_\_\_\_* of the fork placed *\_\_\_\_\_\_*

**American Style – I’m Finished**

1. When finished eating or “*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*” position
   1. The *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* are placed *\_\_\_\_\_\_\_\_\_\_\_\_\_* on the *\_\_\_\_\_\_\_\_\_* of the plate in the *\_\_\_\_\_*o’clock position.
   2. The *\_\_\_\_\_\_\_\_*on the *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*.
   3. The *\_\_\_\_\_\_\_\_\_\_* on the *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*.

**Continental Style Eating**

1. Hold the *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* as the American style.
2. The only difference is you *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* with the knife or fork.
3. The *\_\_\_\_\_\_\_\_* will always stay in the *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*.
4. The *\_\_\_\_\_\_\_\_* will always stay in the *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*.
5. You *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* the knife or fork *\_\_\_\_\_\_\_\_\_\_\_\_* unless you are going to take a drink of beverage.
6. You may *\_\_\_\_\_\_\_\_\_\_\_*your forearms on the *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*.

**Continental Style – Resting Position**

1. Between bites or “*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*”
2. The *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* in the *\_\_\_\_\_\_\_\_\_\_\_\_\_\_*of the plate
3. *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* pointed *\_\_\_\_\_\_\_\_\_\_*.

**Continental Style – I’m Finished**

1. “*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*” position
2. The *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* are placed *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* on the *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* of the plate at the *\_\_\_\_\_*o’clock position.
3. The *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*, tines are *\_\_\_\_\_\_\_\_\_\_\_\_\_*
4. The *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*, blade *\_\_\_\_\_*.

**Napkin Placement**

1. The *\_\_\_\_\_\_\_\_\_* should be placed in your *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*.
2. When *\_\_\_\_\_\_\_\_\_\_\_\_* the table, place the napkin on the *\_\_\_\_\_\_\_\_\_\_*.
3. When *\_\_\_\_\_\_\_\_\_\_\_\_\_*, place the napkin to the *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*.

**Tipping**

1. A tip should be *\_\_\_\_\_\_\_* of the bill

**Cell Phone Use**

1. Cell phones should be on *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*.
2. *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* a call while dining.
3. Check text messages *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*.
   1. That does not mean under the table when your company is not looking!!

**Table Manners**

1. When choosing a piece of flatware *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*.
2. Chew with your *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
3. Avoid *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
4. Cut only *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*.
5. *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* one piece at a time
6. Avoid *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*
7. Don’t place *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* on the table
8. Pass the *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*.
9. Don’t place *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* back on the table